



Southeast Iowa Regional Planning Commission

February 27, 2014

12:00 p.m.

211 N. Gear Avenue

West Burlington, IA 52655

Meeting Type

Executive Board

— Agenda —

CALL TO ORDER	Schleisman	
Agenda Approval		Board Action
Consent Agenda (Directors Report, Minutes; Financials, Claims, Correspondence)		Board Action
OLD BUSINESS		
1. Regional CDBG Scoring	Norris	Board Action
2. Healthcare Update	Erts	Board Update
NEW BUSINESS		
1. Resolution No. 104-2014: Naming a Third Signatory	Norris	Board Action
2. Lee & Des Moines County Jail Diversion Project	Norris	Board Action
3. EDA RLF Sequestration Process	Norris	Board Action
4. EDA RLF Work Plan, Capital Utilization Rate	Norris	Board Action
5. Public Hearing: (TIP) Transportation Improvement Program Amendment	James	Board Action
6. HUD Consolidated Plan	Norris	Board Update
MATTERS FROM THE FLOOR		

Consent Agenda



DIRECTOR'S REPORT

To: SEIRPC Board
From: Mike Norris, Executive Director
Date: February 27, 2014

BUILDING UPDATE

The basement heating issue is somewhat solved – an air vent at the top of the elevator shaft was open during winter, and staff has located and closed the vent, which has helped the conference room climate immensely (it's warmer).

The late winter thawing and rain has led to some water in the basement. After the grading project around the building, the water issue is much improved.

MISCELLANEOUS

Your Executive Director presented to the Joint Economic Development Appropriations Subcommittee on February 4. Annually each COG in Iowa receives \$10,294 in "COG Assistance" from the state, or a total of \$175,000 for all COGs. This has been a level appropriation for about 20 years. The Iowa Association of Regional Councils has requested an increase from \$175,000 to \$500,000 over a period of three years.

I presented on behalf of IARC to discuss the impacts COGs have across the state and what organizations could do with the increased funding. Since SEIRPC has asked local governments to do more in the form of dues to support the organization, as chair of IARC, I thought asking the state to do the same was appropriate.

There is strong support from the Senate for an increase, and it is yet to be determined how the House may support the request.

Your Executive Director also took part in the Mount Pleasant Area Chamber Alliance Legislative Forum on February 22. I was asked to discuss the status of federal transportation funding and how that impacts transportation programming decisions in Iowa.

CONSENT AGENDA

SEIRPC is now 58% complete with the fiscal year, and financials are stable, tracking the budget. In addition, SEIRPC has approximately \$1.5 million to lend through its regional revolving loan pools.

AGENDA ITEMS – OLD BUSINESS

1. Regional CDBG Scoring, Board Action: The Regional CDBG Scoring Committee met on February 3 to review and score CDBG housing applications sent to the state. The committee generated excellent questions about the process. Questions are useful to hone the process in the future. The following scores were generated:

Fort Madison	136
Wayland	134
Salem	131.75

Next year, the housing applications will be rated 'live' where the committee's recommendations will be taken into account during state scoring.

Recommend motion to receive the scores and send to the state.

2. Healthcare Update, Board Information: Kerry Erts will be present to discuss the status of the regional health pool presented to the board in January.

AGENDA ITEMS – NEW BUSINESS

1. Resolution No. 104-2014: Resolution to name a third signatory for SEIRPC checks. Jim Davidson was previously the third signatory, and is no longer with the City of Burlington as a councilman. Recommend Bob Beck, Des Moines County Supervisor as the new third signatory.
2. Lee & Des Moines County Jail Diversion Project, Board Action:
The Lee County Sheriff and Des Moines County Jailer have been working with each county's CPC Coordinator on diverting mentally ill residents from the county jail. During a standstill in their process, Tracey Lamm of SEIRPC assisted the group through planning and meeting facilitation to find common ground and a workable solution for their issue.

Their solution is to jointly hire a certified clinical social worker to work in each county. The social worker will direct anyone having mental difficulties

to needed services, medication, family members or other resources to help them stay on the level and out of incarceration.

The group sees SEIRPC as a natural host for the position, where the counties would jointly contract with and pay SEIRPC to have the social worker employed at SEIRPC and utilize SEIRPC's administrative infrastructure.

SEIRPC staff see the fit with the counties and the opportunity for intergovernmental cooperation and efficiency by working with SEIRPC.

Staff would like to have a recommendation from the Exec Board to the full board to either set up the position and keep working towards hosting the position or not, or to find another direction. A memo is forthcoming.

3. EDA RLF Sequestration Process, Board Action: SEIRPC has received a sequestration letter from Economic Development Administration (EDA), Denver Region, directing \$58,664.47 be sequestered from SEIRPC's EDA I RLF pool.

Sequestration was directed because SEIRPC was below 75% loaned of capital base for two consecutive reporting periods (March 2013 and Sept 2013).

SEIRPC must open a separate checking account to keep the sequestered funds. Use of the funds must be approved in writing from EDA and any interest is sent to the US Treasury.

SEIRPC can still loan the money, it's just a little more difficult. And, it is possible to get out of sequester if all the available money is lent. Recommend approval to open a new checking account to place the sequestered funds in.

4. EDA RLF Work Plan, Capital Utilization Rate, Board Action: SEIRPC's EDA RLF pools are governed by federal regulations, specifically 13 CFR 307. In 13 CFR 307.2(c)(i) RLF it states:

(i) An RLF Recipient that anticipates making large loans relative to the size of its RLF Capital base may propose a Plan that provides for maintaining a capital utilization standard greater than twenty-five (25) percent;

SEIRPC currently allows up to \$250,000 per regional pool per loan per project. This is twice the previous max loan amount of \$125,000.

