**UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION**
***July 15, 2010***
MINUTES

**MEMBERS PRESENT:** Janet McGovern, Dean Darling, Warren Steffen, Mike Kennedy, Ray Whalen, Leon Griebenow, Randy Uhl, Charles Frana, Leigh Rekow, Paul Ryan, Duane Brandt, Mark Bohle, Randy Keehner, Larry Gibbs, Darla Kelchen, Andrew Wenthe, Barbara Ettleson

**MEMBERS ABSENT:** Kathy Campbell, Kay Zimmerman, Gerald Freund, Les Askelson, Karla Organist, Elise Bergan, Roger Thomas

**OTHERS PRESENT:** Aaron Burkes, Wendy Mihm-Herold, Cloy Kuhse, Mary Jungblut, Ardie Kuhse, Lisa Lensing, Bill Ziegler

Chair Jan McGovern called the meeting to order at 2:30 p.m. at Freedom Bank in Postville, IA.

Agenda: Motion by Frana/Keehner to approve the agenda with the addition of: Freedom Bank resolutions, approval of April minutes, Conflict of Interest Policy. Motion carried unanimously.

A motion was made by Ryan/Brandt to approve the April 15, 2010 minutes, the 3 Freedom Bank Resolutions, and the request to have UERPC Commissioners sign the Conflict of Interest Policy. Motion carried unanimously.

A motion was made by Gibbs/Uhl to approve the hiring of Aaron S. Burkes effective July 6, 2010 with an annual salary of $80,000, full benefits and 3 weeks of vacation. Motion carried unanimously.

Executive Board recommendation for staff salary increases followed. After some discussion regarding savings on exempt status, higher health insurance deductible, and excess grant administration dollars, a motion was made by Frana/Ryan to approve a 3.5% COLA increase effective July 1, 2010. Motion carried unanimously.

The WIA and UERPC budgets were presented. A motion was made by Brandt/Steffen to approve the budgets. Motion carried unanimously.

The Cost Allocation Plan was discussed. A motion was made by Kelchen/Whalen to approve the Plan. Motion carried unanimously.

The quarterly disbursements for publication followed. A motion was made by Griebenow/Kennedy to approve for publication. Motion carried unanimously.

Changes to the Personnel Policy followed: A motion was made by Gibbs/Keehner to add to Section 8.5 COMPENSATORY TIME – EXEMPT EMPLOYEES (Revised 6/16/2010):

"Section 8.5.3 – Employees classified in bona fide executive, administrative, or professional capacity positions are not entitled to receive compensatory time." Motion carried unanimously.

Other Personnel Policy changes: 1) Motion by Ettleson/Griebenow to add to Section 4.4 TIME SHEETS: "The Executive Director's timesheet will be independently verified and approved by an executive member of the Board of Commissioners." 2) Motion by Ettleson/Steffen to revise Section 8.16.1 to read: "Regular full-time employees will be provided with a single coverage health insurance policy and a life and accidental death and dismemberment policy both paid by the Commission. The Commission will partially self-insure the group health insurance program deductible as an agency cost saving measure (Revised 7/1/2010)". 3) Motion by Brandt/Kelchen to revise Section 9.6.4 by adding a second sentence: "The Executive Director will have all expense reports independently verified and approved by an executive member of the Board of Commissioners." Motions carried unanimously.

Procurement followed for a new office vehicle, and for Section 8 Housing Pro software. A motion was made by Kennedy/Griebenow to give authority to Burkes/Lensing to purchase a new office vehicle up to $22,000. A motion was made by Darling/Steffen to approve the purchase of Section 8 software up to a maximum of $11,000. Motions carried unanimously.

The Community Economic Development Strategy (CEDS) plan was presented by Wendy Mihm-Herold and can be viewed at www.uerpc.org. A motion was made by Frana/Uhl to adopt the CEDS. Motion carried unanimously.

Under floor items, Aaron Burkes was introduced as the new Executive Director. There being no further floor items, motion made by Kelchen/Steffen to adjourn. Motion carried unanimously. Meeting adjourned at 3 p.m. A Board retreat/strategic planning session facilitated by Steve Horman followed.

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

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Mary Jungblut, Secretary