Upper Explorerland Regional Planning Commission (UERPC)
Executive Board Meeting
September 6, 2012
MINUTES

Board Members Present: Randy Uhl, Leon Griebenow, Larry Schellhammer, Jan McGovern, Ron McCartney, Vicki Rowland (4:45), Les Askelson. **Board Members Absent:** None
Others Present: Rachelle Howe, Lisa Lensing, Fern Rissman, Lori Brockway, Bev Krambeer, Larry Murphy, Paul Ryan, Ardie Kuhse

Upper Explorerland Regional Planning Commission (UERPC) Board Chair, Randy Uhl, called the Executive Board meeting together on Thursday, September 6, 2012 at 4:30 p.m. in the Conference Room of UERPC, Postville, IA. A quorum was present. There was a motion by McGovern/Askelson to approve the agenda as presented. Motion carried. There was a motion by McCartney/Askelson to approve the June 28, 2012 Minutes. Motion carried.

Leon reviewed the actions of the Executive Board meeting of June 28, 2012 in which Rachelle Howe was hired as Executive Director of UERPC. The original salary offered was $70,000. After negotiations, she was offered a salary of $72,500 with 4 weeks of vacation, no change in the health benefit and a review after 6 months which could result in a $1000 raise. This decision will be the recommendation of the Executive Board to the full Board. Leon was asked to present this recommendation to the full board at their meeting later today.

Rachelle stated that our current personnel policy contains a minimal statement regarding a smoke-free environment. Recently the Helping Services Agency contacted us about coming on board with a policy that they implemented several years ago through a grant they received and they recommended that other agencies follow suit. This Smoke-Free/Tobacco-Free Work Environment policy will be more specific. This policy change request will be taken to the full board for approval.

Randy explained that there will be nine commission board members terms expiring at the end of December, 2012 – Larry Schellhammer, Leigh Rekow, Kay Vorwald, Larry Gibbs, Leon Griebenow, Andrew Wenthe, Warren Steffen, Jerry Freund, Charles Frana. The Supervisors are the ones to appoint the representatives for their county and they are notified in the fall by letter whose terms are expiring. Rachelle will take the lead on contacting board members of their intentions to stay on the board. She did state that our board is not of equal gender balance and that perhaps as members do go off the board we can work on that issue in order to be more compliant. We also must keep balance of elected officials and business representatives.

Rachelle explained that as a part of her new duties, she needs to understand the UERPC budgets. There will be some issues to be determined/resolved by December. Lisa had budgeted $15,000 for salary/merit increases but at this time Rachelle does not want to use that option given the budget outlook. Secondly, Rachelle would like permission to do some research into offering severance packages as a means for cost saving. The fact that we are still involved with the lawsuit is a concern for the Board members. The counties have stepped forward with a one-time only increase to help out UERPC's budget (legal fees) and it was stated that they will not be able to do that again in the future. So it was recommended that before any decisions are made on merits/salary increases or severance packages, that we continue to monitor our legal expenses. Thirdly, Rachelle feels that the UERPC employees are nervous and wishes to periodically offer some staff incentives that will help build staff morale. These thing would not be a budgetary hardship in the manner that a raise or merit would be.

Randy presented information on a Board and Commissioner Training that could be done for the UERPC Board members. It is being offered by the University of Iowa at a very reasonable rate. It was suggested that we wait until January when we have new board members starting. Randy will check on possible dates available in January with the University.

Agenda notices and packets were e-mailed to board members this time. Rachelle explained that we would like to continue this practice. Board members will be responsible for reading and/or bringing their own materials to the meeting. She also stressed a concern with the e-mail in that if everyone was replied to by a comment of another board member, it could be construed as a public meeting. It was suggested that the original e-mails be sent by Blind Copy so that replying to all is not possible. Rachelle will check on this. If hard copy of agenda packet is desired, board members should contact Ardie.

There were no floor items.

The next meeting of this Executive Board will be held on October 18, 2012 or as called by the Chair.

There being no further business actions to come before this board, there was a motion by Askelson/Griebenow to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 5:25 p.m.

For more information regarding this committee meeting, please contact Ardie Kuhse at Upper Explorerland, 563-864-7551 or at akuhse@uerpc.org.

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

Ardie Kuhse, Board Secretary