Staff recommends SEIRPC approve a change to the EDA RLF Consolidated Work Plan to allow a capital utilization standard of more than 25 percent. Staff suggests 40 percent. This allows for another approximately \$125,000 to be held and not considered 'excess funds' which triggers sequestration.

5. Transportation Improvement Program (TIP) Amendment, Board Action: Flint River Trail in Des Moines County has received multiple regional Transportation Enhancement awards and the project has also now received Federal Recreational Trail funds from the state.

A TIP amendment is now necessary to:

- 1) Include the new Federal Recreational Trail funds into the TIP;
- 2) More accurately describe the project using currently-programmed Enhancement funds

The applications and resulting TIP programming was based on a general project area. The TIP amendment simply defines where money will be programmed. No additional money will be allocated, this is just more accurately describing the project. Recommend approval.

6. HUD Consolidated Plan, Board Update: The Iowa Association of Regional Councils is involved with the Iowa Economic Development Authority to give key input into the next five-year Consolidated Plan, which guides non-entitlement CDBG spending. An update on the process and changes to come.

Southeast Iowa Regional Planning Commission
Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
December 19, 2013

Members Present: Brent Schleisman, Sue Frice, and Hans Trousil. Gary Folluo via phone.
Member Absent: Mark Huston
Staff Present: Mike Norris, Jeff Hanan, and Zach James

Call to order at 12:04 p.m.

Agenda Approval

Motion by Trousil to approve the December 19, 2013 agenda, second by Frice. All Ayes, motion carried.

CONSENT AGENDA APPROVAL

Norris highlighted the director's report, bringing to attention his attendance, along with the Mount Pleasant Area Chamber Executive VP, Kiley Miller, of the CMB EB-5 seminar in Des Moines on December 5th. The EB5 program works as a vehicle to connect foreign investors to domestic projects, in exchange for permanent US residency by the investor, and typically fund infrastructure and other lower risk projects. Motion by Trousil to accept the consent agenda, second by Frice. All Ayes, motion carried.

Old Business:

1. Regional CDBG Scoring: Norris stated that the SEIRPC Regional CDBG Scoring Committee met on December 16th to score our region's sole water/sewer application, the City of Mount Pleasant's Jay St. Sewer Project. The project scored an average of 167.67. The project score will be forwarded to the state and the committee will meet again to prioritize housing CDBG applications. Frice made a motion accept the score given by the SEIRPC Regional CDBG Scoring Committee to the region's water/sewer application, the City of Mount Pleasant's Jay St. Sewer Project, and to forward that score on to the state, second by Trousil. All ayes, motion carried.
2. TAC Appointments: Norris gave a reminder for our board members from each county to identify Technical Advisory Committee (TAC) replacements as discussed in the November full board meeting. No action necessary.

New Business:

1. RLF Application – Lucky Runner, Inc.: Norris stated that Lucky Runner, Inc., currently 'Running Wild' is a running-based retail store in West Burlington specializing in running shoes, equipment, and apparel. Lucky Runner, Inc. has applied for up to \$40,000 in revolving loan funds to be used for the purpose of purchasing the business from the existing owners. The RLF Loan Review Committee met on December 12th to consider the application,

but tabled the application pending additional secured collateral. Since that time, additional collateral has been secured, and the Loan Review Committee then approved the application via email. Trousil made a motion to approve the RLF Application from Lucky Runner, Inc. in the amount of up to \$40,000 from the IRP I pool, for a 120 month term at 4.5% interest, seconded by Trousil, all ayes, motion carried.

2. Des Moines/Lee Co Jail Diversion Position Description: Norris stated that Lee County and Des Moines County have been meeting together along with each county's CPC Administrator, Jailer, Sheriff, and SEIRPC planner Tracey Lamm. The group has proposed to SEIRPC the idea of housing a social worker under the SEIRPC umbrella to work with each county in diverting mentally ill inmates out of incarceration and towards resources to help them stabilize. A new position description will be necessary for SEIRPC to complete the process. The board had questions on the details involved, particularly on details regarding SEIRPCs role. More information will be brought back to the Executive Board in the near future. No action necessary.

3. Southeast Iowa Port Authority Update: Norris stated that SEIRPC is under contract with Southeast Iowa Port Authority to provide administrative and planning services, and that the first meeting under this arrangement was held December 17th. Discussed at the meeting were the current status of the Port Authority, ways to move forward, and how other entities may work with or complement the Authority. No action necessary.

MATTERS FROM THE FLOOR:

None.

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

Meeting adjourned at 12:42 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____

Southeast Iowa Regional Planning Commission
Special Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
January 7, 2014

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, and Mark Huston. Gary Folluo participated via phone.

Staff Present: Mike Norris and Debbie Laughlin

Call to order at 10:06 a.m.

Agenda Approval

Motion by Frice to approve the January 7, 2014 special executive meeting agenda, second by Trousil. All Ayes, motion carried.

New Business:

1. Purchase of Property:

To go into Executive Session for the purpose of: To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property as per State Code, Chapter 21.5.1 (j).

Folluo made a motion to go into Executive Session for the purpose of discussing purchase of particular real estate per State Code, Chapter 21.5.1 (j) at 10:07 a.m., second by Huston. A roll call vote was taken, all ayes, motion carried.

Trousil made a motion to close the Executive Session for the purpose of discussing purchase of particular real estate per State Code, Chapter 21.5.1 (j) at 10:33 a.m. A roll call vote was taken, all ayes, motion carried.

