



# Southeast Iowa Regional Planning Commission

December 17, 2015

12:00 PM

211 N. Gear Ave., Suite 100  
West Burlington, IA 52655

Meeting Type

Executive Board

## — Agenda —

<b>CALL TO ORDER</b>	Schleisman	
Agenda Approval		Board Action
Consent Agenda (Director's Report, Minutes, Financial Report, Claims, Correspondence)		Board Action
<b>OLD BUSINESS</b>		
1. Facility Update	Norris	Board Update
2. Housing Inc. Update	Norris	Board Update
<b>NEW BUSINESS</b>		
1. Medicaid Update	Norris	Board Update
2. Transit Assistant Job Description	Norris	Board Action
<b>MATTERS FROM THE FLOOR</b>		

# Consent Agenda



## DIRECTOR'S REPORT

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: December 17, 2015

### BUILDING UPDATE

Mild weather has put SEIRPC ahead of the game for utilities bills. No other updates at this time.

### MISCELLANEOUS

Attending the Mid-America Economic Development Consortium (MAEDC) conference in Chicago was focused on site selection, economic development trends and networking with peers and site development professionals. Attending were economic developers from Des Moines Co, Lee Co and Henry Co. Regional issues were discussed and opportunities highlighted. Additional levels of preparedness and marketing were brought to light for southeast Iowa properties seeking to attract new industries and business.

### CONSENT AGENDA

SEIRPC received delivery of the first of four new buses in December. The expense will hit the books when financials are complete in January.

Staff expects the FY2015 audit to be complete before the end of the fiscal year, ready for presentation in January.

### AGENDA ITEMS – OLD BUSINESS

1. SEIBUS facility, Board Update: Engineers are on board and ready to begin the process for a preliminary feasibility study for a SEIBUS storage and light maintenance facility.
2. Housing, Inc., Board Update: Housing, Inc. plans its first home development in Mount Pleasant. Utilizing available financing and funding sources, the construction will be bid and be sold to a low to moderate income owner (\$49,450 or below) at some point in 2016.

### AGENDA ITEMS – NEW BUSINESS

1. Medicaid changes, Board Update: SEIRPC is a Medicaid provider through its SEIBUS transportation services. The State of Iowa's change to privatize the

system has brought on many questions and staff are working on answering them with private providers. The cost of service will go up with the changes, based on additional requirements from private providers.

Southeast Iowa Regional Planning Commission  
Executive Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
October 22, 2015

Members Present: Brent Schleisman, Hans Trousil, Mark Huston, and Gary Folluo  
Member Absent: Sue Frice  
Staff Present: Mike Norris, Zach James, Nicole Baker, Lori Gilpin, and Debbie Laughlin

Call to order at 12:00 p.m.

### **Agenda Approval**

Motion by Trousil to approve the October 22, 2015 agenda, second by Huston. All Ayes, motion carried.

### **CONSENT AGENDA APPROVAL**

Norris highlighted his directors report and stated that staff is embarking on a contract with the Iowa Economic Development Authority (IEDA) to provide mapping services. SEIRPC will work within the Certified Sites process to provide consistent formats and professional map products for Iowa. This type of project will help retain staff capacity while complementing other mapping and graphical work undertaken by SEIRPC. Financials are again stable after the first quarter. Ongoing contracts and strong programs bolster SEIRPC in FY2016. Motion by Folluo to accept the consent agenda, second by Trousil. All Ayes, motion carried.

### **Old Business:**

1. Transit Driver Handbook Update: Baker stated interest had been expressed to be paid for travel time to and from SEIBUS staff meetings. It has been past practice to not pay drivers for travel time to staff meetings, and it was determined from the wage and hour division office housed in Des Moines that we were in full compliance with the law in not paying for travel time. However, we also discussed the opportunity to be able to show appreciation toward our driving staff by paying them for their travel time to SEIBUS staff meetings. After discussion with the Executive Board in August, it was determined to be in the best interest of SEIRPC to extend travel time compensation to our drivers. Baker highlighted the Addendum to the Transit Driver's Handbook which addresses the policy regarding travel time compensation to and from SEIBUS staff meetings. Norris noted that generally addendums to the Transit Driver Handbook are handled administratively, however due to the fact that this will effect a financial change, he suggested the board take action. Motion by Huston to approve the Addendum to the Transit Driver Handbook as presented regarding travel time to and from SEIBUS staff meetings, second by Trousil. All ayes, motion carried.
2. Transit Drug and Alcohol Policy Update: Baker stated that we are making some minor changes to the Drug and Alcohol policy due to 2 inconsistencies found when

we had our SEIRPC FTA/DOT Triennial Review in September. Baker highlighted the changes that were essentially some minor formatting changes; linking the table of contents to the area of the document it goes to; and Section N. Pre-Employment Testing, paragraph at the bottom of page 21. Essentially the change is to make our pre-employment testing standards consistent with our treatment of current employees as outlined in Section T. Consequences and Disciplinary Action, sub paragraph (1). Trousil made a motion to approve the changes to the Transit Drug and Alcohol Policy as presented, second by Folluo. All ayes, motion carried.

3. SEIRPC Personnel Policy Update: Norris stated that the SEIRPC Personnel Policy had not been updated since 2010, and that staff have suggested changes for the policy which reflect observations and ideas from over the past few years. None of the changes are considered major policy changes. The current policy was developed jointly with ECICOG of Cedar Rapids, and their labor attorney recently made some language changes, of which we are in agreement. Norris highlighted the changes that were suggested with most of them being minor language. Attention was brought to clarification of relations for Bereavement pay. Language is modified about accruing PTO per pay period, only to be applied at separation; and adds language to prorate paid time off for full time employees working less than 40 hours per week. Allowing a small portion (no more than 2.5 days each year) of employees PTO (Paid Time Off) to be voluntarily converted into Long Term Illness was new. The amount of PTO stays the same, so it does not change the amount SEIRPC pays for PTO, it just allows a small amount to be banked for future illness uses. For unpaid leaves of absence, it allows the employee to keep their insurance for 90 days rather than the current 30 days, more in line with FMLA (Family Medical Leave Act). We are not required to meet requirements of FMLA as we are under 50 employees, but we feel this change will alleviate some hardship in case of personal calamity. The board discussed the changes. Trousil made a motion to recommend approval to the Full Board to approve the changes to the SEIRPC Personnel Policy as presented, second by Huston. All ayes, motion carried.

#### **New Business:**

1. Transit Facility Concepts: Norris stated that after five years in the new office space, it is time to think seriously about transit facility concepts. The general concept for a facility is indoor storage, washing and light maintenance. Staff plans to contact local architectural firms with interest in providing conceptual design services and cost estimates. The steps are: 1) Conceptual design options for the board to choose from; 2) Cost estimates on the preferred alternative; 3) Financing, cash and grants worked into funding alternatives; 4) Preferred funding model applied into grant applications, cash outlays, and financing; and 5) Building and construction process. The board consensus was that this is a good idea and to go ahead and investigate. Staff will come back to the board with conceptual design alternatives and recommendations. No action necessary.

**MATTERS FROM THE FLOOR:**

None.

Motion to adjourn meeting by Trousil.  
Second by Huston. All Ayes

Meeting adjourned at 12:55 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

\_\_\_\_\_  
Mark Huston, Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# ***Financial Report*** ***October 2015***



Dear SEIRPC Board:

The accompanying Balance Sheet of Southeast Iowa Regional Planning Commission, as of **October 31, 2015**, and the related Statements of Income and Changes in Financial Position for the four months ended **October 31, 2015**.

A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. The statements have not been audited.

*Lori Gilpin*  
*Finance Director*

***Completed November 19, 2015***



**TO:** SEIRPC Board  
**FROM:** Lori Gilpin  
**DATE:** 11/19/2015  
**RE:** Financial Summary for the month of October 2015



**PROFIT & LOSS ALL CLASSES**

	October 2015	YTD
TOTAL REVENUES :	181,365	3,601,211
TOTAL EXPENSES :	468,189	3,626,776
Excess of revenues over expenditures	(286,824)	(25,565)

**PROFIT & LOSS REGIONAL TRANSIT AUTHORITY**

	October 2015	YTD
TOTAL REVENUES :	64,957	358,416
TOTAL EXPENSES :	101,767	322,342
Excess of revenues over expenditures	(36,810)	36,074

CASH BALANCE	UNRESTRICTED	RESTRICTED	
Gen'l Government Chkng	899,441		
IRP Government Chkng		447,063	
Ft. Madison RLF Government Chkng		171,569	
Henry County RLF Government Chkng		153,485	
Henry County RTA Government Chkng	49,401		
Keokuk RLF Regular Chkng		146,357	
EDA RLF Government Chkng		343,035	
Mediapolis HTF Government Chkng		74,157	
GRHTF Government Chkng		244,533	
<b>TOTAL</b>	<b>948,842</b>	<b>1,580,200</b>	<b>2,529,041</b>

CUSTOMER ACCOUNTS RECEIVABLE BALANCE				
Current	1-45	46-90	>90	TOTAL
35,639	162,518	912,734	54,889	1,165,780

VENDOR ACCOUNTS PAYABLE BALANCE				
Current	1-45	46-90	>90	TOTAL
233,408	(1,101)	910,174	0	1,142,481

Preliminary (June 2015 subject to change)

