UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION
MEETING MINUTES
THURSDAY, JANUARY 5, 2012

MEMBERS PRESENT: Warren Steffen, Randy Uhl, Les Askelson, Larry Schellhammer, Ron McCartney, Leon Griebenow, Janet McGovern, Bill Ziegler, Nina Taylor, Darla Kelchen, Mark Bohle, Lonnie Pierce, Kay Zimmerman, Leigh Rekow, Bob Beach, Larry Gibbs, Andrew Wenthe, Kay Vorwald and Vicky Rowland

MEMBERS ABSENT: Roger Thomas, Paul Ryan, Gerald Freund, Larry Murphy and Charles Frana

STAFF PRESENT: Aaron Burkes, Bev Krambeer, Lori Brockway, Lisa Lensing, Fern Rissman, Sue Severson, Cynthia Schulte and Ardie Kuhse

OTHERS PRESENT: Richard Zahasky, Janell Bradley, Dave Schutte, Karen Schutte and Paula Enyart

Chair Steffen called the meeting to order at 6:16 P.M. on Thursday, January 5, 2012 at the Upper Explorerland Regional Planning Commission office in Postville, Iowa.

All meeting attendees introduced themselves and where they were from.

A motion was made by Gibbs/Askelson to approve the agenda as presented. Motion carried unanimously.

A motion was made by Bohle/McGovern to approve the minutes of the August 25, 2011 Board meeting. Motion carried unanimously.

Election of officers was held. A motion was made by McGovern to nominate Randy Uhl as Chair. A motion was made by Schellhammer to cease nominations and vote for Uhl. Motion to cease nominations carried unanimously. Motion to nominate Uhl carried unanimously.

New Chair Uhl took over running the meeting.

A motion was made by Askelson/Steffen to nominate Leon Griebenow as Vice Chair. A motion was made by Kelchen/McCartney to cease nominations and vote for Griebenow. During the discussion Ziegler stated that he wanted to nominate another Board member. On a roll call vote for ceasing nominations those voting aye: Steffen, Gibbs, Vorwald, Kelchen, Zimmerman, Wenthe, Rowland, Griebenow, Rekow, Bohle, Askelson, McCartney, Schellhammer, Beach, Pierce, Taylor and McGovern. Those voting nay: Ziegler. Motion carried 17-1. The motion nominating Griebenow as Vice Chair was voted on. Motion carried unanimously.

Appointment of Officers followed. A motion was made by Ziegler/Kelchen to appoint Ardie Kuhse as Secretary. A motion was made by Rekow/Schellhammer to cease nominations and vote for Kuhse. Motion to cease nominations carried unanimously. Motion to nominate Kuhse carried unanimously. A motion was made by Schellhammer/Askelson to nominate Stan Straate as Treasurer. A motion was made by Bohle/Griebenow to cease nominations and vote for Straate. Motion to cease nominations carried unanimously. Motion to nominate Straate carried unanimously.

All Board members were given the Conflict of Interest Disclosure Forms which are completed annually. Beach mentioned that he has a conflict of interest with agenda item #15 (Consider approval of advertisement and posting for the Executive Director position) because he works at The Standard newspaper.

Finance Manager Lensing presented the Fiscal Year 2012 amended budget. A motion was made by Askelson/Zimmerman to approve Lensing's 2012 amended budget. Motion carried unanimously.

WIA Finance Manager Severson presented the Region 1 Employment and Training Fiscal Year 2012 amended budget. A motion was made by McGovern/Taylor to approve Severson's 2012 amended budget. Motion carried unanimously.

A motion was made by Bohle/Askelson for adoption of GASB 54. Motion carried unanimously. A motion was made by Bohle/Steffen to leave the authority of the contractor guarantee of interest (CGOI) account the same as it was. Motion carried unanimously.

Finance Managers Severson and Lensing presented their Treasurer's reports. A motion was made by Askelson/Griebenow to approve Severson's and Lensing's Treasurer's reports. Motion carried unanimously.