2. To go back into regular Special Meeting: Trousil made a motion to go back into Regular Special Meeting at 10:34 a.m. All ayes, motion carried.

Trousil made a motion to Authorize the Executive Director to negotiate with Cretex (formerly IPC) for the best deal on the purchase of some land, and then bring it back for another Special Executive Committee Meeting for further discussion, second by Huston. All ayes, motion carried.

3. Adjournment: Trousil made a motion to adjourn at 10:35 a.m., second by Folluo. All ayes, meeting adjourned.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____

Southeast Iowa Regional Planning Commission
Special Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
January 23, 2014

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Mark Huston and Gary Folluo
Staff Present: Mike Norris and Debbie Laughlin
Guest Present: Kerry Erts, Benefit Management Solutions

Call to order at 11:04 a.m.

Agenda Approval

Motion by Folluo to approve the January 23, 2014 Special Executive Board Meeting agenda, second by Trousil. All Ayes, motion carried.

New Business:

1. Health Insurance Presentation: Norris introduced to the board Kerry Erts from Benefit Management Solutions. Handouts were distributed to the board for a proposed Summary of Plan Structure, By-Laws, and 28E Agreement for the proposed Southeast Iowa Health Plan. Erts stated that the SE Iowa Health Plan would be a cooperative to join together entities within our region for health insurance purposes, as we join together for other purposes with a 28E agreement already. Creating a large pool of employees insured is designed to spread claim risks and effectively manage the growth in premium costs. In addition, entities can receive more information about their claims at renewal time. Erts was able to find two insurance companies willing to insure this regional group, which are United Healthcare and Co-Opportunity Health, and we could ask both companies to give us quotes for comparison. He gave his opinion that Co-Opportunity would probably be the company he would recommend, and that is mainly because of the network of doctors and hospitals included for our area. United Healthcare has improved networking in our area, but Co-Opportunity essentially mirrors the same network as Wellmark with 100% of hospitals and 90% of doctors. Another advantage would be that there would be only one EOB (Explanation of Benefits) from this carrier.

Erts explained that each participating entity shall be wholly responsible for their costs for premiums, claims, and any administrative expenses, and funding will be due no later than the 1st of each month. Each entity also can set the parameters for their plan, such as how much deductible, how much co-insurance, etc. They can match exactly the plan that they currently have, but a summary plan description will need to be provided.

Some discussion ensued, and Kerry answered some questions, such as what happens to deductibles and out of pockets amount already expended if you change plans on July 1st. Kerry assured them that he already covered that with both companies, and they would be willing to pick up the deductible and out of pocket amounts, at least at the onset, provided reports are sent to them from the previous insuring company. He is not sure if someone joining the plan down the road,

however, would be offered that same option. Lee County may need to wait a while to join as their current partial self-funded plan agreement names Wellmark as the insuring company.

Norris stated that this group is similar to what Louisa County and SEIRPC were originally thinking about doing, only it would be open to any of our member entities. The Executive Board all were interested in moving forward to see how much interest would be generated. The next steps are to get a letter out to every regional member. Ertz will provide a draft letter, and Norris will finalize the letter asking if they would like a quote. Due to the timeliness involved, we would need a response within 30 days.

Authorization would then be needed from both companies, and we would need to have an updated 28E agreement and by-laws approved by the SEIRPC full board. No action necessary.

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

Meeting adjourned at 11:51 a.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____

Financial Report

January 2014

***Completed February 17, 2014
By Lori Gilpin***



Dear SEIRPC Board:

The accompanying Balance Sheet of Southeast Iowa Regional Planning Commission, as of **January 31, 2014**, and the related Statements of Income and Changes in Financial Position for the seven months ended **January 31, 2014**, have been compiled by Lori Gilpin.

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

TO: SEIRPC Board
FROM: Lori Gilpin
DATE: 2/17/2014
RE: Financial Summary for the month of January 2014



PROFIT & LOSS ALL CLASSES

	Jan-2014	YTD
TOTAL REVENUES :	213,225	1,810,232
TOTAL EXPENSES :	216,413	1,853,514
Excess of revenues over expenditures	(3,188)	(43,282)

PROFIT & LOSS REGIONAL TRANSIT AUTHORITY

	Jan-2014	YTD
TOTAL REVENUES :	63,991	778,431
TOTAL EXPENSES :	72,785	708,478
Excess of revenues over expenditures	(8,794)	69,952

CASH BALANCE	UNRESTRICTED	RESTRICTED	
Our Home Rehab Government Chkng		1,867	
Gen'l Government Chkng	556,604	-	
IRP Government Chkng		997,243	
Ft. Madison RLF Government Chkng		191,291	
Henry County RLF Government Chkng		133,474	
Henry County RTA Government Chkng	42,308		
Keokuk RLF Regular Chkng		129,688	
EDA RLF Government Chkng		499,660	
Mediapolis HTF Government Chkng		68,333	
GRHTF Government Chkng		184,360	
TOTAL	598,912	2,205,916	2,804,828

