UERPC COMMISSION BOARD
MINUTES OF JULY 24, 2014 MEETING

MEMBERS PRESENT: Larry Schellhammer, Kay Zimmerman, Mary Koopman, Larry Gibbs, Ron McCartney, Kay Vorwald, Leon Griebenow, Paul Ryan, Robert Belden, Vicki Rowland, Mark Bohle, Janet McGovern, Dennis Karlsbroten, Randy Uhl, Charles Frana, Nina Taylor and Les Askelson. Darla Kelchen arrived at 5:10.

MEMBERS ABSENT: Jane Regan, Roger Thomas, Jason Manus, Alison Holten, and Mark Kuhn

OTHERS PRESENT: Rachelle Howe, Lisa Lensing, Sue Severson, Fern Rissman, Chopper Albert and Diana Johnson

Chairman Leon Griebenow 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 Frana; seconded by Askelson. No further discussion. Motion carried unanimously.

PRESENTATION: Chopper Albert was present to give the board an update on the MetroNet project in Decorah. The fiber is in place and the City of Decorah and Winneshiek County are connected. UERPC should be connected within the next week. This will be a huge cost savings for all six member businesses involved.

Board member Darla Kelchen joined the meeting.

APPROVAL OF MINUTES: Motion was requested for approval of the minutes of the April 17, 2014 meeting. Motion by Gibbs; seconded by Ryan. No further discussion. Motion carried unanimously.

QUARTERLY DISBURSEMENTS: Lensing presented the list of disbursements for approval for UERPC and Region I Employment and Training. A motion was made by Bohle; seconded by McGovern to approve quarterly disbursements for both entities. No further discussion. Motion carried unanimously.

FINANCIAL STATUS REPORT: Lensing presented the Upper Explorerland fiscal year 2014 financial status report and Severson presented the Region 1 Employment and Training fiscal year 2014 financial status report. Both organizations are on target with spent items. A motion was made by Askelson; seconded by Taylor to approve fiscal year 2014 financial status reports from both entities. Motion carried unanimously.

HOMEBUYER ADMINISTRATION PLANS: The cities of Decorah, Oelwein, Marquette and Elkader were awarded funds from the Iowa Finance Authority to assist with a general homebuyer assistance program. UERPC is the recipient of the HOME funds; therefore the needed plans, policies and signatories will be processed and approved at the UERPC board meeting. A motion was made by McGovern; seconded by Vorwald to approve the three administration plans for each of these contracts. Motion carried unanimously.

HOUSING COMMITTEE: A motion was made by Frana; seconded by Bohle to approve each of the three housing committees assigned to review the general homebuyer applicants for the cities of Decorah, Oelwein, Marquette and Elkader. Motion carried unanimously.

HOMEBUYER POLICIES: A motion was made by Rowland; seconded by Ryan to approve each of the three procurement and code of conduct policies required as part of the general homebuyer program for the cities of Decorah, Oelwein, Marquette and Elkader. Motion carried unanimously.

SIGNATORY FORM: Not knowing who to assign to authorize the signatory form, a motion was made by Kelchen; seconded by Gibbs to table the approval of the signatories until discussion could be held with the Housing Department Head.

LINE OF CREDIT: A resolution was presented to the board authorizing line of credit financing of $100,000 for five years from Farmers and Merchants Savings Bank to approve interim financing during the reimbursable

phase of the HOME program grant. A motion was made by Bohle; seconded by Koopman to approve the line of credit for UERPC. A roll call vote was taken with all members voting aye except Zimmerman who abstained. Motion carried unanimously.

BANK STATEMENT RELEASE: A request was made to the board to approve adding staff member Mary Huinker to those assigned to pick up bank statements at Freedom Bank. A motion was made by McGovern; seconded by Kelchen to approve. Motion carried unanimously.

EXECUTIVE DIRECTOR REVIEW: A discussion was held to approve a committee for review of the Executive Director. A motion was made by Bohle; seconded to Ryan to approve Randy Uhl and Leon Griebenow as the board members to review the Executive Director position. Motion carried unanimously.

EXECUTIVE BOARD MEETING REPORT: Griebenow stated that there wasn't any report at this time as the Executive Committee had not met this quarter.

LITIGATION UPDATE: Uhl discussed the district court case that was held on April 16th regarding the one remaining count against UERPC with the board. He stated the charge was dismissed by District Court Judge, Richard Stochl. However, the plaintiffs have appealed to the Iowa Supreme Court. Board member Gibbs posed a question to the UERPC board members about the continuation of holding an office in Postville and asked the board members to consider moving the housing team to another location since apparently we are not welcome as shown by the city's continued litigation against us even after numerous decisions favoring UERPC. Other UERPC members agreed and a consensus was made to add a discussion about possible relocation of the Postville office to the next board meeting agenda.

EXECUTIVE DIRECTOR'S UPDATE: Howe had prepared a director's report and sent within the board packets. She discussed two employee departures but the addition of three new positions. Howe then discussed building roof issues at the Decorah office and asked board member assistance with repair discussion with the contractors.

FLOOR ITEMS: Rissman informed the board of the President signing a new workforce bill which will replace WIA with WIOA. A Safe Routes to School annual report was also available for the board to review.

NEXT MEETING: The next meeting is scheduled for Thursday, October 16, 2014.

ADJOURNMENT: Motion by Bohle; seconded by Frana to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 6:05 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