**Southeast Iowa Regional Planning Commission  
Balance Sheet  
October 31, 2015**

**ASSETS**

**Current Assets**

**Checking/Savings**

103.00 · Gen'l Government Checking	899,440.83
104.00 · IRP Government Checking	447,063.22
105.00 · Ft. Madison RLF Gov't Chkng	171,569.27
106.00 · Henry County RLF-Gov't Chkng	153,485.21
107.00 · Henry County (RTA)-Gov't Chkng	49,400.63
109.00 · Keokuk RLF	146,357.37
110.00 · EDA RLF Government Checking	343,035.34
113.00 · Mediapolis HTF Gov't Chkng	74,156.57
115.00 · GRHTF-Gov't Checking	244,532.62

<b>Total Checking/Savings</b>	<u>2,529,041.06</u>
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**Accounts Receivable**

120.00 · Accounts Receivable	<u>1,165,779.31</u>
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**Other Current Assets**

101.00 · Petty Cash Account	302.00
130.00 · Ft. Madison RLF Receivable	22,773.88
131.00 · Henry County RLF Receivable	44,871.34
132.00 · Our Home Rehab Receivable	13,250.05
133.00 · Mediapolis HTF Receivable	44,471.53
134.00 · EDA RLF I Receivable	747,358.67
135.00 · IRP I Loan Receivable	427,393.14
136.00 · IRP II Loan Receivable	182,690.00
137.00 · Keokuk RLF Receivable	18,893.67
138.00 · GRHTF Receivable	59,790.71
139.00 · EDA RLF II Receivable	550,712.04
174.00 · Prepaid Insurance	52,299.63

<b>Total Other Current Assets</b>	<u>2,164,806.66</u>
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<b>Total Current Assets</b>	<u>5,859,627.03</u>
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**Other Assets**

220.10 · Agency Vehicle/Equipment	99,760.92
221.10 · Acc. Deprec. Agency Vehicle/Equ	(39,344.03)
230.10 · Transit Vehicle	865,250.65
231.10 · Acc. Deprec. Transit Vehicle	(514,988.50)
240.10 · Program Equipment	38,262.97
241.10 · Accum Deprec-Program Equipment	(21,741.94)
250.10 · Building/Bldg. Improvements	1,298,269.96
251.10 · Accumulated Depr.-Bldgs	(79,478.82)
252.10 · Land	103,440.00

<b>Total Other Assets</b>	<u>1,749,431.21</u>
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<b>TOTAL ASSETS</b>	<u><u>7,609,058.24</u></u>
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**Southeast Iowa Regional Planning Commission  
Balance Sheet  
October 31, 2015**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

<b>300.00 · Accounts Payable</b>	1,142,481.46
<b>2100 · Payroll Liabilities</b>	28,525.39
<b>315.00 · Deferred Revenue - Comm. Trans.</b>	58,608.00
<b>326.79 · Speed Indicators Maintenance</b>	3,202.78
<b>326.80 · Custodial Fund Liability</b>	105.55
<b>355.00 · Accrued Vacation</b>	14,590.66
<b>3600 · Short Term Notes Payable</b>	<u>16,285.23</u>

**Total Current Liabilities** 1,263,799.07

**Long Term Liabilities**

<b>3700 · Long Term Notes Payable</b>	<u>1,047,438.19</u>
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**Total Liabilities** 2,311,237.26

**Equity**

<b>3900 · Unreserved local net Assets</b>	15,972.07
<b>3901 · Non-spendable Reserve for Loans</b>	1,383,892.41
<b>3903 · Assigned to Revolving loan</b>	2,017,662.48
<b>3904 · Investment in property &amp; equipment</b>	1,689,014.33
<b>3905 · GRHTF Net Assets</b>	216,844.67
<b>Net Income (Loss) to date</b>	<u>(25,564.98)</u>

**Total Equity** 5,297,820.98

**TOTAL LIABILITIES & EQUITY** 7,609,058.24

Preliminary June 2015 subject to change

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended October 31, 2015**

	Oct-2015	Year-to-Date	FY16 Budget	FY15 Actual	FY14 Actual	FY13 Actual
<b>Revenues:</b>						
<b>4100 · Bus Fare Revenues</b>						
410.00 · General Public	4,617.91	23,059.99	55,000	66,758	51,127	44,262
411.00 · Local Contracts	-	16,200.00	67,000	67,100	102,063	113,038
<b>Total 4100 · Bus Fares</b>	<b>4,617.91</b>	<b>39,259.99</b>	<b>122,000</b>	<b>133,858</b>	<b>153,190</b>	<b>157,300</b>
<b>4500 · Federal/State Revenues</b>						
450.00 · EDA Planning Grant	15,250.00	30,500.00	61,000	91,500	54,900	61,000
450.01 · Marketing Grant	-	-	-	-	(2,525)	-
450.04 · EDA Facility Grant	-	-	-	-	-	112
450.05 · EDA RLF Grant	-	-	-	-	-	634,500
451.00 · IDED COG Assistance	-	-	-	11,765	10,294	10,294
453.00 · PDM (Pre-Disaster Mitigation)	5,950.00	19,400.00	-	11,900	5,532	34,099
455.00 · IDOT Planning	-	42,023.00	240,005	165,267	203,082	177,706
456.00 · State Transit Assistance (RTA)	25,672.75	100,322.16	268,126	257,780	247,848	307,254
457.00 · Federal Transit Assistance (RTA)	-	-	287,421	288,460	367,431	438,906
458.00 · Housing Draws	-	2,640,041.34	-	2,905,347	2,053,675	1,192,246
458.01 · IFA Tax Credit Revenues	-	-	-	-	-	3,325
459.00 · State Medicaid	34,470.01	133,876.48	425,000	403,906	434,092	391,052
<b>Total 4500 · Federal/State Revenues</b>	<b>81,342.76</b>	<b>2,966,162.98</b>	<b>1,281,552</b>	<b>4,135,924</b>	<b>3,374,329</b>	<b>3,250,494</b>
<b>4600 - Principle on Loans</b>						
461.00 - Principle on Loans	21,115.37	87,318.05	-	456,963	296,053	207,816
<b>4700 · Local Revenues</b>						
470.00 · Per Capita Revenue	-	170,669.00	170,669	165,603	159,407	128,211
471.00 · Cities/Counties	-	1,000.00	-	26,424	7,250	16,750
472.00 · Other Contracts	35,659.00	110,844.81	316,525	309,495	84,440	86,521
473.00 · Grant Administration	-	51,571.00	-	64,595	192,193	245,019
474.00 · CDGB Housing Administration	-	-	-	13,775	16,075	-
475.00 · Other Contributions	-	-	-	-	-	114,599
475.01 · Homeowner Contributions	-	-	-	12,489	22,733	37,848
479.00 · RLF Administration	-	-	11,586	37,081	44,050	11,585
481.00 · Housing Soft Costs	-	47,796.00	-	152,416	107,588	26,635
482.00 · Lead Abatement	-	-	-	-	9,970	38,162
484.00 · Housing Inspection Fees	-	-	8,000	-	-	-
488.00 · Vehicle Reimbursements	1,274.90	5,286.59	11,000	10,992	11,830	13,293
489.00 · Housing Administration	15,723.00	29,211.17	259,773	203,467	119,177	150,171
<b>Total 4700 · Local Revenues</b>	<b>52,656.90</b>	<b>416,378.57</b>	<b>777,553</b>	<b>996,336</b>	<b>774,713</b>	<b>868,794</b>
<b>4900 · Miscellaneous Revenues</b>						
492.00 · Lease Income	9,381.60	37,526.40	112,579	112,729	111,889	112,039
496.00 · Interest Income (Bank)	451.24	1,821.45	5,035	6,760	8,721	8,889
497.00 · Miscellaneous Revenues-Other	5,212.50	23,325.50	13,000	20,402	13,973	8,939
498.00 · Matching Funds	-	-	88,775	-	99,844	89,318
<b>Total 4900 · Miscellaneous Revenues</b>	<b>15,045.34</b>	<b>62,673.35</b>	<b>219,389</b>	<b>139,891</b>	<b>234,427</b>	<b>219,185</b>
<b>5000-52 RLF Income</b>						
507.00 · Late Payment Fees	-	25.00	-	700	1,343	1,098
508.00 · Loan Closing Fees	300.00	3,212.00	1,500	16,392	12,252	14,587
509.00 · FM RLF Loan Interest Income	46.05	189.59	601	420	146	480
510.00 · Henry Co. RLF Interest Income	194.76	818.16	2,779	2,917	3,739	2,467
511.01 · EDA RLF I Interest Income	2,141.98	9,136.56	19,000	21,856	22,440	22,066
512.00 · Mediapolis HTF Interest Income	109.87	379.95	1,769	1,359	1,484	1,611
513.00 · EDA RLF II Interest Income	1,691.19	6,972.61	22,000	22,289	23,407	9,839
515.00 · IRP I Loan Interest Income	1,427.86	5,681.72	7,300	9,157	1,819	1,753
516.00 · IRP II Loan Interest Income	657.25	2,702.69	6,600	7,583	6,792	9,212
518.00 · Keokuk RLF Loan Interest Income	-	207.33	970	1,028	2,004	2,023
520.00 · GRHTF-Loan Interest	18.03	92.72	-	475	737	543
<b>Total 5000-52 RLF Income</b>	<b>6,586.99</b>	<b>29,418.33</b>	<b>62,519</b>	<b>84,176</b>	<b>76,163</b>	<b>65,679</b>
<b>Total Income</b>	<b>181,365.27</b>	<b>3,601,211.27</b>	<b>2,463,013</b>	<b>5,947,149</b>	<b>4,908,875</b>	<b>4,769,268</b>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended October 31, 2015**