CUSTOMER ACCOUNTS RECEIVABLE BALANCE

Current	1-45	46-90	>90	TOTAL
39,318	147,823	38,167	145,158	370,466

VENDOR ACCOUNTS PAYABLE BALANCE

Current	1-45	46-90	>90	TOTAL
33,932	4,119	0	0	38,051

**Southeast Iowa Regional Planning Commission
Balance Sheet
January 31, 2014**

ASSETS

Current Assets

Checking/Savings

102.01 · Our Home Rehab Gov't Chkng	1,867.37
103.00 · Gen'l Government Checking	556,603.90
104.00 · IRP Government Checking	997,243.30
105.00 · Ft. Madison RLF Gov't Chkng	191,291.34
106.00 · Henry County RLF-Gov't Chkng	133,473.75
107.00 · Henry County (RTA)-Gov't Chkng	42,307.84
109.00 · Keokuk RLF	129,688.14
110.00 · EDA RLF Government Checking	499,659.79
113.00 · Mediapolis HTF Gov't Chkng	68,332.71
115.00 · GRHTF-Gov't Checking	184,360.08

Total Checking/Savings	<u>2,804,828.22</u>
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Accounts Receivable

120.00 · Accounts Receivable	<u>370,465.63</u>
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Other Current Assets

101.00 · Petty Cash Account	280.00
130.00 · Ft. Madison RLF Receivable	11,372.71
131.00 · Henry County RLF Receivable	66,035.78
132.00 · Our Home Rehab Receivable	13,250.05
133.00 · Mediapolis HTF Receivable	44,092.64
134.00 · EDA RLF I Receivable	458,743.71
135.00 · IRP I Loan Receivable	2,143.63
136.00 · IRP II Loan Receivable	112,722.62
137.00 · Keokuk RLF Receivable	37,166.31
138.00 · GRHTF Receivable	68,410.16
139.00 · EDA RLF II Receivable	648,189.77

Total Other Current Assets	<u>1,462,407.38</u>
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Total Current Assets	<u>4,637,701.23</u>
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**Southeast Iowa Regional Planning Commission
Balance Sheet
January 31, 2014**

Other Assets	
220.10 · Agency Vehicle/Equipment	97,869.38
221.10 · Acc. Deprec. Agency Vehicle/Equ	-92,975.46
230.10 · Transit Vehicle	1,033,069.25
231.10 · Acc. Deprec. Transit Vehicle	-499,450.39
240.10 · Program Equipment	32,862.97
241.10 · Accum Deprec-Program Equipment	-12,518.40
250.10 · Building/Bldg. Improvements	1,298,269.96
251.10 · Accumulated Depr.-Bldgs	-41,620.50
252.10 · Land	103,440.00
Total Other Assets	<u>1,918,946.81</u>
 TOTAL ASSETS	 <u><u>6,556,648.04</u></u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
300.00 · Accounts Payable	38,051.39
2100 · Payroll Liabilities	13,244.65
314.00 · Rent Income Deposits	0.00
326.79 · Speed Indicators Maintenance	3,202.78
326.80 · Custodial Fund Liability	105.55
355.00 · Accrued Salaries & Vacation	12,546.20
3600 · Short Term Notes Payable	167,316.75
Total Current Liabilities	<u>234,467.32</u>
 Long Term Liabilities	
3700 · Long Term Notes Payable	<u>1,196,256.03</u>
 Total Liabilities	 <u>1,430,723.35</u>
 Equity	
3900 · Unreserved local net Assets	474,401.07
3901 · Non-spendable Reserve for Loans	657,095.77
3903 · Assigned to Revolving loan	2,017,662.48
3904 · Investment in property & equipment	1,914,052.90
3905 · GRHTF Net Assets	105,994.96
Net Income (Loss) to date	-43,282.49
Total Equity	<u>5,125,924.69</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>6,556,648.04</u></u>

Southeast Iowa Regional Planning Commission
Statement of Revenues, Expenditures and Changes in Fund Balance
For the One Month and Year Ended January 31, 2014

