UERPC COMMISSION BOARD
MINUTES OF MAY 19, 2016 MEETING

MEMBERS PRESENT: Mary Koopman, Kay Zimmerman, Dan Canton, Darla Kelchen, Patti Ruff, Roger Arthur, Leon Griebenow, Vicki Rowland, Peggy Sherrets, Sue Updegraff, Mark Bohle, Alison Holten, Janet McGovern, Mark Kuhn, Nina Taylor, and Dean Thompson. Jane Regan arrived shortly after the roll call vote and Denise Schneider arrived at 5:10 during the presentation.

MEMBERS ABSENT: Larry Schellhammer, Ron McCartney, LouAnn Milks, Charles Frana, Ross Hadley and Michael Klimesh

OTHERS PRESENT: Jeremy Lockard, Bryce Bentley, Dylan Mulfinger, Andrew Smith, Rachelle Howe, Sue Severson, Lori Brockway, 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 Holten; seconded by Kelchen. No further discussion. Motion carried unanimously.

PRESENTATION: Bryce Bentley and Jeremy Lockard were in attendance to update the board members on the fiscal year 2015 UERPC audit. Several items were explained and noted throughout the document. It was mentioned that the audit document also notes the new GASB 68 requirements.

APPROVAL OF MINUTES: Motion was requested for approval of the minutes of the January 21, 2016 meeting. Motion by Holten; seconded by Griebenow. No further discussion. Motion carried unanimously.

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

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

AMENDMENTS TO BUDGET: Severson presented the fiscal year 2016 budget amendments. An amount of $28,500 is available for merits in the 2016 budget. A motion was made by Sherrets; seconded by Rowland to approve the 2016 fiscal year budget amendment. No further discussion. Motion carried unanimously.

2017 BUDGET: Severson explained the fiscal year budget for Upper Explorerland for 2017. A motion was made by McGovern; seconded by Regan to approve the fiscal year 2017 budget as presented. No further discussion. Motion carried unanimously.

POSTVILLE COPY MACHINE: Bids have been requested for a new copy machine for the Postville office. Two bids were received. RICOH supplied a lease quote of $472 per month and Advanced Systems supplied a lease quote of $484 per month. Andrew Smith of RICOH was in attendance and explained more features of the new agreement with RICOH. A motion was made by Kuhn, seconded by Canton to approve the contract with RICOH. No further discussion. Motion carried unanimously.

AUDIT COMPANY: Request for proposals for audit preparation has been sent to several different firms for the terms of 2016, 2017 and 2018. Discussion was held on the different firms that submitted proposals. A motion was made by Regan, seconded by Kuhn to approve Hacker Nelson as the audit company to prepare the UERPC audits for the next three years. No further discussion. Motion carried unanimously.

INVESTMENT POLICY: Howe discussed that an Investment Policy has been retrieved for the organization but it dates back to 1992. To allow more time for discussion of changes to the document, this item was tabled at this time.

BYLAWS AND 28E AGREEMENT: The bylaws committee has met and recommended changes to these two documents to the Executive Board. The Executive Board has reviewed the changes and will be sending the documents to the full board for review. Since more time is needed for review, this item is tabled at this time.

CEDS PLAN AND EDA SCOPE OF WORK: A copy of the draft five year Comprehensive Economic Development Strategies plan for the time period July 1, 2015 through June 30, 2020 was provided to the board for review. Discussion was held on the various items included in the plan. A motion was made by Griebenow, seconded by Kelchen to approve the five year CEDS plan and scope of work as presented. No further discussion. Motion carried unanimously.

POSTVILLE CONFERENCE ROOM: A request for bids for the Postville conference room remodeling has been completed with two bids being received from Northeast Iowa Home Repair of $13,963 and S&D Construction of $13,659. The amount needed has been included in the 2017 budget. Discussion was held on the various remodeling included in the bids. A motion was made by Thompson, seconded by Arthur to approve the low bid from S&D Construction. No further discussion. Motion carried unanimously.

EXECUTIVE BOARD MEETING REPORT: Bohle reported on the HR Audit recommendations needed for the organization, along with the discussion of the bylaws and agreement review conducted by the executive board. A motion was made by Taylor, seconded by Regan to continue working with the HR Specialist on HR issues and move forward with Executive Director approved recommendations. No further discussion. Motion carried unanimously.

EXECUTIVE DIRECTOR'S UPDATE: Howe had prepared a director's report and sent within the board packets. She discussed the five 2017 community development block grants that were received for the Northeast Iowa area that UERPC will be administrating. Conversation was also held on the candidate school meeting to be conducted again soon.

FLOOR ITEMS: No additional floor items were discussed.

NEXT MEETING: The next meeting is scheduled for Thursday, July 14, 2016.

ADJOURNMENT: Motion by Kelchen; seconded by Taylor to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 5:52 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