Approval of check signatories followed. A motion was made by Ziegler/Rowland to add Fern Rissman, Randy Uhl and Leon Griebenow to the bank signature card. A roll call vote was held for this resolution, those voting aye: Steffen, Gibbs, Vorwald, Kelchen, Zimmerman, Wenthe, Rowland, Griebenow, Ziegler, Rekow, Bohle, Askelson, McCartney, Schellhammer, Beach, Pierce, Taylor and McGovern. Those voting nay: none. Resolution carried unanimously.

A motion was made by Schellhammer/Ziegler to add Cynthia Schulte and Heather Delaney on the hold statement agreements at the bank. Motion carried unanimously.

A motion was made by Bohle/Askelson to approve the quarterly check disbursements for 8/16/11 – 12/31/11. Motion carried unanimously.

A motion was made by McGovern/Pierce to accept the Executive Director's resignation effective January 19, 2012. Motion carried unanimously. Askelson thanked Burkes for serving the amount of time he has and wished him the best of luck on his new adventure.

Zahasky stated that there are two statutory provisions for public entities posting a position vacancy. First, under the Veteran's Preference Statute in Chapter 35c, the application has to ask questions regarding military status. Second the notice must be published at least 10 days before filling the vacancy. Chapter 21.4 of the Open Meetings law requires it to be posted in an area where we normally post our notices and also where it is reasonably designed to advise the public. He advises posting it in all five counties and we should consider publishing it in all five counties.

A motion was made by Askelson/Bohle to appoint a seven member search committee comprising of Uhl, Griebenow, Schellhammer, Rekow, Ziegler, Kelchen and Taylor. Motion carried unanimously.

A motion was made by Askelson/McCartney to advertise for the Executive Director position by March 1, 2012. Motion carried unanimously.

A motion was made by McGovern/Bohle for a one year increase in the county assessment to $1.23 per capita. There was discussion regarding the Counties liability under the 28e agreement. Counties are liable for costs incurred before the date they drop out. On a roll call vote those voting aye: Steffen, Gibbs, Vorwald, Kelchen, Zimmerman, Wenthe, Rowland, Griebenow, Ziegler, Bohle, Askelson, McCartney, Schellhammer, Beach, Pierce, Taylor and McGovern. Those abstaining from voting: Rekow. Motion carried 17-1.

Agenda item 18 (Consider recommendations of the Executive Board regarding a wellness plan and changes to the UERPC health insurance vendor) was postponed.

Burkes gave the Executive Director's report: The audit report shows $57, 578 in net income for fiscal year 2011 and no findings to report. The technology update covered the phone system upgrade which is nearly complete and the new website is due to roll out January 17, 2012. A court date has been scheduled for February 8-10, 2012. UERPC has filed a motion for summary judgment and the Judge will hear oral arguments on the motion on January 10, 2012. It was recommended to hold off on reclassifying employees as exempt versus non-exempt since it is a gray area. The end of the Promise Jobs program could result in 3-4 layoffs. Fern Rissman will discuss that more in her Department Head report.

Burkes had several recommendations for making the organization stronger. First, the 24 Board member structure doesn't work too well for controversial issues. The Board may want to consider a committee structure or assigning more powers to the Executive Board. These ideas should be considered with legal counsel. Second, one of the challenges he faced was the strong relationships that Board members had with staff members. There were conversations held that bypassed the Executive Director. The issue is that if the Executive Director doesn't have the authority to make decisions and be backed up by the Board then the Executive Director position is weak and then the entire agency is weak. He mentioned that most of the Board members have been terrific to work with and he will miss working with them. He appreciates the opportunities.

Department Head reports were given by Fern Rissman (Iowa Works Director) and Lori Brockway (Housing & RLF).

Under floor items Askelson thanked Burkes, Department Heads and Staff. He stressed the fact that they are doing good work and to step up to the plate like you always have. Uhl also thanked Burkes for putting in some very rough duty. He came in at an unfortunate time and has handled it very well. Uhl thanked Steffens for serving as Chair last year. It is a huge time commitment and he had his hands full too. Maybe a year from now more time can be spent on the Department Head reports because that is really what we are all about.

A motion was made by Taylor/Bohle to adjourn. Motion carried unanimously. Meeting ended at 8:14 P.M.

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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Cynthia Schulte, Acting Secretary