	Jan-2014	Year-to-Date	FY14 Budget	FY13 Actual	FY12 Actual	FY11 Actual
Revenues:						
4100 · Bus Fare Revenues						
410.00 · General Public	3,396.65	30,013.26	48,740	44,262	44,452	48,826
411.00 · Local Contracts	6,069.11	55,449.66	94,150	113,038	84,903	131,694
Total 4100 · Bus Fares	9,465.76	85,462.92	142,890	157,300	129,355	180,519
4500 · Federal/State Revenues						
450.00 · EDA Planning Grant	0.00	0.00	54,900	61,000	61,000	61,000
450.01 · Marketing Grant	0.00	0.00	0	-	0	7,550
450.02 · EDA Flood Recovery	0.00	0.00	0	-	0	74,305
450.04 · EDA Facility Grant	13,725.00	13,725.00	0	112	54,626	680,251
450.05 · EDA RLF Grant	0.00	0.00	0	634,500	0	0
451.00 · IDED COG Assistance	10,294.12	10,294.12	0	10,294	11,644	10,294
452.00 · USDA Grant Income	0.00	0.00	0	-	49,968	0
453.00 · PDM (Pre-Disaster Mitigation)	0.00	0.00	0	34,099	0	7,083
453.01 · Homeland Security	0.00	0.00	0	-	51,533	251,441
454.00 · Brownfield Grant	0.00	0.00	0	-	0	3,709
455.00 · IDOT Planning	0.00	53,044.00	220,264	132,500	214,304	158,306
456.00 · State Transit Assistance (RTA)	20,681.28	155,398.06	214,098	313,161	258,331	385,225
457.00 · Federal Transit Assistance (RTA)	0.00	201,546.00	308,588	433,214	317,685	333,332
458.00 · Housing Draws	24,999.00	337,690.75	0	1,195,246	1,522,498	817,841
458.01 · IFA Tax Credit Revenues	0.00	0.00	0	3,325	10,325	11,550
459.00 · State Medicaid	33,836.90	256,070.04	350,000	391,052	164,235	148,102
Total 4500 · Federal/State Revenues	103,536.30	1,027,767.97	1,147,850	3,208,503	2,716,149	2,949,989
4600 - Principle on Loans						
461.00 - Principle on Loans	17,720.54	137,858.51	0	207,816	466,532	301,937
4700 · Local Revenues						
470.00 · Per Capita Revenue	0.00	160,827.00	159,885	128,211	122,793	121,743
471.00 · Cities/Counties	0.00	7,250.00	0	16,750	0	24,034
472.00 · Other Contracts	28,500.00	41,120.00	89,416	96,521	102,254	297,297
473.00 · Grant Administration	10,000.00	151,000.00	210,750	247,719	281,409	460,743
474.00 · CDGB Housing Administration	0.00	15,684.00	0	-	0	0
475.00 · Other Contributions	0.00	0.00	21,010	114,599	37,319	81,279
475.01 · Homeowner Contributions	0.00	17,962.00	0	37,848	20,566	0
479.00 · RLF Administration	0.00	0.00	0	-	80,478	56,442
481.00 · Housing Soft Costs	10,288.00	14,088.00	17,388	26,635	9,737	5,943
482.00 · Lead Abatement	3,165.00	5,970.00	0	38,162	41,836	1,350
488.00 · Vehicle Reimbursements	946.22	6,977.38	17,300	13,293	23,110	23,406
489.00 · Housing Administration	14,888.00	19,926.00	201,800	60,564	110,897	86,815
Total 4700 · Local Revenues	67,787.22	440,804.38	717,549	780,302	830,400	1,159,052
4900 · Miscellaneous Revenues						
492.00 · Lease Income	9,261.60	64,831.20	111,139	112,039	105,139	49,553
495.00 · Insurance Proceeds	0.00	0.00	0	-	2,501	0
496.00 · Interest Income (Bank)	766.40	5,244.85	7,975	8,889	8,435	10,249
497.00 · Miscellaneous Revenues-Other	0.00	8,430.00	275	8,939	12,941	16,530
498.00 · Matching Funds	0.00	0.00	72,550	-	176,223	731,139
Total 4900 · Miscellaneous Revenues	10,028.00	78,506.05	191,939	129,867	305,239	807,471
5000-52 RLF Income						
507.00 · Late Payment Fees	0.00	775.00	100	1,098	975	1,950
508.00 · Loan Closing Fees	200.00	3,552.00	7,000	14,587	2,844	1,875
509.00 · FM RLF Loan Interest Income	11.37	100.92	0	480	1,773	2,374
510.00 · Henry Co. RLF Interest Income	312.97	2,289.45	0	2,467	2,057	3,137
511.01 · EDA RLF I Interest Income	1,489.33	12,624.18	22,200	22,066	31,489	37,549
512.00 · Mediapolis HTF Interest Income	118.88	914.32	0	1,611	2,067	3,595
513.00 · EDA RLF II Interest Income	1,903.32	13,737.44	13,500	9,839	0	0
515.00 · IRP I Loan Interest Income	21.50	108.68	3,448	1,753	4,859	6,682
516.00 · IRP II Loan Interest Income	0.00	1,824.66	14,700	9,212	15,876	19,087
517.00 · Our Home Rehab Interest Income	0.00	0.00	0	-	48	1,219
518.00 · Keokuk RLF Loan Interest Income	585.17	3,431.55	0	2,023	2,436	3,316
520.00 · GRHTF-Loan Interest	44.31	473.53	0	543	45	0
Total 5000-52 RLF Income	4,686.85	39,831.73	60,948	65,679	64,468	80,783
Total Income	213,224.67	1,810,231.56	2,261,176	4,549,466	4,512,143	5,479,751

Southeast Iowa Regional Planning Commission
Statement of Revenues, Expenditures and Changes in Fund Balance
For the One Month and Year Ended January 31, 2014