	Oct-2015	Year-to-Date	FY16 Budget	FY15 Actual	FY14 Actual	FY13 Actual
<b>Expenditures:</b>						
701.00 · Salaries	129,055.76	366,281.78	1,109,345	1,091,362	1,041,129	1,017,419
702.00 · FICA - Employer's Share	9,493.99	26,515.17	79,888	78,602	74,420	73,438
703.00 · IPERS - Employer's Share	11,473.33	32,048.38	98,550	95,173	91,656	85,618
704.00 · Unemployment	-	-	500	9,906	1,932	382
705.00 · Employee Benefits	13,708.81	48,057.61	185,124	176,293	191,614	166,837
706.00 · Physicals	604.00	1,046.00	1,500	2,038	2,019	1,565
707.00 · Uniform Expense	300.40	487.87	2,200	3,665	950	1,585
708.00 · Drug Testing	40.00	345.00	1,250	939	604	799
709.00 · Personnel Expenses-Other	39.90	39.90	2,150	2,342	1,009	2,326
710.00 · Payroll services	513.23	1,539.49	5,000	4,758	4,330	3,909
712.00 · Advertising	843.52	2,175.54	3,500	9,015	5,390	4,866
717.00 · Audit	-	-	16,000	18,650	15,250	14,750
726.00 · Contractual Expenses-Other	709.95	6,537.61	24,700	36,686	28,433	29,488
728.00 · Information Technology	-	3,059.49	9,400	9,894	9,847	10,818
729.00 · Copier Expense	384.97	1,302.39	5,000	5,273	4,836	6,512
730.00 · Legal Expense	500.00	3,036.36	3,000	28,599	7,464	6,896
738.00 · Depreciation Expense	883.76	3,535.04	-	17,504	-	2,914
740.00 · Dues/Subscriptions/Conferences	3,360.00	8,724.44	31,900	15,388	16,648	13,241
741.00 · Public Notices	28.62	328.66	1,400	1,219	1,838	2,316
746.00 · Leased Equipment	-	304.00	700	456	640	760
747.00 · Equipment under \$5000	1,870.78	3,985.73	8,500	12,936	17,528	21,918
748.00 · Capital Equipment	-	-	70,000	-	106,641	156,977
749.00 · Principle Expense	-	34,330.58	73,038	39,949	45,219	45,079
750.00 · Lead Testing	314.00	448.00	2,000	2,199	2,173	2,935
751.00 · Housing	242,358.64	2,811,146.15	-	2,715,266	1,510,203	966,267
752.00 · Admin. Expense	833.00	24,603.00	7,500	160,677	27,058	113,086
754.00 · Insurance	6,253.90	32,112.60	108,700	101,517	127,406	111,099
756.00 · Mortgage Filing Fees	168.00	265.00	350	746	1,450	4,890
757.00 · Interest Expense	3,994.56	4,533.85	24,335	22,009	38,957	35,704
759.00 · Credit Report Exp.	-	-	-	-	16	114
760.00 · Housing Relocation Expense	-	-	-	-	-	-
766.00 · Bldg. Maintenance & Repair	259.60	693.14	20,000	13,585	20,296	14,703
767.00 · Vehicle Maintenance & Repair	9,884.49	33,333.41	110,500	115,504	115,818	122,756
768.00 · Marketing	50.00	3,648.48	6,250	3,389	4,931	5,381
769.00 · Meeting Expense	310.27	899.64	4,200	4,096	3,346	2,622
782.00 · Printing/Postage	608.35	1,456.77	8,200	5,707	6,115	5,704
791.00 · Rent	950.00	2,900.00	8,000	7,830	7,830	6,330
806.00 · Supplies	501.61	3,011.06	12,850	11,453	9,152	18,071
807.00 · Bank Charges	-	78.44	-	38	(5)	37
808.00 · Fuel/Oil	7,060.01	31,288.99	140,200	108,521	155,930	154,381
810.00 · Telecommunications	2,026.88	8,483.38	27,100	24,711	28,215	27,009
811.00 · Utilities Expense	3,096.64	12,898.74	36,000	34,737	37,737	32,570
813.00 · Real Estate Taxes	-	6,316.00	17,000	16,166	18,774	12,960
815.00 · Mileage Expense	25.00	257.97	3,000	2,417	2,877	-
816.00 · Travel/Training	1,708.12	3,368.00	13,450	9,612	4,954	8,205
820.00 · Use Allowance	1,274.90	5,286.59	11,600	10,890	11,830	13,293
825.00 · Bad Debt Expense	-	-	-	580	-	-
829.00 · Down Payment Assistance	10,000.00	85,000.00	-	203,750	351,677	317,840
830.00 · Participant Loans & Grants	2,700.00	11,066.00	-	807,634	723,271	860,198
850.00 · Marketing Grant Expenditure	-	-	-	-	-	5,323
890.00 · Matching Expenditures	-	-	88,775	-	99,844	99,318
900.00 · Indirect Costs	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>468,188.99</b>	<b>3,626,776.25</b>	<b>2,382,655</b>	<b>6,043,679</b>	<b>4,979,252</b>	<b>4,611,209</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(286,823.72)</b>	<b>(25,564.98)</b>	<b>80,358</b>	<b>(96,530)</b>	<b>(70,377)</b>	<b>158,059</b>

**Regional Transit Authority**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the One Month and Year Ended October 31, 2015**



	Oct-2015	Year-to-Date	FY16 Budget	FY15 Actual	FY14 Actual	FY13 Actual
<b>Revenues:</b>						
<b>4100 · Bus Fare Revenues</b>						
410.00 · General Public	4,617.91	23,059.99	55,000	66,758	51,127	44,262
411.00 · Local Contracts	-	16,200.00	67,000	67,100	102,063	113,038
<b>Total 4100 · Bus Fares</b>	<b>4,617.91</b>	<b>39,259.99</b>	<b>122,000</b>	<b>133,858</b>	<b>153,190</b>	<b>157,300</b>
<b>4500 · Federal/State Revenues</b>						
456.00 · State Transit Assistance	25,672.75	100,322.16	268,126	257,780	247,848	307,254
457.00 · Federal Transit Assistance	-	-	287,421	288,460	367,431	438,906
459.00 · State Medicaid	34,470.01	133,876.48	425,000	403,906	434,092	391,051
<b>Total 4500 · Federal/State Revenues</b>	<b>60,142.76</b>	<b>234,198.64</b>	<b>980,547</b>	<b>950,146</b>	<b>1,049,371</b>	<b>1,137,211</b>
<b>4700 · Local Revenues</b>						
470.00 · Per Capita Revenue	-	84,359.00	84,359	82,301	79,904	49,443
472.00 · Other Contracts	-	-	-	-	-	-
<b>Total 4700 · Local Revenues</b>	<b>-</b>	<b>84,359.00</b>	<b>84,359</b>	<b>82,301</b>	<b>79,904</b>	<b>49,443</b>
<b>4900 · Miscellaneous Revenues</b>						
495.00 · Insurance Proceeds	-	-	-	-	-	-
496.00 · Interest Income (Bank)	8.92	35.83	85	96	86	73
497.00 · Miscellaneous Revenues-Other	187.50	562.50	8,000	4,577	4,900	-
498.00 · Matching Funds	-	-	0	-	-	589
<b>Total 4900 · Miscellaneous Revenues</b>	<b>196.42</b>	<b>598.33</b>	<b>8,085</b>	<b>4,673</b>	<b>4,986</b>	<b>662</b>
<b>Total Revenues</b>	<b>64,957.09</b>	<b>358,415.96</b>	<b>1,194,991</b>	<b>1,170,978</b>	<b>1,287,451</b>	<b>1,344,616</b>
<b>Expenditures:</b>						
701.00 · Salaries	44,481.48	126,801.95	379,721	390,756	399,237	377,934
702.00 · FICA - Employer's Share	3,352.46	9,500.91	28,102	29,267	29,677	28,276
703.00 · IPERS - Employer's Share	3,972.00	11,295.55	33,909	34,961	35,553	32,709
704.00 · Unemployment	-	-	500	9,906	-	382
705.00 · Employee Benefits	4,611.77	16,312.85	68,781	62,646	68,465	52,911
706.00 · Physicals	604.00	1,046.00	1,500	2,038	2,019	1,565
707.00 · Uniform Expense	300.40	487.87	1,500	2,978	835	1,358
708.00 · Drug Testing	40.00	345.00	1,250	939	604	799
709.00 · Personnel Expenses-Other	39.90	39.90	1,500	1,980	605	458
712.00 · Advertising	-	143.60	2,000	7,775	4,632	3,216
726.00 · Contractual Expenses-Other	-	-	500	6,595	9,101	6,318
728.00 · Information Technology	-	483.75	500	1,313	2,117	2,630
730.00 · Legal Expense	-	2,436.36	2,500	28,047	600	635
738.00 · Depreciation Expense	-	-	-	-	-	-
740.00 · Dues/Subscriptions/Conferences	-	2,998.00	5,000	2,531	3,471	2,273
741.00 · Public Notices	-	-	-	16	20	21
747.00 · Equipment Under \$5000	313.58	552.58	-	470	354	2,997
748.00 · Capital Equipment	-	-	70,000	-	58,702	156,977
754.00 · Insurance	5,311.83	21,507.32	68,000	61,046	63,838	64,032
757.00 · Interest Expense	-	-	-	-	660	-
766.00 · Bldg. Maintenance & Repairs	-	-	-	-	-	-
767.00 · Vehicle Maintenance & Repair	9,866.49	32,920.49	110,000	115,183	112,561	118,522
768.00 · Marketing	50.00	50.00	750	750	-	550
769.00 · Meeting Expense	-	-	500	440	132	244
782.00 · Printing/Postage	-	(52.29)	1,800	938	3	1,122
791.00 · Rent	950.00	2,900.00	8,000	7,800	7,800	6,300
806.00 · Supplies	-	270.44	350	802	671	1,453
807.00 · Bank Charges	-	5.00	-	-	(5)	10
808.00 · Fuel/Oil	6,809.19	30,064.66	135,000	104,313	150,075	149,104
810.00 · Telecommunications	809.18	3,393.12	11,000	9,001	8,610	8,310
815.00 · Mileage Expense	-	24.50	2,500	1,234	2,786	-
816.00 · Travel/Training	-	68.97	1,000	192	825	2,939
820.00 · Use Allowance	216.42	652.79	1,800	2,262	2,210	2,141
825.00 · Bad Debt Expense	-	-	-	580	-	-
890.00 · Matching Expenditures	-	-	10,000	-	10,000	-
900.00 · Indirect Costs	20,038.29	58,092.52	182,559	184,649	178,081	174,851
<b>Total Expenditures</b>	<b>101,766.99</b>	<b>322,341.84</b>	<b>1,130,522</b>	<b>1,071,408</b>	<b>1,154,239</b>	<b>1,201,037</b>
<b>Fund Balance</b>	<b>(36,809.90)</b>	<b>36,074.12</b>	<b>64,469</b>	<b>99,570</b>	<b>133,212</b>	<b>143,579</b>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues and Expenses by Class**  
**For the Four Months Ending**  
**October 31, 2015**

