UERPC COMMISSION BOARD
MINUTES OF OCTOBER 20, 2016 MEETING

MEMBERS PRESENT: Mary Koopman, Larry Schellhammer, Dan Canton, Ron McCartney, Patti Ruff, Leon Griebenow, Mark Bohle, Alison Holten, Jan McGovern, Charles Frana and Mark Kuhn. Due to his work schedule, Dean Thompson attended the meeting via a phone call. Jane Regan arrived at 5:10 pm.

MEMBERS ABSENT: Kay Zimmerman, Darla Kelchen, Denise Schneider, Roger Arthur, LouAnn Milks, Vicki Rowland, Peggy Sherrets, Sue Updegraff, Ross Hadley, Michael Klimesh and Nina Taylor.

OTHERS PRESENT: Fern Rissman, Rachelle Howe, and Diana Johnson

Chairman Mark Bohle called the meeting to order at 5:00 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. Motion by Canton; seconded by Kuhn. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the minutes of the September 8, 2016 meeting. Motion by McGovern; seconded by Koopman. No further discussion. Motion carried unanimously.

QUARTERLY DISBURSEMENTS: Howe presented the list of disbursements for approval. A motion was made by Holten; seconded by Griebenow to approve quarterly disbursements for UERPC. No further discussion. Motion carried unanimously.

FINANCIAL STATUS REPORT: Howe discussed the financial status report. A motion was made by Kuhn; seconded by Frana to approve the financial status report as presented. No further discussion. Motion carried unanimously.

AGREEMENT: Discussion has been held with a committee and at the last several board meetings regarding updates needed to the UERPC agreement. One of the updates to the agreement includes moving the current 24-member board to a 19-member board due to population decreases within the five county region. These changes will be brought to the county supervisors for approval. A motion was made by Griebenow; seconded by Schellhammer to approve the changes needed to the UERPC Agreement. A roll call vote was taken with all ayes except for McGovern who voted nay. No further discussion. Motion carried unanimously.

Board member Jane Regan arrived at the meeting at 5:10 pm.

BYLAWS: Howe discussed the changes needed to the bylaws. Some changes include sending board packets at least five days before the board meeting and department heads signing checks. Additionally, the bylaws will be reviewed on a continuous basis. A motion was made by Regan; seconded by Kuhn to approve the changes needed to the UERPC Bylaws. A roll call vote was taken with all ayes. No further discussion. Motion carried unanimously.

MEMBERSHIP: Howe discussed the 2% increase that has been asked from the county supervisors last year and asked for approval of continuing with this increase in 2017. A motion was made by Frana; seconded by Griebenow to approve a one year 2% increase of county membership for FY 2018. No further discussion. Motion carried unanimously.

NOMINATING COMMITTEE: Bohle asked if anyone would like to be on the nominating committee for the 2017 slate of UERPC officers. Holten made a motion to approve Bohle, Kuhn and Griebenow to be on the nominating committee; seconded by Canton. No further discussion. Motion carried unanimously.

EXECUTIVE DIRECTOR REVIEW: Bohle discussed the satisfactory review of the Executive Director and the recommendation from the Executive Board of a merit of $1,500. A motion was made by Koopman; seconded

by Regan to approve a merit of $1,500 to be included in the next payroll processing for the Executive Director. No further discussion. Motion carried unanimously.

METRONET: Griebenow explained that a work session will be held soon with the Metronet board regarding UERPC's position. A decision was made to table this discussion until January due to needing more time for conversation of this matter.

EXECUTIVE DIRECTOR'S UPDATE: Howe had prepared a director's report and sent within the board packets. She highlighted that she is enjoying learning DOT functions, interviews will be held for a new finance department head soon, UERPC will be doing additional fiscal work soon and that she is working on the lease partnership agreements.

FLOOR ITEMS: Rissman discussed the WIOA apprenticeship grant and the work her staff has been doing because of the closing of a couple of local businesses.

Thompson mentioned the Housing Summit was a valuable event, a good conversation to be had and the need to continue with this event.

NEXT MEETING: The next meeting is scheduled for Thursday, January 19, 2017.

ADJOURNMENT: Motion by Kuhn; seconded by McGovern to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 5:37 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