	Jan-2014	Year-to-Date	FY14 Budget	FY13 Actual	FY12 Actual	FY11 Actual
Expenditures:						
701.00 · Salaries	76,426.28	585,729.69	1,044,289	1,017,419	960,569	1,052,364
702.00 · FICA - Employer's Share	5,457.86	42,046.55	74,892	73,438	70,336	77,994
703.00 · IPERS - Employer's Share	6,774.64	51,950.02	93,255	85,618	75,627	72,495
704.00 · Unemployment	0.00	1,932.00	500	382	2,979	9,049
705.00 · Employee Benefits	14,533.35	109,993.62	186,394	166,837	133,183	137,510
706.00 · Physicals	0.00	1,593.00	1,850	1,565	1,508	1,780
707.00 · Uniform Expense	38.30	476.10	1,250	1,585	2,362	825
708.00 · Drug Testing	66.00	448.00	1,000	799	375	967
709.00 · Personnel Expenses-Other	0.00	882.18	1,150	2,326	3,572	425
710.00 · Payroll services	643.68	2,583.18	4,000	3,909	3,487	3,638
712.00 · Advertising	210.00	1,085.00	2,500	4,866	1,589	2,701
717.00 · Audit	0.00	0.00	14,000	14,750	14,425	12,750
726.00 · Contractual Expenses-Other	1,229.95	13,175.49	6,500	29,488	164,353	582,750
728.00 · Information Technology	0.00	3,680.00	14,000	14,775	11,961	7,811
729.00 · Copier Expense	221.39	2,488.24	6,000	6,512	7,545	7,651
730.00 · Legal Expense	514.50	5,442.50	7,500	6,896	5,103	24,886
738.00 · Depreciation Expense	0.00	0.00	6,317	2,914	14,423	17,361
740.00 · Dues/Subscriptions	1,559.00	12,212.77	16,750	18,486	8,736	16,459
741.00 · Public Notices	170.78	1,099.77	2,100	2,316	2,416	2,520
745.00 · Land, Structures, Right of Way, etc.	0.00	0.00	0	-	0	1,055,000
746.00 · Leased Equipment	0.00	336.00	700	760	570	760
747.00 · Equipment under \$5000	0.00	11,462.07	12,294	17,960	14,124	16,295
748.00 · Capital Equipment	0.00	81,636.00	20,000	156,977	79,518	71,934
749.00 · Principle Expense	0.00	42,546.82	54,915	45,079	44,901	44,670
750.00 · Lead Testing	260.00	441.00	2,000	2,935	4,383	1,488
751.00 · Housing	52,136.00	106,377.00	0	961,406	1,161,850	579,854
752.00 · Admin. Expense	0.00	0.00	0	39,146	109,581	67,233
754.00 · Insurance	6,238.78	116,174.23	119,800	111,099	96,620	93,119
756.00 · Mortgage Filing Fees	24.00	858.00	355	4,890	1,142	482
757.00 · Interest Expense	6,724.79	17,299.67	32,739	21,876	34,590	34,974
758.00 · Loan Closing Expense	0.00	0.00	0	-	85	5
759.00 · Credit Report Exp.	0.00	0.00	250	114	509	17
760.00 · Hsng Relocation Expense	0.00	0.00	0	-	937	14,327
766.00 · Bldg. Maintenance & Repair	1,625.70	12,147.12	15,500	14,703	13,561	18,985
767.00 · Vehicle Maintenance & Repair	5,025.03	61,217.04	115,000	123,304	119,960	123,811
768.00 · Marketing	300.00	6,088.66	5,400	15,381	7,948	60
769.00 · Meeting Expense	224.33	1,624.71	2,950	2,622	2,570	6,028
782.00 · Printing/Postage	6.00	3,955.14	4,875	5,704	6,952	8,347
791.00 · Rent	680.00	4,580.00	4,800	6,330	5,411	7,664
806.00 · Supplies	762.78	5,175.18	11,650	18,071	10,578	15,748
807.00 · Bank Charges	0.00	-5.00	42	38	(35)	87
808.00 · Fuel/Oil	11,711.67	92,914.51	153,500	142,962	112,095	111,667
810.00 · Telecommunications	2,303.28	16,626.27	26,360	27,009	25,248	22,932
811.00 · Utilities Expense	4,374.41	22,074.24	33,000	32,570	30,361	21,801
813.00 · Real Estate Taxes	0.00	9,387.00	13,500	12,960	54,129	0
815.00 · Mileage Expense	0.00	1,592.50	100	-	0	19
816.00 · Travel/Training	224.37	2,033.65	14,800	8,084	19,759	13,133
820.00 · Use Allowance	946.22	6,977.38	17,300	13,293	23,112	23,406
829.00 · Down Payment Assistance	15,000.00	258,176.75	0	322,840	219,828	316,418
830.00 · Participant Loans & Grants	0.00	135,000.00	0	860,198	179,645	0
850.00 · Marketing Grant Expenditure	0.00	0.00	0	5,323	0	0
890.00 · Matching Expenditures	0.00	0.00	72,550	10,000	176,223	731,139
900.00 · Indirect Costs	0.00	0.00	0	-	127,099	(127,099)
Total Expenditures	216,413.09	1,853,514.05	2,218,627	4,438,515	4,167,801	5,306,237
Excess (deficiency) of revenues over (under) expenditures	(3,188.42)	(43,282.49)	42,549	110,952	344,341	173,514

Regional Transit Authority
Statement of Revenues, Expenditures and Changes in Fund Balance
For the One Month and Year Ended January 31, 2014



