Upper Explorerland Regional Planning Commission (UERPC)
Board Meeting Minutes
October 18, 201

Board Members Present: Larry Schellhammer, Leigh Rekow (6:15), Ron McCartney, Leon Griebenow, Paul Ryan, Bill Ziegler, Vicki Rowland, Warren Steffen, Mark Bohle, Janet McGovern, Lonnie Pierce, Gerald Freund, Les Askelson, Randy Uhl, Charles Frana, Nina Taylor
Board Members Absent: Kay Zimmerman, Bob Beach, Larry Gibbs, Kay Vorwald, Roger Thomas, Darla Kelchen, Andrew Wenthe, Larry Murphy
Others Present: Rachelle Howe, Lisa Lensing, Fern Rissman, Bev Krambeer, Sue Severson, Karine Schager, Becky Zieman, Ardie Kuhse

Upper Explorerland Regional Planning Commission (UERPC) held its regular quarterly board meeting on Thursday, October 18, 2012 in the Conference Room of UERPC, Postville, IA. Chairman Uhl called the meeting to order at 6:04 p.m. Roll call was taken and a quorum was present. There was a motion by Frana/Steffen to accept the agenda as presented. Motion carried.

Upper Explorerland Regional Housing Authority (RHA) Section 8 Housing Assistance Program Supervisor, Bev Krambeer, introduced herself and her staff members, Becky Zieman and Karine Schager and presented a short presentation on her Housing Authority Program. Good information and figures was shared, which generated good questions and discussion.

Minutes: There was a motion by Askelson/Steffen to approve the UERPC Board Minutes of September 6, 2012 as presented. Motion carried unanimously.

Disbursements: Finance Manager, Lisa Lensing presented the list of disbursements for approval. There was a motion by Askelson/Ryan to approve the list of disbursements as presented. Motion carried unanimously.

Treasurer's Reports: Region I Employment & Training Finance Manager, Sue Severson, was on hand to present the Region I Employment & Training Treasurer's Report, which represented 25% of the fiscal year. It shows that Region I is at 19% spent. Next Lisa presented the Treasurer's Report for UERPC. There was not much change to the expenditure line since the last report in September. To date the budget is 22% spent, which Lisa feels is on target. There was a motion by McGovern/Taylor to approve both the Region I Employment & Training and the UERPC Treasurer's Reports. Motion carried unanimously.

MetroNet Committee: UERPC Director, Rachelle Howe, explained that past Director Aaron Burkes had been named to the MetroNet Board and Leon Griebenow was appointed as backup. With Aaron's leaving, Leon has been acting as the main representative. There was a motion by McGovern/Ziegler to approve Jerry Freund as co-representative along with Leon but recognizing that there will be only one vote per partner. Motion carried unanimously.

Volunteer Separation Plan: Rachelle had been given permission to do research on offering a Voluntary Separation Incentive Program Plan (VSIP). She contacted other agencies as well as our Attorney for input in handling attrition in the most positive manner. The Plan will be shared with all employees but only those employees with ten (10) or more years of continuous service will be considered. To date, there would potentially be eight staff that could be eligible. If more employees apply than there is funding for, then the process would be completed by seniority. The VSIP will be strictly voluntary and will be paid out over 26 weeks – there would not be a lump sum payment. A question was asked about the benefit of offering this package and what about the loss of experience and expertise in the departments. Rachelle and Lisa both indicated that it would be a long term cost saving measure for UERPC and yes we would be losing expertise but the positions would not be lost since people would be hired at a entry level salary to fill those same positions back. This will be a one-time offer and will not be made a part of the UERPC policy. Because of the rehires, the first year would not see a cost savings, but the next few years would see a substantial savings. It has been determined that the costs of the VSIP would come from program funding and not local monies. There was a motion by Bohle/Ryan to approve the Voluntary Separation Incentive Program Plan (VSIP) as set out. The motion carried unanimously. Several supervisors noted that the per capita increase given by the counties this year to help with legal expenses would not be given again and they were reassured that this money would be reserved for continuing legal expenses only.

Executive Board Report: Randy gave a brief update on the Executive Board meeting held earlier in the evening. It was noted that all of the items discussed would be addressed in this board meeting as well and so noted in the minutes.

Board Membership Nomination Procedure: Rachelle stated that she has visited with the nine board members whose terms are expiring on December 31, 2012. She determined that two members will not seek reappointment but the other seven are interested in serving. In the past, we have asked the Supervisors to nominate and appoint someone from their counties to serve but Supervisors may want to or need to advertise for interest in these positions before naming a board member. Ardie will be getting letters out shortly to the counties regarding the appointment/re-appointment of their county representatives. It was noted that with new appointees, we will work on better gender balance of our board.

By-Law Changes Update: Rachelle was asked to review the By-laws and to research on when and how to proceed with any and/or all proposed by-law changes. Rachelle talked to the Board Attorney, who suggested that we not make any By-law changes at this time due to the pending litigation against us. He recommends waiting until the law suit is settled.

Litigation Update: Randy informed the board that he had not had any further contact or information from Attorney Wolle since the last update to the Board. We were told that it could be four to eight months before any action would begin.

Director's Report: Rachelle reported on the following:

- Held a meeting with ISU Extension for downtown planning wanting to partner with them on this and other projects; met with Allamakee/Clayton REC on partnering with economic development projects they may have in the future; met with representative from Grassley's office;
- Hawkeye Community College is renting two offices from us; also visiting with other local agencies who may be interested in office space from us;
- She and staff have attended many meetings (see report)
- Will host the Clerk's meeting in November;
- Looking into wellness options for staff
- Is tracking caller inquiries into the office and doing follow-up;
- Met with Department Heads and will be meeting with staff again this month (October 31st) using these meetings not only to keep them informed but also to use this time as education and training;
- Met with Upper Iowa University regarding the EDA funding and their future needs;
- Congratulated Karla and her team for completing Guttenberg's Comprehensive Plan;
- Staff will be busy over the next months as this is grant writing time for UERPC

Wellness Plan: Rachelle is hoping to expand the current wellness plan and showcase to our insurance provider documentation that we have a wellness plan in place and are utilizing it to enhance the better health of our employees. This wellness program can and will be more extensive to include periodic blood work; education and exercise.

FLOOR ITEMS

- Bill Ziegler commented that he is hearing good things about UERPC getting out more and having their "Feet in the door" and reaching more cities than they have in the past and he complimented the staff on doing a good job.

The next regularly scheduled meeting will be on January 17, 2013. This meeting will be held after the Board training session with Jeff Schott. It was decided that the Executive Board will meet at 1:00; the board training would take place at 2:00-4:00 p.m.; a snack or supper break; the full board would meet shortly after 4:00 p.m.for a brief business meeting.

There being no further business actions to come before this board, there was a motion by Bohle/Pierce to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 7:15 p.m.

For more information regarding this board 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