

## ECIA COUNCIL MEETING SECRETARIAL NOTES

**DATE:** Wednesday, July 16, 2025  
**TIME:** 5:30 pm Meeting  
**PLACE:** Zoom/Phone/7600 Commerce Park, Dubuque, Iowa

### ECIA COUNCIL MEMBERS PRESENT:

*\* = Alternate*

☒ = Present

#### Cedar County:

☐ Vacant  
☐ Ness  
☒ Wagner

☒ B. Gaul  
☐ Kaufmann\*  
☐ Oberbreckling

☐ Laughlin

#### Clinton County:

☒ Sander-Welzien  
☒ Thiltgen\*  
☒ George

☐ D. Srp\*  
☒ Kelly  
☒ Maddason

☒ Wiese  
☐ Hasenmiller  
☒ Lindner\*

#### Delaware County:

☐ Bergan  
☒ Behnken  
☐ Vick\*

☒ L. Gaul  
☒ Maurer

☒ Helmrichs  
☒ Madlom

#### Dubuque County:

☒ Neises  
☐ Ekhoft  
☒ Niehaus

☒ Bonz-v-chair  
☐ Cavanagh  
☒ Burbach\*

☒ Pothoff  
☐ Kenniker\*

#### Jackson County:

☒ Willey-chair  
☐ Tranel  
☐ Ganzer

☒ Steines  
☐ Schwenker\*  
☐ Boldt

☐ Messerli\*  
☒ Weinschenk

### OTHERS PRESENT:

Skaggs

### STAFF PRESENT:

☒ McPherson  
☒ Berning  
☐ Ravada  
☒ Stoffel  
☒ Kennedy  
☒ Hingtgen

☐ Specht  
☒ Schnier  
☐ Fox  
☒ Walker  
☒ Danielson

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\*A quorum was present

## **CALL TO ORDER AND INTRODUCTIONS**

Chair Willey called the meeting to order at 5:30 p.m. Introductions were made at this time.

## **REVIEW/ACTION ON THE REVISED AGENDA FOR WEDNESDAY JULY 16, 2025, MEETING**

Motion by Helmrichs, second by Madlom to approve the revised agenda for Wednesday July 16, 2025, meeting. The motion passed unanimously.

## **REVIEW/APPOINTMENT OF EXECUTIVE COMMITTEE MEMBERS AND ELECTION OF OFFICERS FOR FY23**

Hingtgen listed the current Executive Committee members for reappointment. Wagner informed the board that he is retiring in December and would like to be taken off the board. Hingtgen asked him if Wagner would be willing to stay on board through December to give Hingtgen enough time to find his replacement. Wagner agreed to stay on until he retires. All other board members attending the meeting indicated their interest in remaining on the Executive Committee if approved by the ECIA Council. Current officers are Willey, Chair; Bonz, Vice Chair; Hingtgen, Secretary; Stoffel, Treasurer. Willey and Bonz both finished their two-year term and new chair and vice-chair needs to be appointed.

Hingtgen explained the Executive Committee consists of a representative from each county, an at-large person, and members representing the various boards of DMATS, EIRHA and RPA. Hingtgen noted that the East Central Development Corporation (ECDC) board members mirror the Executive Committee so appointees will also be on the ECDC Board.

Motion by Steines, second by Pothoff to approve the appointment of the Executive Committee members with the following Officers: Beth Bonz, Chairperson; Jack Willey, Vice Chair; Steve Stoffel, Treasurer; and Mae Hingtgen, Secretary, for FY26. The motion passed unanimously.

## **COMMENTS FROM THE PUBLIC ON AN ITEM THAT DID NOT APPEAR ON THE AGENDA**

No discussion of this item due to zero members from the public online or at the meeting.

## **REVIEW/ACTION ON MINUTES AND SECRETARIAL NOTES OF THE MAY 21, 2025, MEETING**

Motion by Pothoff, second by Neises to approve the minutes and secretarial notes from the May 21, 2025, meeting. The motion passed unanimously.