	10 Company Vehicles	20 EDA PG	22 Facility	47 Housing	48 Great River Housing Trust
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	0.00	30,500.00	0.00	2,512,859.51	127,181.83
461.00 · Principle on Loans	0.00	0.00	0.00	1,870.56	7,083.84
4700-48 · Local Revenues	5,286.59	0.00	0.00	63,519.00	34,759.17
4900 · Miscellaneous Revenues	0.00	0.00	37,526.40	59.58	22,897.16
5000-52 · RLF Income	0.00	0.00	0.00	379.95	3,304.72
	<u>5,286.59</u>	<u>30,500.00</u>	<u>37,526.40</u>	<u>2,578,688.60</u>	<u>195,226.72</u>
<b>Expense</b>					
700.00 · Personnel Expenses	0.00	35,711.62	2,248.82	48,483.15	12,849.87
704.00 · Unemployment	0.00	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	0.00	0.00	0.00	0.00
707.00 · Uniform Expense	0.00	0.00	0.00	0.00	0.00
708.00 · Drug Testing	0.00	0.00	0.00	0.00	0.00
709.00 · Personnel Expenses-Other	0.00	0.00	0.00	0.00	0.00
710.00 · Payroll Services	0.00	0.00	0.00	0.00	0.00
712.00 · Advertising	0.00	0.00	0.00	0.00	0.00
717.00 · Audit	0.00	0.00	0.00	0.00	0.00
726.00 · Contractual Expenses	0.00	0.00	4,854.90	0.00	0.00
728.00 · Information Technology	0.00	0.00	0.00	106.88	0.00
729.00 · Copier Expense	0.00	0.00	0.00	0.00	0.00
730.00 · Legal Expense	0.00	0.00	0.00	0.00	0.00
738.00 · Depreciation Expense	2,133.08	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions/Conference	0.00	0.00	0.00	550.00	0.00
741.00 · Public Notices	0.00	0.00	0.00	28.62	12.92
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	0.00	0.00	0.00	384.72	0.00
748.00 · Capital Equipment	0.00	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	0.00	0.00	0.00
750.00 · Lead Testing	0.00	0.00	0.00	448.00	0.00
751.00 · Housing	0.00	0.00	0.00	2,728,168.15	82,978.00
752.00 · Admin. Expense	0.00	0.00	0.00	0.00	21,271.00
754.00 · Insurance	1,016.28	0.00	2,016.32	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	0.00	0.00	188.00	63.00
757.00 · Interest Expense	189.62	0.00	3,987.55	0.00	0.00
760.00 · Housing Relocation Expense	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	693.14	0.00	0.00
767.00 · Vehicle Maintenance & Repair	412.92	0.00	0.00	0.00	0.00
768.00 · Marketing	0.00	0.00	0.00	0.00	0.00
769.00 · Meeting Expense	0.00	0.00	0.00	0.00	102.00
782.00 · Printing/Postage	0.00	59.58	0.00	0.44	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	0.00	0.00	0.00	0.00	0.00
807.00 · Bank Charges	0.00	0.00	0.00	0.00	0.00
808.00 · Fuel/Oil	1,224.33	0.00	0.00	0.00	0.00
810.00 · Telecommunications	0.00	0.00	0.00	0.00	0.00
811.00 · Utilities Expense	0.00	0.00	12,898.74	0.00	0.00
812.00 · Bldg Operation Allocation	0.00	0.00	-10,389.04	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	6,316.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	0.00	52.95	59.63
816.00 · Travel/Training	0.00	152.64	0.00	1,497.43	0.00
820.00 · Use Allowance	11.96	450.92	0.00	1,138.57	101.11
829.00 · Down Payment Assistance	0.00	0.00	0.00	0.00	85,000.00
830.00 · Participant Loans	0.00	0.00	0.00	3,866.00	7,200.00
825.00 · Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	0.00	12,636.52	804.18	17,167.55	4,548.43
	<u>4,988.19</u>	<u>49,011.28</u>	<u>23,430.61</u>	<u>2,802,080.46</u>	<u>214,185.96</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>298.40</u>	<u>(18,511.28)</u>	<u>14,095.79</u>	<u>(223,391.86)</u>	<u>(18,959.24)</u>
<b>SEIRPC Adjusted Balance</b>	<u>-</u>	<u>-</u>	<u>8,136.04</u>	<u>(9,953.78)</u>	<u>-</u>

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues and Expenses by Class**  
**For the Four Months Ending**  
**October 31, 2015**

