

ECIA EXECUTIVE COMMITTEE MEETING SECRETARIAL NOTES

DATE Wednesday, July 16, 2025
TIME 4:00 p.m.
PLACE ECIA/Zoom

MEMBERS PRESENT:

☒ = *Present*

Cedar County:
Clinton County:
Delaware County:
Dubuque County:
Jackson County/RTA:
DMATS:
RPA:
EIRHA:
At Large:

☒ Brian Wagner
☒ Jeremiah Wiese
☒ Connie Behnken
☒ Beth Bonz
☒ Jack Willey
☐ Brad Cavanagh
☒ Scott Maddasion
☒ Chuck Niehaus
☐ Vacant

☒ Cori Burbach
(Cavanagh alternate)
☐ Tim Vick
(Behnken alternate)

OTHERS PRESENT:

Skaggs

STAFF PRESENT:

Ravada, Stoffel, Hingtgen, Berning

*A quorum was present.

CALL TO ORDER

The meeting was called to order by Chair Willey at 4:01 p.m.

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

Motion by Niehaus, second by Burbach to approve the agenda for the Wednesday July 16, 2025, meeting. The motion passed unanimously.

REVIEW/ACTION ON MINUTES AND SECRETARIAL NOTES OF THE MAY 21, 2025 EXECUTIVE COMMITTEE MEETING

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

REVIEW/RECOMMENDATION ON FINANCIAL STATUS REPORTS

Stoffel stated the Statement of Net Assets, Accounts Receivable list, and Statement of Expenditures Governmental Funds were not available for the meeting; the fiscal year is still in the process of being closed out as of June 30, 2025. These reports will be available at the September Executive Committee and ECIA Council meetings.

Cash disbursements for May 1 – June 30, 2025, were sent to the board members earlier in the agenda packets. Hingtgen stated the cash disbursements were normal and routine. Hingtgen noted the following disbursements: \$379,859.94 to Parsons Transportation Group for consultant services for the SMART grant; \$20,181.71 to Iowa State University for consultant services for the SS4A grant; and \$14,073.91 to MGT Impact for new Executive Director search.

Motion by Bonz, second by Niehaus to recommend to the ECIA Council Board approval of the Financial Status Reports. The motion passed unanimously.

REVIEW/RECOMMENDATION ON CONTRACTS

Hintgen reviewed contracts:

- a. **Memorandum of Understanding between Community Solutions of Eastern Iowa (CSEI) and Area Substance Abuse Council (ASAC) - Renewal**
- b. **Memorandum of Understanding between Community Solutions of Eastern Iowa (CSEI) and Crescent Community Health Center (CCHC) - Renewal**
- c. **Memorandum of Understanding between Community Solutions of Eastern Iowa (CSEI) and Hillcrest Family Services (HFS) - Renewal**

- d. **Contract between ECIA and the City of Clinton for Community Development Block Grant administration - \$40,000**
- e. **Contract between ECIA and MercyOne for Home Safety Assessment**
- f. **Closeout Agreement between ECIA and Environmental Protection Agency (EPA) revolving loan funds**
- g. **Nuisance Abatement Services for the City of Grand Mound- \$5,000**
- h. **Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds –\$38,500 (HRPP-HAF-01-13) – City of Miles**
- i. **Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds –\$38,500 (HRPP-HAF-01-14) – City of Cascade**
- j. **Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds –\$38,500 (HRPP-HAF-01-15) – City of Dundee**
- k. **Contract between ECIA and Maquoketa Municipal Electric Utility for project administration set forth by the Iowa Economic Development Authority (IEDA) - \$70,137.40**
- l. **Contract between ECIA and Cedar County Economic Development Commission for the provision of comprehensive economic development assistance**

Motion by Bonz, second by Burbach to recommend to the ECIA Council Board approval of the contracts. The motion passed unanimously.

REVIEW/RECOMMENDATION 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 recommend to the ECIA Council Board approval of the Communications Development Assistant position. The motion passed unanimously.

REVIEW/RECOMMENDATION OF CLASSIFICATION AND COMPENSATION STUDY – PRESENTATION BY MGT

Skaggs went over a brief 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.

REVIEW/ACTION ON EXECUTIVE COMMITTEE MEMBERS AND ELECTION OF OFFICERS FOR FY 26

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 the 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.

Bonz stated that she would be willing to take the chair position if Willey would take the vice-chair position.

Cedar County:	Brian Wagner
Clinton County:	Jeremiah Wiese
Delaware County:	Connie Behnken/Tim Vick, Alternate
Dubuque County:	Beth Bonz
Jackson County:	Jack Willey
RPA:	Scott Maddison
DMATS:	Brad Cavanagh/Cori Burbach, Alternate
EIRHA:	Chuck Niehaus
At Large:	Vacant

Motion by Niehaus, second by Burbach to recommend approval to the ECIA Council the following Officers: Beth Bonz, Chairperson; Jack Willey, Vice-Chair; Steve Stoffel, Treasurer; and Mae Hingtgen, Secretary, for FY26. The motion passed unanimously.

REVIEW/RECOMMENDATION APPOINTMENT OF LEGAL OFFICER

Hingtgen stated she spoke with our current legal representative, Myia Steines and Steines expressed interest on remining legal officer for ECIA. Myia Steines from Clemens, Walters, Conlon, Runde & Hiatt, LLP will remain ECIA legal officer.

Motion by Burbach, second by Bonz to recommend to the ECIA Council Board approval of the appointment of Legal Officer. The motion passed unanimously.

REVIEW/RECOMMEND 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 Burbach, second by Bonz to recommend to the ECIA Council Board 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 10th due to the Iowa League of Cities conference.

ADJOURNMENT

Motion by Niehaus, second by Burbach to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 4:41 p.m.

Respectfully submitted,

Mae Hingtgen
Executive Director