## **REVIEW/ACTION ON CONSENT AGENDA ITEMS AS RECOMMENDED BY THE EXECUTIVE COMMITTEE**

- a. Financial Status Report
- b. Appointment of Legal Officer
- c. Contracts
  - i. Memorandum of Understanding between Community Solutions of Eastern Iowa (CSEI) and Area Substance Abuse Council (ASAC) - Renewal
  - ii. Memorandum of Understanding between Community Solutions of Eastern Iowa (CSEI) and Crescent Community Health Center (CCHC) - Renewal
  - iii. Memorandum of Understanding between Community Solutions of Eastern Iowa (CSEI) and Hillcrest Family Services (HFS) - Renewal
  - iv. Contract between ECIA and the City of Clinton for Community Development Block Grant administration - \$40,000
  - v. Contract between ECIA and MercyOne for Home Safety Assessment
  - vi. Closeout Agreement between ECIA and Environmental Protraction Agency (EPA) revolving loan funds
  - vii. Nuisance Abatement Services for the City of Grand Mound- \$5,000
  - viii. Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds –\$38,500 (HRPP-HAF-01-13) – City of Miles
  - ix. Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds –\$38,500 (HRPP-HAF-01-14) – City of Cascade
  - x. Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds –\$38,500 (HRPP-HAF-01-15) – City of Dundee
  - xi. Contract between ECIA and Maquoketa Municipal Electric Utility for project administration set forth by the Iowa Economic Development Authority (IEDA) - \$70,137.40
  - xii. Contract between ECIA and Cedar County Economic Development Commission for the provision of comprehensive economic development assistance

Motion by Bonz, second by Pothoff to approve the consent agenda items as recommended by the Executive Committee. Motion passed unanimously.

## **REVIEW/ACTION OF CLASSIFICATION AND COMPENSATION STUDY – PRESENTATION BY MGT**

Skaggs went over a summary of the Classification and Compensation Study, highlighting the following items: job evaluation, market survey comparison, proposed compensation plan, implementation of classifications and compensation plan, and future administration of the system.

Discussion followed.

Motion by Bonz, second by Burbach to recommend to the ECIA Council Board approval of the Classification and Compensation Study. Motion passed unanimously.

## **REVIEW/ACTION ON ECIA STRATEGIC PLAN**

Hingtgen stated there were few changes from the draft the board reviewed at the last meeting. Hingtgen requested the plan move to a 3-year strategic plan.

Motion by Madlom, second by Niehaus to approve the ECIA Strategic Plan. Motion passed unanimously.

## **REVIEW/ACTION ON ECIA BILLING HOURLY RATES FOR FY 2026**

Hingtgen recommended the board approves a 2% increase to billable hourly rates.

Motion by Steines, second by Burbach to approve the ECIA billing hourly rates for FY 2026. The motion passed unanimously.

## **REVIEW/ACTION ON ECIA COST ALLOCATION PLAN FOR FY 2026**

Stoffel stated on an annual basis ECIA needs the cost allocation/work plan approved by the board, so it can be submitted to various federal agencies. The purpose of the cost allocation plan is to summarize the methods and procedures that ECIA will use to allocate costs to various programs, grants, contracts and agreements.

Motion by Helmrichs, second by Pothoff to approve the ECIA cost allocation plan for FY 2026. The motion passed unanimously.

## **REVIEW/ACTION OF COMMUNICATIONS DEVELOPMENT ASSISTANT POSITION**

This position is going to report to the Director of Special Programs and support the Executive Director. Hingtgen stated this person would work 2/3 times for the CSEI department and 1/3 times for ECIA. Hingtgen went on to say this position will be responsible for ensuring efficient operations of the office and is responsible for supporting the fundraising and communication efforts for ECIA nonprofit subsidiary, CSEI. This role involves tasks related to organization, communication, and fundraising, such as coordinating meetings, assist with the cultivation, solicitation, and stewardship of donors, manage donor data, coordinate fundraising appeals, create communication materials, grant packages, and coordinate events, all with an aim to raise awareness and promote the organization's mission.

Motion by Bonz, second by Burbach to approve the Communications Development Assistant position. The motion passed unanimously.

## **REVIEW/ACTION APPROVAL OF AUTHORIZED SIGNER FOR ECIA ACTIVITIES**

Stoffel stated that currently Beth Bonz and Steve Stoffel are authorized signers for ECIA. Stoffel informed the board that usually the Executive Director of ECIA and the Finance Director are the authorized signers. Since ECIA now has an Executive Director, staff would recommend take Bonz off as authorized signer and replacing her with Hingtgen, and keeping Stoffel, as he is the Finance Director.

Motion by Bonz, second by Burbach to approve Mae Hingtgen and Steve Stoffel as authorized signers for ECIA activities. The motion passed unanimously.

## **OTHER BUSINESS**

Hingtgen stated the next board meeting is getting moved up a week, to September 10<sup>th</sup> due to the Iowa League of Cities conference.

## **ADJOURMENT**

Motion by Niehaus, second by Madlom to adjourn the meeting at 6:21 p.m. The motion passed unanimously.

Respectfully submitted,



Mae Hingtgen  
Executive Director