	60 IDOT	71 EDA RLF	72 IRP-I	73.00 FM/KK/HC RLF	76 IRP-II
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	42,023.00	0.00	0.00	0.00	0.00
461.00 · Principle on Loans	0.00	52,645.29	9,801.46	6,002.37	9,914.53
4700-48 · Local Revenues	7,750.00	0.00	0.00	0.00	0.00
4900 · Miscellaneous Revenues	0.00	195.16	174.11	237.11	153.18
5000-52 · RLF Income	0.00	16,134.17	5,681.72	1,215.08	2,702.69
	<u>49,773.00</u>	<u>68,974.62</u>	<u>15,657.29</u>	<u>7,454.56</u>	<u>12,770.40</u>
<b>Expense</b>					
700.00 · Personnel Expenses	55,904.64	10,498.36	2,006.81	0.00	304.12
704.00 · Unemployment	0.00	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	0.00	0.00	0.00	0.00
707.00 · Uniform Expense	0.00	0.00	0.00	0.00	0.00
708.00 · Drug Testing	0.00	0.00	0.00	0.00	0.00
709.00 · Personnel Expenses-Other	0.00	0.00	0.00	0.00	0.00
710.00 · Payroll Services	0.00	0.00	0.00	0.00	0.00
712.00 · Advertising	0.00	0.00	0.00	0.00	0.00
717.00 · Audit	0.00	0.00	0.00	0.00	0.00
726.00 · Contractual Expenses	0.00	0.00	0.00	0.00	0.00
728.00 · Information Technology	0.00	0.00	0.00	0.00	0.00
729.00 · Copier Expense	0.00	0.00	0.00	0.00	0.00
730.00 · Legal Expense	0.00	500.00	0.00	0.00	0.00
738.00 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions/Conference	111.00	0.00	0.00	0.00	0.00
741.00 · Public Notices	43.22	0.00	0.00	0.00	0.00
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	1,789.48	0.00	0.00	0.00	0.00
748.00 · Capital Equipment	0.00	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	21,083.26	0.00	13,247.32
750.00 · Lead Testing	0.00	0.00	0.00	0.00	0.00
751.00 · Housing	0.00	0.00	0.00	0.00	0.00
752.00 · Admin. Expense	0.00	0.00	0.00	0.00	0.00
754.00 · Insurance	0.00	0.00	0.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	14.00	0.00	0.00	0.00
757.00 · Interest Expense	0.00	0.00	108.16	0.00	248.52
760.00 · Housing Relocation Expense	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	0.00	0.00
767.00 · Vehicle Maintenance & Repair	0.00	0.00	0.00	0.00	0.00
768.00 · Marketing	0.00	0.00	0.00	0.00	0.00
769.00 · Meeting Expense	137.25	0.00	0.00	0.00	0.00
782.00 · Printing/Postage	7.55	0.00	0.00	0.00	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	308.89	0.00	0.00	0.00	0.00
807.00 · Bank Charges	0.00	0.00	0.00	0.00	0.00
808.00 · Fuel/Oil	0.00	0.00	0.00	0.00	0.00
810.00 · Telecommunications	0.00	0.00	0.00	0.00	0.00
811.00 · Utilities Expense	0.00	0.00	0.00	0.00	0.00
812.00 · Bldg Operation Allocation	0.00	0.00	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	0.00	0.00	0.00
816.00 · Travel/Training	961.88	3.74	0.00	0.00	0.00
820.00 · Use Allowance	799.76	132.10	0.00	0.00	0.00
829.00 · Down Payment Assistance	0.00	0.00	0.00	0.00	0.00
830.00 · Participant Loans	0.00	0.00	0.00	0.00	0.00
825.00 · Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	19,807.73	3,713.30	711.51	0.00	107.29
	<u>79,871.40</u>	<u>14,861.50</u>	<u>23,909.74</u>	<u>0.00</u>	<u>13,907.25</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(30,098.40)</u>	<u>54,113.12</u>	<u>(8,252.45)</u>	<u>7,454.56</u>	<u>(1,136.85)</u>
<b>SEIRPC Adjusted Balance</b>	<u><b>(30,098.40)</b></u>	<u><b>1,467.83</b></u>	<u><b>3,029.35</b></u>	<u><b>-</b></u>	<u><b>2,195.94</b></u>



**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues and Expenses by Class**  
**For the Four Months Ending**  
**October 31, 2015**

	<b>80 Indirect Cost Center</b>	<b>85 RTA</b>	<b>90 LOCAL</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Bus Fare Revenues	0.00	39,259.99	0.00	39,259.99
4500 · Federal/State Revenues	0.00	234,198.64	19,400.00	2,966,162.98
461.00 · Principle on Loans	0.00	0.00	0.00	87,318.05
4700-48 · Local Revenues	0.00	84,359.00	220,704.81	416,378.57
4900 · Miscellaneous Revenues	0.00	598.33	832.32	62,673.35
5000-52 · RLF Income	0.00	0.00	0.00	29,418.33
	<u>0.00</u>	<u>358,415.96</u>	<u>240,937.13</u>	<u>3,601,211.27</u>
<b>Expense</b>				
700.00 · Personnel Expenses	86,628.98	163,911.26	54,355.31	472,902.94
704.00 · Unemployment	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	1,046.00	0.00	1,046.00
707.00 · Uniform Expense	0.00	487.87	0.00	487.87
708.00 · Drug Testing	0.00	345.00	0.00	345.00
709.00 · Personnel Expenses-Other	0.00	39.90	0.00	39.90
710.00 · Payroll Services	1,539.49	0.00	0.00	1,539.49
712.00 · Advertising	0.00	143.60	2,031.94	2,175.54
717.00 · Audit	0.00	0.00	0.00	0.00
726.00 · Contractual Expenses	39.90	0.00	1,642.81	6,537.61
728.00 · Information Technology	2,456.99	483.75	11.87	3,059.99
729.00 · Copier Expense	1,302.39	0.00	0.00	1,302.39
730.00 · Legal Expense	100.00	2,936.36	0.00	3,036.36
738.00 · Depreciation Expense	1,401.96	0.00	0.00	3,535.04
740.00 · Dues/Subscriptions/Conference	1,221.44	2,998.00	3,844.00	8,724.44
741.00 · Public Notices	219.55	0.00	24.35	328.66
746.00 · Leased Equipment	304.00	0.00	0.00	304.00
747.00 · Equipment under \$5000	1,258.95	552.58	0.00	3,985.73
748.00 · Capital Equipment	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	0.00	34,330.58
750.00 · Lead Testing	0.00	0.00	0.00	448.00
751.00 · Housing	0.00	0.00	0.00	2,811,146.15
752.00 · Admin. Expense	0.00	0.00	3,332.00	24,603.00
754.00 · Insurance	7,572.68	21,507.32	0.00	32,112.60
756.00 · Mortgage Filing Expenses	0.00	0.00	0.00	265.00
757.00 · Interest Expense	0.00	0.00	0.00	4,533.85
760.00 · Housing Relocation Expense	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	693.14
767.00 · Vehicle Maintenance & Repair	0.00	32,920.49	0.00	33,333.41
768.00 · Marketing	2,648.48	50.00	950.00	3,648.48
769.00 · Meeting Expense	541.31	0.00	119.08	899.64
782.00 · Printing/Postage	1,380.44	-52.29	61.05	1,456.77
791.00 · Rent	0.00	2,900.00	0.00	2,900.00
806.00 · Supplies	2,365.82	270.44	65.91	3,011.06
807.00 · Bank Charges	73.44	5.00	0.00	78.44
808.00 · Fuel/Oil	0.00	30,064.66	0.00	31,288.99
810.00 · Telecommunications	4,888.77	3,393.12	201.49	8,483.38
811.00 · Utilities Expense	0.00	0.00	0.00	12,898.74
812.00 · Bldg Operation Allocation	10,389.04	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	6,316.00
815.00 · Mileage Expense	0.00	24.50	120.89	257.97
816.00 · Travel/Training	400.65	68.97	282.69	3,368.00
820.00 · Use Allowance	626.94	652.79	1,372.44	5,286.59
829.00 · Down Payment Assistance	0.00	0.00	0.00	85,000.00
830.00 · Participant Loans	0.00	0.00	0.00	11,066.00
825.00 · Bad Debt Expense	0.00	0.00	0.00	0.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	-136,815.19	58,092.52	19,226.16	0.00
	<u>-9,453.97</u>	<u>322,341.84</u>	<u>87,641.99</u>	<u>3,626,776.25</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>9,453.97</u>	<u>36,074.12</u>	<u>153,295.14</u>	<u>(25,564.98)</u>
<b>SEIRPC Adjusted Balance</b>	<u>-</u>	<u>36,074.12</u>	<u>153,295.14</u>	<u>164,146.24</u>