	Jan-2014	Year-to-Date	FY14 Budget	FY13 Actual	FY12 Actual	FY11 Actual	FY10 Actual
Revenues:							
4100 · Bus Fare Revenues							
410.00 · General Public	3,396.65	30,013.26	48,740	44,262	44,452	48,826	50,916
411.00 · Local Contracts	6,069.11	55,449.66	94,150	113,038	84,903	131,694	306,718
Total 4100 · Bus Fares	9,465.76	85,462.92	142,890	157,300	129,355	180,519	357,634
4500 · Federal/State Revenues							
456.00 · State Transit Assistance	20,681.28	155,398.06	214,098	313,161	258,331	260,046	228,735
457.00 · Federal Transit Assistance	-	201,546.00	308,588	433,214	317,685	333,332	396,928
459.00 · State Medicaid	33,836.90	256,070.04	350,000	391,052	164,235	148,102	134,998
Total 4500 · Federal/State Revenues	54,518.18	613,014.10	872,686	1,137,427	740,251	741,480	760,660
4700 · Local Revenues							
470.00 · Per Capita Revenue	-	79,904.00	78,962	49,443	49,443	49,443	49,443
472.00 · Other Contracts	-	-	-	-	-	-	-
Total 4700 · Local Revenues	-	79,904.00	78,962	49,443	49,443	49,443	49,443
4900 · Miscellaneous Revenues							
495.00 · Insurance Proceeds	-	-	-	-	2,501	-	3,201
496.00 · Interest Income (Bank)	7.37	49.65	75	73	64	88	55
497.00 · Miscellaneous Revenues-Other	-	-	275	-	2,628	1,628	4,328
498.00 · Matching Funds	-	-	0	589	-	9,855	0
Total 4900 · Miscellaneous Revenues	7.37	49.65	350	661	5,192	11,571	7,584
Total Revenues	63,991.31	778,430.67	1,094,888	1,344,831	924,241	983,013	1,175,321
Expenditures:							
701.00 · Salaries	29,588.34	223,985.76	394,817	377,934	314,513	368,634	368,395
702.00 · FICA - Employer's Share	2,198.29	16,748.40	29,319	28,276	23,768	27,924	27,710
703.00 · IPERS - Employer's Share	2,641.56	20,018.22	35,257	32,709	25,368	25,738	24,457
704.00 · Unemployment	-	-	500	382	2,979	-	6,974
705.00 · Employee Benefits	5,330.81	39,309.76	63,072	52,911	31,066	40,891	40,252
706.00 · Physicals	-	1,593.00	1,850	1,565	1,508	1,780	1,424
707.00 · Uniform Expense	38.30	360.90	1,250	1,358	437	825	2,026
708.00 · Drug Testing	66.00	448.00	1,000	799	375	967	1,001
709.00 · Personnel Expenses-Other	-	544.95	500	458	595	-	100
712.00 · Advertising	210.00	1,085.00	2,500	3,216	1,589	1,968	1,747
726.00 · Contractual Expenses-Other	85.00	262.50	6,500	6,319	6,358	12,914	8,733
728.00 · Information Technology	-	707.50	1,000	5,627	898	990	0
730.00 · Legal Expense	-	-	1,000	635	588	5,616	16,378
738.00 · Depreciation Expense	-	-	-	-	-	-	0
740.00 · Dues/Subscriptions	150.00	2,521.50	3,000	2,273	2,525	2,547	1,356
741.00 · Public Notices	-	-	-	21	20	23	90
747.00 · Equipment Under \$5000	-	34.76	1,500	-	405	-	0
748.00 · Capital Equipment	-	58,702.08	-	156,977	57,267	57,965	207,221
754.00 · Insurance	-	69,375.00	65,000	64,032	48,892	51,564	69,793
757.00 · Interest Expense	-	659.72	-	-	-	-	0
766.00 · Bldg. Maintenance & Repairs	-	1,925.00	500	-	234	3,833	0
767.00 · Vehicle Maintenance & Repair	4,787.95	58,643.02	110,000	119,070	115,842	122,080	115,118
768.00 · Marketing	300.00	1,500.00	1,000	550	1,150	-	0
769.00 · Meeting Expense	27.60	52.10	350	244	99	100	222
782.00 · Printing/Postage	-	3.75	-	1,122	6	837	52
791.00 · Rent	650.00	4,550.00	4,800	6,300	5,381	5,214	4,976
806.00 · Supplies	20.97	79.53	500	1,458	429	752	267
807.00 · Bank Charges	-	(5.00)	-	10	5	(25)	30
808.00 · Fuel/Oil	11,275.47	89,832.79	150,000	137,684	106,449	106,784	114,227
810.00 · Telecommunications	749.11	5,507.95	9,000	8,310	7,445	8,657	9,759
815.00 · Mileage Expense	171.50	1,592.50	-	-	-	-	431
816.00 · Travel/Training	-	83.09	4,500	2,818	5,570	3,169	5,766
820.00 · Use Allowance	180.89	1,150.64	2,500	2,141	3,662	3,804	6,156
890.00 · Matching Expenditures	-	-	-	-	-	9,855	0
900. Indirect Costs	14,313.24	107,205.80	192,118	174,851	189,092	104,461	104,924
Total Expenditures	72,785.03	708,478.22	1,083,333	1,190,051	954,512	969,866	1,139,586
Fund Balance	(8,793.72)	69,952.45	11,555	154,780	(30,272)	13,147	35,734

Southeast Iowa Regional Planning Commission

Profit Loss by Class

Year to Date thru

January 31, 2014

	10 Company Vehicles	20 EDA PG	22 Facility	47 Housing	48 Great River Housing Trust
Ordinary Income/Expense					
Income					
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	0.00	13,725.00	0.00	219,633.75	118,057.00
461.00 · Principle on Loans	0.00	0.00	0.00	8,584.37	12,307.41
4700-48 · Local Revenues	6,977.38	0.00	0.00	93,679.50	25,149.00
4900 · Miscellaneous Revenues	0.00	0.00	64,831.20	83.40	8,590.62
5000-52 · RLF Income	0.00	0.00	0.00	914.32	2,525.53
	<u>6,977.38</u>	<u>13,725.00</u>	<u>64,831.20</u>	<u>322,895.34</u>	<u>166,629.56</u>
Expense					
700.00 · Personnel Expenses	0.00	49,781.85	0.00	64,529.86	22,680.37
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	11,237.65	0.00	750.00
728.00 · Information Technology	0.00	0.00	0.00	90.00	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	795.75
740.00 · Dues/Subscriptions	0.00	328.75	0.00	11.25	0.00
741.00 · Public Notices	0.00	37.57	0.00	198.88	33.21
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	0.00	0.00	451.94	250.00	0.00
748.00 · Capital Equipment	0.00	0.00	0.00	5,400.00	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	441.00	0.00
751.00 · Housing	0.00	0.00	0.00	61,428.00	44,949.00
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	0.00	0.00	141.00	73.00
757.00 · Interest Expense	0.00	0.00	11,705.42	4,376.31	0.00
759.00 · Credit Report Exp.	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	10,222.12	0.00	0.00
767.00 · Vehicle Maintenance & Repair	1,945.74	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	364.07	0.00	0.00	204.81
782.00 · Printing/Postage	0.00	0.00	0.00	306.78	57.36
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	0.00	0.00	480.93	0.00	0.00
807.00 · Bank Charges	0.00	0.00	0.00	0.00	0.00
808.00 · Fuel/Oil	2,956.13	0.00	0.00	0.00	0.00
810.00 · Telecommunications	0.00	0.00	0.00	220.36	0.00
811.00 · Utilities Expense	0.00	0.00	22,074.24	0.00	0.00
812.00 · Bldg Operation Allocation	0.00	0.00	-24,378.87	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	9,387.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	0.00	0.00	0.00
816.00 · Travel/Training	0.00	323.42	0.00	791.87	0.00
820.00 · Use Allowance	33.66	1,202.27	0.00	557.13	53.15
829.00 · Down Payment Assistance	0.00	0.00	0.00	143,176.75	115,000.00
830.00 · Participant Loans	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	17,796.88	0.00	22,958.59	8,164.93
	<u>4,935.53</u>	<u>69,834.81</u>	<u>41,180.43</u>	<u>304,877.78</u>	<u>192,761.58</u>
Excess (deficiency) of revenues over (under) expenditures	<u>2,041.85</u>	<u>(56,109.81)</u>	<u>23,650.77</u>	<u>18,017.56</u>	<u>(26,132.02)</u>
SEIRPC adjusted balance	<u>-</u>	<u>-</u>	<u>17,401.62</u>	<u>(5,595.81)</u>	<u>-</u>

