UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION (UERPC)
EXECUTIVE BOARD MINUTES OF APRIL 23, 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, Ray Peterson, Marty Stanbrough, Mark Bohle, Pat Murray and Mark Kuhn

MEMBERS ABSENT: None

OTHERS PRESENT: Anthony Gericke, Michelle Brott, Rachelle Howe, Karen Cooper, Lisa Curtin, and Diana Johnson

Schellhammer called the meeting to order at 1:00 pm 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 Peterson. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the minutes of the March 11, 2020 executive board meeting. Motion by Peterson; seconded by Bohle. No further discussion. Motion carried unanimously.

COVID-19 ITEMS: Howe reported that most employees are working from home except for a few. Howe is conducting a weekly call with the Iowa Council of Governments (ICOG) and the Iowa Economic Development Authority (IEDA). Staff is working with clients, businesses and banks as much as they can to help. Howe encouraged the board to fill out the Test Iowa assessment.

PAYCHECK PROTECTION PROGRAM (PPP): Howe explained that she confirmed with our auditor to apply for the PPP loan and we have been approved through Freedom Bank. This will be a forgivable loan for $228,279.75 used for wages, benefits (health insurance and retirement), mortgage interest and utilities. The loan started on April 17th to be used for eight weeks. A motion was made by Kuhn; seconded by Murray to approved resolution #2020-02. A roll call vote was taken with all members voting aye. No further discussion. Motion carried unanimously.

Michelle Brott joined the conversation. Cooper and Curtin left the meeting.

EMPLOYEE RELATIONS: A motion was made by Murray; seconded by Stanbrough to go into closed session per Iowa Code Sec 21.5 (1) (i) at 1:17 pm. A roll call vote was taken with all members voting aye. No further discussion. Motion carried unanimously. A motion was made by Kuhn; seconded by Bohle to come out of closed session per Iowa Code Sec 21.5 (1) (i) at 1:54 pm. A roll call vote was taken with all members voting aye. No further discussion. Motion carried unanimously.

Howe left the meeting.

A motion was then made by Koopman; seconded by Peterson to go back into closed session per Iowa Code Sec 21.5 (1) (i) at 1:55 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 Bohle to come out of closed session per Iowa Code Sec 21.5 (1) (i) at 2:42 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 require Howe to attend leadership courses and to provide a list of completed trainings with a six months review. Davis Brown law firm will provide a list of courses. No further discussion. Motion carried unanimously.

Gericke left the meeting.

A motion was made by Bohle, seconded by Kuhn to work with legal counsel to put forward a recommendation for Katie Nolte. No further discussion. Motion carried unanimously.

Howe returned to the meeting and was explained the process moving forward.

FLOOR ITEMS: There were no floor items.

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

ADJOURNMENT: Motion by Kuhn; seconded by Bohle to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 3:01 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