UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
EXECUTIVE BOARD MINUTES OF JUNE 25, 2020 MEETING

This meeting took place via electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa. As a result of the spread of COVID-19 in the state of Iowa and based on the latest guidance from the Centers for Disease Control and Prevention, it was impractical for the UERPC Executive Committee to meet in person. Therefore, the meeting took place virtually via the Zoom electronic meeting platform.

MEMBERS PRESENT: Larry Schellhammer, Mary Koopman, Mark Bohle, Pat Murray and Mark Kuhn. Ray Peterson arrived at 11:41 am.

MEMBERS ABSENT: Marty Stanbrough

OTHERS PRESENT: Rachelle Howe, Karen Cooper, Lisa Curtin, Katie Nolte and Diana Johnson

Schellhammer called the meeting to order at 11:30 am via Zoom. Roll call was taken. A quorum was present.

APPROVAL OF AGENDA: Motion was requested for approval of the agenda. Motion was made by Kuhn; seconded by Koopman. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the minutes of the April 23, 2020 executive board meeting. Motion by Murray; seconded by Koopman. No further discussion. Motion carried unanimously.

Board Member Peterson joined the meeting.

2021 FY BUDGET: Howe and Cooper explained the various additions and changes to the upcoming fiscal year 2021 budget which included a 1.63% CPI and pay plan step increases, along with COVID-19 additional funds and a decrease in workforce funds. A motion was made by Kuhn; seconded by Bohle to recommend approval of the fiscal year 2021 budget to the full board. No further discussion. Motion carried unanimously.

FY 2022 MEMBERSHIP RATE: Howe explained that she needed more information before she could recommend a membership rate. This item was tabled until the next meeting.

PERSONNEL POLICY: Prior to the meeting, Howe had asked for a review of the personnel policy by a HR attorney and a HR specialist. Howe and the board members went through the personnel policy updates section by section, which had been provided by these two HR personnel. A motion was made by Kuhn; seconded by Peterson to recommend approval of the personnel policy to the full board. No further discussion. Motion carried unanimously.

EMPLOYEE RELATIONS: A motion was made by Kuhn; seconded by Bohle to go into closed session per Iowa Code Sec 21.5 (1) (i) at 12:35 pm. A roll call vote was taken with all members voting aye. No further discussion. Motion carried unanimously. A motion was made by Murray; seconded by Peterson to come out of closed session per Iowa Code Sec 21.5 (1) (i) at 1:05 pm. A roll call vote was taken with all members voting aye. No further discussion. Motion carried unanimously.

FLOOR ITEMS: There were no floor items.

NEXT MEETING: The next executive board meeting is not currently scheduled at this time.

ADJOURNMENT: Motion by Bohle; seconded by Peterson to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 1:06 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