UERPC COMMISSION BOARD
MINUTES OF JANUARY 15, 2015 MEETING

MEMBERS PRESENT: Mary Koopman, Larry Gibbs, Ron McCartney, Kay Vorwald, Leon Griebenow, Paul Ryan, Peg Sherrets, Vicki Rowland, Mark Bohle, Janet McGovern, Dean Thompson, Nina Taylor, and Les Askelson. Charles Frana arrived at 5:30.

MEMBERS ABSENT: Larry Schellhammer, Kay Zimmerman, Jane Regan, Patti Ruff, Darla Kelchen, Robert Belden, Roger Arthur, Alison Holten, Mark Kuhn and Michael Klimesh

OTHERS PRESENT: Rachelle Howe, Sue Severson, Fern Rissman, Don Snitker, Emily Dorothy 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 Taylor; seconded by Rowland. No further discussion. Motion carried unanimously.

PRESENTATION: Don Snitker and Emily Dorothy were in attendance to update the board members on the fiscal year 2014 audit. Several items were explained and noted throughout the document. It was mentioned, the audit document can soon be found on the UERPC website as well. A motion was made by Askelson; seconded by Bohle to accept the audit as presented. No further discussion. Motion carried unanimously.

Board member Charles Frana joined the meeting.

NOMINATION RECOMMENDATION: A motion was made by McGovern; seconded by Sherrets to keep the current slate of officers for another year, those being Leon Griebenow, Chairman; Mark Bohle, Vice Chairman; Diana Johnson, Secretary and Kay Zimmerman, Treasurer. No further discussion. A roll call vote was taken. Motion carried unanimously.

SIGNATORIES: A motion was made by Ryan; seconded by Koopman to approve Nina Taylor as a new signatory on all Upper Explorerland checking accounts and to continue to approve Schellhammer, Zimmerman, Frana, Askelson and Griebenow as signatories, with Rachelle Howe and Lisa Lensing having limited duties as signatories. No further discussion. Motion carried unanimously.

APPROVAL OF MINUTES: Motion was requested for approval of the minutes of the October 16, 2014 meeting. Motion by Gibbs; seconded by Askelson. No further discussion. Motion carried unanimously.

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

REVISED BUDGETS: Approval of the fiscal year 2015 revised budget was tabled until the next meeting due to not having enough information on some programs yet.

FINANCIAL STATUS REPORT: Severson presented the Upper Explorerland and the Region 1 Employment and Training quarterly financial status update report. Both organizations are on target with spent items. A motion was made by Bohle; seconded by McGovern to approve the quarterly financial status reports from both entities. No further discussion. Motion carried unanimously.

CEDS SCOPE OF WORK: Howe presented the Upper Explorerland annual activities planned to be performed in 2015 which included partnerships, infrastructure development, marketing and training. A motion was made by Ryan; seconded by Taylor to accept the annual CEDs scope of work. No further discussion. 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. However, Griebenow did hand out packets to the board for those that did not attend regarding the board training held prior to the commission meeting. Kari McCann and MJ Smith with the Greater Dubuque Foundation presented on board roles and responsibilities. Board forms were also discussed.

BOARD SEAT APPOINTMENTS: With the new year and elections, several members have been re-appointed on the board from their respective county supervisors. Those being are, from Allamakee, Kay Zimmerman; from Clayton, Ron McCartney, Patti Ruff and Darla Kelchen; from Fayette, Peggy Sherrets and Roger Arthur; from Howard, Janet McGovern and from Winneshiek, Mark Kuhn, Nina Taylor, Mike Klimesh and Dean Thompson.

WIA UPDATE: Fern gave an update on the new program Workforce Innovation and Opportunity Act (WIOA) which will replace WIA effective July 1, 2015.

HOME PROGRAM UPDATE: Howe gave an update on the first time homebuyer 2014, 2013 and 2012 programs.

LITIGATION UPDATE: Howe stated that the UERPC attorney had affirmed that we hope to have a decision by late spring.

EXECUTIVE DIRECTOR'S UPDATE: Howe had prepared a director's report and sent within the board packets. She discussed two new employees in the Workforce department, all leases have been renewed, her continual effort with maintenance issues in both offices, and the assistance employees are performing in Randalia as city clerk, as well as, assistance for Winneshiek Community Foundation and Winneshiek Economic Development.

FLOOR ITEMS: No floor items were discussed.

NEXT MEETING: The next meeting is scheduled for Thursday, April 16, 2015.

ADJOURNMENT: Motion by Frana; seconded by Ryan to adjourn the meeting. No further discussion. Motion carried unanimously. Meeting adjourned at 6:16 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