UERPC COMMISSION BOARD
MINUTES OF APRIL 18, 2019 MEETING

MEMBERS PRESENT: Mary Koopman, Larry Schellhammer, Dan Canton, Bonnie Basemann, Roger Arthur, Marty Stanbrough, Sue Updegraff, Mark Bohle, Pat Murray, Alison Holten, and Nina Taylor. Jack Knight arrived at 1:06 pm and Mark Kuhn arrived at 1:14 pm.

MEMBERS ABSENT: Ray Peterson, Patti Ruff, Leon Griebenow, Peggy Sherrets, Michael Klimesh, and Dean Thompson

OTHERS PRESENT: Rachelle Howe, Lisa Curtin, and Diana Johnson

Vice Chairman Larry Schellhammer called the meeting to order at 1:00 pm at UERPC's Postville office. Roll call was taken. A quorum was present.

APPROVAL OF AGENDA: Motion was requested for approval of the agenda. A motion was made for approval by Holten; seconded by Taylor. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the minutes of the January 17, 2019 meeting. A motion was made for approval by Updegraff; seconded by Koopman. No further discussion. Motion carried unanimously.

DISBURSEMENTS: Howe presented the list of disbursements from January 1, 2019 to March 31, 2019 to the board for review. A motion was made by Bohle; seconded by Holten to approve these disbursements for UERPC. No further discussion. Motion carried unanimously.

Board member Knight arrived at the meeting.

TREASURER'S REPORT: Howe also presented the treasurer's report to the board for review. A motion was made by Knight; seconded by Koopman to approve the treasurer's report as presented. No further discussion. Motion carried unanimously.

BUDGET AMENDMENT: Howe explained the items within the budget that needed to be adjusted. After discussion, a motion was made by Bohle, seconded by Canton to approve the FY19 adjusted budget. No further discussion. Motion carried unanimously.

Board member Kuhn arrived and proceeded to chair the meeting.

COST ALLOCATION: Howe presented the fiscal year 2020 cost allocation plan on how UERPC distributes direct and indirect funds. A motion was made to approve the cost allocation plan by Knight; seconded by Murray. No further discussion. Motion carried unanimously.

EDA SCOPE OF WORK: A copy of the EDA scope of work was provided to the board. Howe discussed the various items included in the scope of work. A motion was made by Updegraff, seconded by Koopman to approve the EDA scope of work for 2019-2021. No further discussion. Motion carried unanimously.

SIGNATORY CARDS: Howe explained that we need to update signatory cards with new employees. A motion was made by Arthur; seconded by Bohle to approve the names on the various account signatory cards. No further discussion. Motion carried unanimously.

EXECUTIVE BOARD MEETING REPORT: There was no Executive Board meeting so therefore no items to report.

EXECUTIVE DIRECTOR'S UPDATE: Howe had prepared a director's report and sent within the board packets. She highlighted the Open Meeting Law training recently held. She also discussed the great attendance of the STEM festival at Cresco.

FLOOR ITEMS: Howe introduced Curtin as the new WIOA Department Head.

NEXT MEETING: The next meeting is scheduled for Thursday, June 27, 2019 at the Postville office.

ADJOURNMENT: Motion by Bohle; seconded by Taylor to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 1:33 pm.

The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any corrections or omissions.

/s/ Diana Johnson, Recording Secretary