UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
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 Board to meet in person. Therefore, the meeting took place virtually via the Zoom electronic meeting platform.

MEMBERS PRESENT: Larry Schellhammer, Ray Peterson, Roger Arthur, Leon Griebenow, Sue Updegraff, Alison Holten, Mark Kuhn, Nina Taylor, Dean Thompson. Mary Koopman joined at 1:14 pm and Pat Murray joined at 1:15 pm.

MEMBERS ABSENT: Jack Knight, Bonnie Basemann, Barb Collins, Patti Ruff, Brett Devore, Marty Stanbrough, Mark Bohle and Sam Whitehead

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

Schellhammer called the meeting to order at 1:10 pm. 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 Arthur; seconded by Updegraff. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the meeting minutes of the March 19, 2020 meeting. A motion was made for approval by Kuhn; seconded by Taylor. No further discussion. Motion carried unanimously.

DISBURSEMENTS: Cooper presented the list of disbursements from January 1, 2020 to March 31, 2020 to the board for review. A motion was made by Kuhn; seconded by Arthur to approve these disbursements for UERPC. No further discussion. Motion carried unanimously.

Koopman and Murray joined the meeting.

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

COST ALLOCATION: Cooper presented the fiscal year 2021 cost allocation plan on how UERPC distributes direct and indirect funds. A motion was made to approve the cost allocation plan by Thompson; seconded by Kuhn. No further discussion. Motion carried unanimously.

PERSONNEL POLICY: Howe explained that she and Schellhammer have met with an HR specialist and HR attorney and been given recommended changes to the personnel policy. The executive board has reviewed and recommended approval of these changes. A motion was made by Kuhn; seconded by Arthur to approve the updated 2020 personnel policy. No further discussion. Motion carried unanimously.

COUNTY MEMBERSHIP RATE: Howe stated that she needed more information before she could make a recommendation on a rate. This item was tabled until the July meeting.

FY '21 BUDGET: Cooper explained the FY '21 budget with a CPI percentage of 1.63% and the step pay plan increases. She explained additions of COVID-19 funds and reductions of workforce funds. Schellhammer said a recommendation had been made by the executive board to approve the FY '21 budget. A motion was made by Thompson, seconded by Taylor to approve the FY '21 budget. No further discussion. Motion carried unanimously.

EXECUTIVE BOARD UPDATE: Schellhammer reported that the Executive Board had met to discuss the budget and personnel policy. He also stated that the Executive Board had gone into closed session but had made no action.

EXECUTIVE DIRECTOR UPDATE: Howe thanked individuals that have come into the office during the pandemic to get the office ready with personal protective equipment supplies. She mentioned that everyone will be back in the office on July 1st and those entering will be required to wear a mask. She also mentioned the EDA grants coming in and that she is waiting to hear about a USDA submission. She also gave an update on those cities interested in the Homes for Iowa program.

Schellhammer also thanked the staff for their work during the pandemic and employee relations issues.

FLOOR ITEMS: There were no floor items.

NEXT MEETING: The next meeting is scheduled for Thursday, July 23, 2020, most likely via zoom.

ADJOURNMENT: Motion by Taylor; seconded by Koopman to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 1:44 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