## Schedule 3

## Southeast Iowa Regional Planning Commission

## Check Register

October 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt -Check	10/15/2015	268645	Commercial Contracting Services LLC	14,732.00
Bill Pmt -Check	10/15/2015	268646	Access Systems	278.53
Bill Pmt -Check	10/15/2015	268647	Burlington Kiwanis	110.00
Bill Pmt -Check	10/15/2015	268648	Card Center	2,663.05
Bill Pmt -Check	10/15/2015	268649	CenturyLink	181.16
Bill Pmt -Check	10/15/2015	268650	CenturyLink.	797.69
Bill Pmt -Check	10/15/2015	268651	City of Burlington, Iowa	2,640.88
Bill Pmt -Check	10/15/2015	268652	City of Keokuk.	2,303.22
Bill Pmt -Check	10/15/2015	268653	City of Mount Pleasant	2,115.59
Bill Pmt -Check	10/15/2015	268654	City of West Burlington.	132.38
Bill Pmt -Check	10/15/2015	268655	Clear Falls Bottled Water	27.00
Bill Pmt -Check	10/15/2015	268656	Commercial Contracting Services LLC	5,252.00
Bill Pmt -Check	10/15/2015	268657	Daily Gate City	143.60
Bill Pmt -Check	10/15/2015	268658	Deery Brothers	361.94
Bill Pmt -Check	10/15/2015	268659	Des Moines County Recorder's Office	44.00
Bill Pmt -Check	10/15/2015	268660	Drake Hardware & Software	239.00
Bill Pmt -Check	10/15/2015	268661	Ebert Supply Company	162.03
Bill Pmt -Check	10/15/2015	268662	Economic Development Administration	32.54
Bill Pmt -Check	10/15/2015	268663	Farmers Elevator & Exchange, Inc.	452.24
Bill Pmt -Check	10/15/2015	268664	Fullenkamp Insurance Agency	2,691.29
Bill Pmt -Check	10/15/2015	268665	Greater Burlington Partnership	500.00
Bill Pmt -Check	10/15/2015	268666	Hope Haven Area Dev Center	434.88
Bill Pmt -Check	10/15/2015	268667	i connect you.	183.00
Bill Pmt -Check	10/15/2015	268668	Integrated Technology Partners	19.95
Bill Pmt -Check	10/15/2015	268669	J.D. Byrider	2,649.73
Bill Pmt -Check	10/15/2015	268670	Jim's Body Shop Inc	445.00
Bill Pmt -Check	10/15/2015	268671	Kempker's True Value	186.19
Bill Pmt -Check	10/15/2015	268672	Land & Water Vegetation Control LLC	435.00
Bill Pmt -Check	10/15/2015	268673	Laurie Boyer	20.30
Bill Pmt -Check	10/15/2015	268674	Lee County Recorder/Registrar	117.00
Bill Pmt -Check	10/15/2015	268675	Lowes	49.02
Bill Pmt -Check	10/15/2015	268676	Mediacom	89.90
Bill Pmt -Check	10/15/2015	268677	Mt. Pleasant News	554.50
Bill Pmt -Check	10/15/2015	268678	O'Keefe Elevator Company	316.30
Bill Pmt -Check	10/15/2015	268679	Pauwels Lawn Care	250.00
Bill Pmt -Check	10/15/2015	268680	Sara Hecox	182.30
Bill Pmt -Check	10/15/2015	268681	SEI Properties LLC	250.00
Bill Pmt -Check	10/15/2015	268682	Swailes Auto Supply Inc.	282.51
Bill Pmt -Check	10/15/2015	268683	Telin Transportation Group	264.48
Bill Pmt -Check	10/15/2015	268684	The Burlington Hawk Eye	86.93
Bill Pmt -Check	10/15/2015	268685	The Democrat Company	453.52
Bill Pmt -Check	10/15/2015	268686	UnityPoint Clinic	40.00
Bill Pmt -Check	10/15/2015	268687	Verizon Wireless	868.11
Bill Pmt -Check	10/15/2015	268688	Wex Bank	733.04
Bill Pmt -Check	10/15/2015	268689	Winners Circle	102.99
Bill Pmt -Check	10/29/2015	268690	Clear Falls Bottled Water	27.00
Bill Pmt -Check	10/29/2015	268691	Cray Law Firm PLC	500.00

Schedule 3

Southeast Iowa Regional Planning Commission

Check Register  
October 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt -Check	10/29/2015	268692	Deery Brothers Ford Lincoln Inc	1,365.49
Bill Pmt -Check	10/29/2015	268693	East End Automotive	233.52
Bill Pmt -Check	10/29/2015	268694	Embellishments & Designs Inc	280.10
Bill Pmt -Check	10/29/2015	268695	Fedex	104.85
Bill Pmt -Check	10/29/2015	268696	Great River Business Health	604.00
Bill Pmt -Check	10/29/2015	268697	Hy-Vee, Inc	131.02
Bill Pmt -Check	10/29/2015	268698	Iowa Illinois Office Solutions	24.00
Bill Pmt -Check	10/29/2015	268699	Jim's Lock & Safe	259.60
Bill Pmt -Check	10/29/2015	268700	Kirsten Kramer	25.00
Bill Pmt -Check	10/29/2015	268701	Lowell Gaulke	426.00
Bill Pmt -Check	10/29/2015	268702	Mt. Pleasant News	28.62
Bill Pmt -Check	10/29/2015	268703	O'Reilly Automotive, Inc.	391.99
Bill Pmt -Check	10/29/2015	268704	Pep Stop	6.00
Bill Pmt -Check	10/29/2015	268705	Pitney Bowes - Purchase Power	503.50
Bill Pmt -Check	10/29/2015	268706	Real Estate One, LLC	400.00
Bill Pmt -Check	10/29/2015	268707	Tahiti Graffiti	60.00
Bill Pmt -Check	10/29/2015	268708	The Hon Company	1,870.78
Bill Pmt -Check	10/29/2015	268709	Truck Repair Inc.	556.79
Bill Pmt -Check	10/29/2015	268710	US Cellular	50.35
Bill Pmt -Check	10/29/2015	268711	Waterworks Car Wash	28.00
Bill Pmt -Check	10/29/2015	268712	IARC.	3,250.00
				<b>56,001.40</b>
Electronic Payment			Welmark	14,918.63
Electronic Payment			Payroll	92,384.69
Electronic Payment			Payroll Taxes	35,704.59
Electronic Payment			Payroll Processing Fees	513.23
Electronic Payment			Two Rivers Bank - Vehicle loan payment	520.94
Electronic Payment			Two Rivers Bank - Building loan payment (qtrly)	10,000.00
Electronic Payment			Advantage fees	165.80
Electronic Payment			MetLife (dental ins.)	913.89
Electronic Payment			Alliant Energy	2,964.26
Electronic Payment			Principal Financial (life ins.)	945.15
Electronic Payment			IPERS	13,284.04
				<b>172,315.22</b>
<b>TOTAL EXPENDITURES</b>				<b>228,316.62</b>

**BANCARD Services Credit Card Statement**

**STATEMENT DATE:** 10/28/2015

**PAYMENT DUE DATE:** 11/22/2015

**CHECK#**

**DATE PAID**



Expense				Class		Amount	Receipt
Date	Transaction Description	Account#	Type	Class#	Class Name		
<b>MIKE NORRIS</b>							
05-Oct-15	Johnnie B's - Van Buren IA	816	Travel/Training	47.00	Housing	29.18	Yes
06-Oct-15	Corner Market - Wapello	816	Travel/Training	80	Indirect	20.06	Yes
14-Oct-15	Sentrylink LLC	709	Personnel Expense	85	RTA	19.95	Yes
27-Oct-15	Ivy Bake Shoppe - West Burlington	769	Meeting Expense	80	Indirect	19.92	Yes
<b>TOTAL</b>						<b>89.11</b>	
<b>DEBORAH LAUGHLIN</b>							
21-Oct-15	Sentrylink LLC	709	Personnel Expense	85	RTA	19.95	Yes
21-Oct-15	Ron Davoo - Burlington	769	Meeting Expense	80	Indirect	53.50	Yes
21-Oct-15	Elite Business Venture	816	Travel/Training	80	Indirect	195.00	Yes
<b>TOTAL</b>						<b>268.45</b>	
<b>ZACH JAMES</b>							
08-Oct-15	Ivy Bake Shoppe - Burlington	769	Meeting Expense	60	IDOT	73.19	Yes
14-Oct-15	Menards - West Burlington	806	Supplies	60	IDOT	36.32	Yes
20-Oct-15	Sombrero Inc - Burlington	769	Meeting Expense	60	IDOT	8.95	Yes
<b>TOTAL</b>						<b>118.46</b>	
<b>JEFF HANAN</b>							
30-Sep-15	Isle Waterloo Buffett - Waterloo	816	Travel/Training	47.00	Housing	21.25	Yes
01-Oct-15	Isle Waterloo Lone Wolf - Waterloo	816	Travel/Training	47.00	Housing	19.56	Yes
03-Oct-15	Isle Waterloo Hotel - Waterloo	816	Travel/Training	47.00	Housing	268.77	Yes
02-Oct-15	Cheddar's Restaurant - Coralville	816	Travel/Training	47.00	Housing	18.61	Yes
07-Oct-15	Super 8 - Ankeny	816	Travel/Training	90	Local	78.39	Yes
09-Oct-15	Environmental Testing (Asbestos)	750	Lead Testing	47.00	Housing	220.00	Yes
13-Oct-15	Pizza Hut - Burlington	769	Meeting Expense	60.07	SIREPA	39.59	Yes
23-Oct-15	Accurate Analytical	750	Lead Testing	47.612	MFNC	63.00	Yes
26-Oct-15	Accurate Analytical	750	Lead Testing	47.612	MFNC	31.00	Yes
<b>TOTAL</b>						<b>760.17</b>	
<b>LORI GILPIN</b>							
14-Oct-15	Jimmy John's - Burlington	769	Meeting Expense	90.05	CTC	50.00	Yes
14-Oct-15	Staples (report covers)	806	Supplies	80	Indirect	48.67	Yes
<b>TOTAL</b>						<b>98.67</b>	
<b>BOB KUSKOWSKI</b>							
<b>TOTAL</b>						<b>0.00</b>	
<b>NICOLE BAKER</b>							
21-Oct-15	Staples - West Burlington	806	Supplies	80	Indirect	32.09	Yes
<b>TOTAL</b>						<b>32.09</b>	
<b>KIRSTIN KRAMER</b>							
<b>TOTAL</b>						<b>0.00</b>	
<b>TOTAL</b>						<b>1,366.95</b>	

Preliminary (June 2015) Subject to change

Hans Trousil

Mike Norris

**Southeast Iowa Regional Planning Commission**  
**Accounts Receivable Aging Summary**  
**October 31, 2015**

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>Local:</b>					
ASAP Grant	0.00	15,250.00	0.00	15,250.00	30,500.00
City of Fort Madison	0.00	0.00	0.00	2,080.89	2,080.89
City of Fredonia	0.00	0.00	0.00	426.00	426.00
City of Keokuk	0.00	0.00	0.00	4,767.87	4,767.87
City of Letts	0.00	0.00	0.00	526.00	526.00
Des Moines County	0.00	5,950.00	0.00	0.00	5,950.00
Greater Burlington Partnership	0.00	25,000.00	0.00	0.00	25,000.00
Henry County Auditor	0.00	0.00	0.00	2,556.10	2,556.10
Iowa DOT	0.00	42,023.00	0.00	0.00	42,023.00
IWD	0.00	200.00	0.00	0.00	200.00
Mt. Pleasant Main Street	0.00	0.00	0.00	2,250.00	2,250.00
SCC Bob Ryan	0.00	2,050.00	0.00	0.00	2,050.00
SCC PACE	0.00	250.00	0.00	0.00	250.00
Town of Rome	0.00	0.00	0.00	334.00	334.00
	<u>0.00</u>	<u>90,723.00</u>	<u>0.00</u>	<u>28,190.86</u>	<u>118,913.86</u>
<b>Housing:</b>					
City of Wayland	0.00	3,796.00	0.00	0.00	3,796.00
Downtown Partners	0.00	0.00	0.00	1,789.00	1,789.00
ECIA	0.00	15,723.00	910,174.13	5,682.00	931,579.13
Franz Community Investors	0.00	12,500.00	0.00	0.00	12,500.00
Historic Tama LLC	0.00	11,750.00	0.00	0.00	11,750.00
Hobart Historic Restoration	0.00	11,750.00	0.00	0.00	11,750.00
Todd Schneider	0.00	8,000.00	0.00	16,000.00	24,000.00
	<u>0.00</u>	<u>63,519.00</u>	<u>910,174.13</u>	<u>23,471.00</u>	<u>997,164.13</u>
<b>Great River Housing Trust Fund:</b>					
McGladrey LLP	0.00	250.00	0.00	0.00	250.00
	<u>0.00</u>	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>
<b>RTA:</b>					
Blair House	117.50	0.00	0.00	0.00	117.50
City of Keokuk	0.00	2,125.00	0.00	0.00	2,125.00
Hope Haven	290.36	0.00	0.00	0.00	290.36
Inpropco	0.00	1,250.00	0.00	0.00	1,250.00
Iowa Medicaid Enterprise	34,470.01	580.38	169.97	0.00	35,220.36
Israel Villarreal	0.00	0.00	25.00	0.00	25.00
Kathlean Heyvaert	0.00	0.00	0.00	25.00	25.00
Lexington Square	0.00	0.00	10.00	0.00	10.00
Loyal Jay Dischler	0.00	0.00	0.00	25.00	25.00
Michael Scott	0.00	25.00	25.00	75.00	125.00
Milestones Area Agency on Aging	0.00	1,450.00	1,075.00	1,325.00	3,850.00
New London Nursing & Rehab	731.25	1,188.75	1,205.00	0.00	3,125.00
Ralph Hole	0.00	25.00	0.00	0.00	25.00
Rebecca Shibley	0.00	0.00	0.00	140.75	140.75
Ruth Boyd	0.00	0.00	0.00	1,535.89	1,535.89
State of Iowa	0.00	227.26	0.00	0.00	227.26
Steve Anderson	0.00	25.00	25.00	50.00	100.00
Surrey Group Home	0.00	0.00	0.00	50.00	50.00
TMS Management Group, INc.	0.00	1,129.20	0.00	0.00	1,129.20
Tosha Rhoades	0.00	0.00	25.00	0.00	25.00
Tricia Kroll	30.00	0.00	0.00	0.00	30.00
	<u>35,639.12</u>	<u>8,025.59</u>	<u>2,559.97</u>	<u>3,226.64</u>	<u>49,451.32</u>
<b>Total</b>	<b><u>35,639.12</u></b>	<b><u>162,517.59</u></b>	<b><u>912,734.10</u></b>	<b><u>54,888.50</u></b>	<b><u>1,165,779.31</u></b>

**Southeast Iowa Regional Planning Commission**  
**Accounts Payable Aging Summary**  
**October 31, 2015**

	<b>Current</b>	<b>1 - 45</b>	<b>46 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
Access Systems	384.97	-	-	-	384.97
Brad Holtkamp Automotive, Inc.	108.13	-	-	-	108.13
Brazelton LLC.	213,374.64	-	-	-	213,374.64
C-CAT, Inc.	100.00	-	-	-	100.00
Card Center	1,366.95	-	-	-	1,366.95
Carquest Auto Parts	5.79	-	-	-	5.79
CenturyLink	180.26	-	-	-	180.26
CenturyLink.	144.19	-	-	-	144.19
City of Burlington, Iowa	2,579.57	-	-	-	2,579.57
City of Keokuk.	1,704.25	-	-	-	1,704.25
City of Mount Pleasant	1,743.78	-	-	-	1,743.78
Clear Falls Bottled Water	27.00	-	-	-	27.00
Deery Brothers Ford Lincoln Inc	2,559.22	-	-	-	2,559.22
Farmers Elevator & Exchange, Inc.	492.89	-	-	-	492.89
Frantz Community Investors	-	-	910,174.13	-	910,174.13
Fullenkamp Insurance Agency	-	(1,105.00)	-	-	(1,105.00)
Hope Haven Area Dev Center	390.00	-	-	-	390.00
Hy-Vee, Inc	138.13	-	-	-	138.13
J.D. Byrider	845.45	-	-	-	845.45
Joe Yocum	20.00	-	-	-	20.00
Kempker's True Value	13.57	-	-	-	13.57
Lowell Gaulke	393.00	-	-	-	393.00
Mid-America Economic Development Cou	875.00	-	-	-	875.00
Mt. Pleasant Tire & Service	1,167.55	-	-	-	1,167.55
O'Reilly Automotive, Inc.	21.45	4.47	-	-	25.92
Pep Stop	25.00	-	-	-	25.00
SEI Properties LLC	550.00	-	-	-	550.00
Shottenkirk Superstore	1,169.95	-	-	-	1,169.95
Swailles Auto Supply Inc.	386.36	-	-	-	386.36
Telin Transportation Group	310.43	-	-	-	310.43
The Burlington Hawk Eye	843.52	-	-	-	843.52
Verizon Wireless	809.18	-	-	-	809.18
Wemiga Waste Inc	50.00	-	-	-	50.00
Wex Bank	527.52	-	-	-	527.52
Winners Circle	100.11	-	-	-	100.11
	<b>233,407.86</b>	<b>(1,100.53)</b>	<b>910,174.13</b>	<b>-</b>	<b>1,142,481.46</b>

Preliminary (June 2015 subject to change)

**Southeast Iowa Regional Economic and Port Authority**  
**Financial Summary**  
**October 31, 2015**

**PROFIT & LOSS ALL CLASSES**

	October 2015
TOTAL REVENUES :	-
TOTAL EXPENSES :	-
Excess of revenues over expenditures- <i>note this is cash basis</i>	-

**CASH BALANCE**

Keokuk Savings Bank	6,388
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**ACCOUNTS RECEIVABLE BALANCE**

	1-45	46-90	>90	TOTAL
none	0	0	0	0

**ACCOUNTS PAYABLE BALANCE**

	1-45	46-90	>90	TOTAL
none	0	0	0	0

**CASH RECEIPTS - *life to date***

Alliant Energy	12/2/2013	FY14	5,000
State of Iowa	7/24/2014	FY15	2,500

**CASH DISBURSEMENTS - *life to date***

SEIRPC	7/25/2014	#1001	5,000
University of Iowa	7/25/2014	#1002	2,500
Delux	8/6/2014	electronic	131
SEIRPC	6/30/2015	#1003	2,694

Preliminary (June 2015 subject to change)

# Facility Update

OB #1





# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: December 17, 2015  
Re: SEIBUS Facility Update

---

Based on board direction given in October to move forward with preliminary engineering and design work on a new transit facility, the following is an update to this project.

Staff have issued Requests for Interest (RFI), interviewed candidates, and are moving forward with Poepping, Stone, Bach and Associates (PSBA) to do preliminary design and planning work for a new SEIBUS facility.

The idea is to do a feasibility analysis with alternatives for a facility on the SEIRPC grounds. The alternatives will be presented to the SEIRPC board in February.

Many planning inputs will be discussed with the engineer/architect, including:

1. Present system size and proximate units to SEIRPC home office;
2. Future system size and proximate units to SEIRPC home office;
3. Present and future maintenance and washing needs;
4. Access model (drive through, turnaround, front in, back out, etc)
5. Expandability options;
6. Street access;
7. Utilities and site work;
8. Budget and available resources;
9. Other design considerations.

The alternatives will be presented with concise narrative pursuant to the questions above, site plan, floor plan, building rendering and itemized cost estimates.

With the information, SEIRPC will achieve its feasibility requirement for grant applications and put in motion a preferred alternative for staff to implement.

Please let me know if you have questions or comments.

# Housing, Inc. Update

OB #2



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: December 17, 2015  
Re: Housing, Inc. Update

---

Southeast Iowa Housing, Inc., formerly known as the 'CHDO', is moving forward on its first project in southeast Iowa.

Housing, Inc. plans to enter into agreement with the City of Mount Pleasant to develop a single family home on a vacant, city-owned lot. The City previously acquired through abandonment and demolished a dilapidated home.

The premise is to assemble available resources and bid out new construction of a home to be sold to a low-to-moderate income family. The combination of resources and a competitive bid should bring the home price to a level of affordability for the family.

A family of four making \$49,450 would qualify to purchase the home.

An application process serving the first qualified buyer with financing will be able to purchase the home.

Home design attributes includes: slab on grade construction, ranch style, 1400sf, 3BR and an attached garage. New water and sewer connections will also be made.

Many areas in southeast Iowa can benefit from neighborhood-level redevelopment, and it is Housing, Inc.'s hope to develop a replicable model to bring to other communities in the region.

Over a period of years, Housing, Inc. hopes to have built up a capital fund to self-develop homes without outside assistance in cities around southeast Iowa.

# Medicaid Update

NB#1



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: December 17, 2015  
Re: Medicaid Update

---

As you know, SEIRPC via SEIBUS is a Medicaid provider for transportation services. SEIBUS provides both waiver and non-waiver services. These services account for 35 percent of total revenue and over half of total expenses.

The State of Iowa has decided to privatize the state's Medicaid services through a Request for Proposal process. In practical terms, this means that all services paid for my Medicaid funds (federal funds plus state match) will be brokered through private enterprises.

Four Managed Care Organizations (MCOs) were awarded equal parts of the Iowa Medicaid pie:

1. Amerigroup (Logisticare as transportation broker)
2. Amerihealth (Access2Care)
3. United Health (MTM)
4. WellCare (MTM)

However, the approximately 260 SEIRPC Medicaid clients in southeast Iowa will be unpredictably spread throughout the four MCOs. SEIRPC expect to work with all four MCOs, however.

Savings through eliminating duplication of services and emphasis on preventative healthcare are expected through privatization. The impact on SEIRPC is expected to be the following:

1. Higher expenses to provide Medicaid services:
  - o Additional data points must be entered to receive payment;
  - o Additional vehicle inspections, background and testing for drivers;
  - o Time delay in entering per rider information;
  - o Four separate online portals to enter billing and supporting information;
  - o Four separate Managed Care Organizations (MCOs) to contract with (plus transportation sub-providers) and processes to follow.

2. Unknown demand for future services:
  - o SEIBUS will compete 'behind a wall' with other providers signed up with each MCO for individual rides;
  - o No advance knowledge of which MCO current clients will sign up with;
  - o Different potential rate negotiations with each MCO leading to uncertainty in low-bid status.

In fairness, SEIBUS is essentially a sole-source provider of transportation in the region, given its status as the appointed public transportation provider. The nature of the competition is yet to be seen.

Moving forward, SEIBUS will begin implementing many items to comply with Medicaid contracts, including but not limited to:

1. Hiring a temporary employee (potentially transitioning to SEIRPC as scheduled part-time or full-time) to handle Medicaid billing compliance, data and tracking; for example, over 32,000 information pieces/month will be necessary for billing purposes. A fraction of that exists now.
2. Implementing new driver trainings, background checks, vehicle inspections and other certifications and requirements;
3. Implementing data collection procedures for billing and tracking purposes;
4. Carefully negotiating for rates to both be competitive and hedge against increasing cost to provide services. SEIRPC will negotiate three different contracts with potentially three different rate structures.

In the near future, SEIRPC will hear from the Center for Medicaid Services (CMS) about whether or not the Iowa privatization process will be allowed to continue as planned or slowed to accommodate the rapid pace of change.

Either way, SEIRPC has until April 1<sup>st</sup> to sign contracts with the MCOs/transportation brokers. Services not under private contract to that point will be reimbursed under current rates.

# Transit Assistant Job Description

NB #2



# Memo

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: December 17, 2015  
Re: SEIBUS Position Description

---

Through the course of sorting through Medicaid changes, staff recognized there will be more work to complete than is possible to do with current staff.

At issue are the additional pieces of data required through the new Medicaid contracts describing every ride, and the performance of every ride provided.

Staff estimate approximately 32,000 pieces of information will need to be collected, disseminated and entered into online billing portals. Three different portals will be used to reimburse SEIBUS for rides provided.

A new position description has been added for board review and approval. The position is an administrative position, working in concert with the Transit Scheduler, Transit Director and Finance Director to collect and enter statistical and billing information for Medicaid, primarily. Other duties as needed may include assistance on payroll collection and calculation, billing and statistical reports as needed and other duties as assigned.

Staff have taken the step to engage with a temporary staffing agency to secure an employee to begin training in the near future. The temporary arrangement will last 500 hours, and work on a part time schedule to start at 25 hours per week.

As procedures and processes become more familiar and routine, the time requirements for the position will become more clear.



## POSITION DESCRIPTION

### Transit Assistant

**SALARY RANGE:** \$10.00 - \$15.00 per hour DOQ

**FLSA STATUS:** Hourly Non-Exempt

**REPORTS TO:** Transit Director

**MODIFIED:** November 30, 2015

#### BASIC FUNCTION

This individual is to provide administrative support for the Southeast Iowa Bus System. The Transit Assistant is also responsible for maintaining rider and bus schedule databases.

#### ORGANIZATIONAL RELATIONSHIPS

- A. Line
  - 1. Responsible to the Transit Director for successful performance of assigned duties.
- B. Staff
  - 1. Works closely and proactively with Transit Director, Transit Scheduler, Transit Operations Manager and Transit Drivers to assure the successful performance of assigned job duties and responsibilities.
  - 2. Will occasionally work with all SEIRPC associates, planners and the Administrative Team.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Utilizes internet web portals to schedule Medicaid NEMT/Waiver trips.
- B. Performs data entry into web portals and spreadsheet databases in support of SEIBUS operations.
- C. Maintains data entry requirements by following data program techniques and procedures.
- D. Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
- E. Operates computer programs to produce draft and/or finished copy of submitted documents such as letters, reports, and other

material from a variety of internal and external originators from rough drafts, marginal notes, computer-generated copy, or verbal instructions.

- F. Maintains assigned portions of programmatic filing system, and files all accounting and administrative documents. Maintains assigned portions of deadlines.
- G. Attends staff meetings.
- H. Serves as backup support for SEIBUS Transit Scheduler.
- I. Serves as back up support to SEIRPC Receptionist.
- J. Other duties as requested.

#### **METHODS OF ACCOUNTABILITY**

- A. Through informative and professional assistance when dealing with public and Commission co-workers.
- B. Through accurate, professional and error-free documents and databases.
- C. Through oral, written, and graphic reports.
- D. Compliance with Commission policies, procedures and expectations.

#### **STANDARDS OF PERFORMANCE**

- A. Technical abilities demonstrated:
  - 1. General office procedures knowledge.
  - 2. Strong knowledge of and skills with standard office equipment.
  - 3. Strong knowledge of and skills with computer software
  - 4. Proficiency in operating the telephone console.
  - 5. Typing/keyboarding of 50 words per minute.
  - 6. 10-key skills.
  - 7. Knowledge of proper English, grammar, punctuation, spelling and proofreading skills.

- B. Maintains interpersonal relationships that encourage openness, candor and trust, both internally and outside of the Commission.
- C. Accessible to co-workers, department and Commission needs.
- D. Strong verbal communication skills are required to effectively communicate with public and Commission staff.

## **JOB PERFORMANCE**

- A. Timeliness and efficiency for receipt and routing of phone calls and information requests.
- B. Timeliness, adequacy and accuracy of documents.
- C. Overall accuracy and condition of records and files.
- D. Responsiveness and prioritization of Medical Transportation ride requests.
- E. Adherence to all Agency policies and procedures.
- F. Proper maintenance of confidential information as applicable.
- G. Acceptance of personal inconvenience for attainment of Commission's goals.

## **MENTAL AND PHYSICAL REQUIREMENTS**

- A. Ability to perform assigned duties with frequent interruptions and time pressures.
- B. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- C. Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions and apply to practical situations.
- D. Ability to work in a seated position for extended periods of time.
- E. Ability to use necessary computer software, hardware and equipment.
- F. Ability to occasionally lift up to 20 pounds at times from the floor.
- G. Ability to maintain a high level of visual attention and mental concentration

## **WORKING ENVIRONMENT AND CONDITIONS**

- A. Performs duties in a well-maintained, well-lighted and temperature-controlled office environment. Noise level is moderate.
- B. While performing the duties of this job, the employee is minimally exposed to the risk of electrical shock.

## **EDUCATION, TRAINING, AND EXPERIENCE**

- A. Requires a high school degree or GED equivalent.
- B. Requires one or two years of related work experience and/or training.
- C. Training on computer operations, report writing, and interoffice procedures are necessary for the successful completion of work in this position.
- D. Valid Driver's License.

## **EQUIPMENT AND TOOLS**

General office equipment  
Telephone console  
Personal computer  
Printer  
Copier  
Calculator  
Fax Machine  
Mobile data device

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job; the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute either a contract of employment or alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

Date

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Executive Director

Date

Southeast Iowa Regional Planning Commission (SEIRPC) is an Equal Employment Opportunity Employer. In compliance with the American Disabilities Act, SEIRPC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.