Southeast Iowa Regional Planning Commission

Profit Loss by Class

Year to Date thru

January 31, 2014

	60 IDOT	71 EDA RLF	72 IRP-I	73.00 FM/KK/HC RLF	76 IRP-II
Ordinary Income/Expense					
Income					
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	53,044.00	0.00	0.00	0.00	0.00
461.00 · Principle on Loans	0.00	82,577.41	1,692.88	15,387.09	17,309.35
4700-48 · Local Revenues	11,750.00	-29,500.00	0.00	0.00	0.00
4900 · Miscellaneous Revenues	0.00	672.09	2,937.63	450.78	0.00
5000-52 · RLF Income	0.00	28,386.62	108.68	3,856.25	4,040.33
	<u>64,794.00</u>	<u>82,136.12</u>	<u>4,739.19</u>	<u>19,694.12</u>	<u>21,349.68</u>
Expense					
700.00 · Personnel Expenses	106,997.73	19,840.84	0.00	0.00	0.00
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	925.34	0.00	0.00	0.00	0.00
728.00 · Information Technology	157.50	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	1,460.41	695.42	0.00	2,490.92
740.00 · Dues/Subscriptions	714.00	354.17	5.00	0.00	5.00
741.00 · Public Notices	19.36	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	7,014.50	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	20,667.83	0.00	21,878.99
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	47.00	0.00	0.00	0.00
757.00 · Interest Expense	0.00	0.00	118.41	0.00	414.06
759.00 · Credit Report Exp.	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	623.28	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	53.55	47.84	0.00	0.00	0.00
782.00 · Printing/Postage	732.61	32.76	0.00	0.00	0.00
791.00 · Rent	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	29.01	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	48.94	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	304.35	24.94	0.00	9.79	0.00
820.00 · Use Allowance	1,555.22	11.39	0.00	37.70	0.00
829.00 · Down Payment Assistance	0.00	0.00	0.00	0.00	0.00
830.00 · Participant Loans	0.00	135,000.00	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	38,177.97	7,091.09	0.00	0.00	0.00
	<u>157,353.36</u>	<u>163,910.44</u>	<u>21,486.66</u>	<u>47.49</u>	<u>24,788.97</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(92,559.36)</u>	<u>(81,774.32)</u>	<u>(16,747.47)</u>	<u>19,646.63</u>	<u>(3,439.29)</u>
SEIRPC adjusted balance	<u>(92,559.36)</u>	<u>148.27</u>	<u>2,227.48</u>	<u>-</u>	<u>1,130.35</u>

Southeast Iowa Regional Planning Commission
Profit Loss by Class
Year to Date thru
January 31, 2014

	<u>80 Indirect Cost Center</u>	<u>85 RTA</u>	<u>90 LOCAL</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
4100 · Bus Fare Revenues	0.00	85,462.92	0.00	85,462.92
4500 · Federal/State Revenues	0.00	613,014.10	10,294.12	1,027,767.97
461.00 · Principle on Loans	0.00	0.00	0.00	137,858.51
4700-48 · Local Revenues	0.00	79,904.00	252,844.50	440,804.38
4900 · Miscellaneous Revenues	80.00	49.65	810.68	78,506.05
5000-52 · RLF Income	0.00	0.00	0.00	39,831.73
	<u>80.00</u>	<u>778,430.67</u>	<u>263,949.30</u>	<u>1,810,231.56</u>
Expense				
700.00 · Personnel Expenses	142,779.04	300,062.14	83,048.05	789,719.88
704.00 · Unemployment	1,932.00	0.00	0.00	1,932.00
706.00 · Physicals	0.00	1,593.00	0.00	1,593.00
707.00 · Uniform Expense	115.20	360.90	0.00	476.10
708.00 · Drug Testing	0.00	448.00	0.00	448.00
709.00 · Personnel Expenses-Other	297.24	544.95	39.99	882.18
710.00 · Payroll Services	2,583.18	0.00	0.00	2,583.18
712.00 · Advertising	0.00	1,085.00	0.00	1,085.00
717.00 · Audit	0.00	0.00	0.00	0.00
726.00 · Contractual Expenses	0.00	262.50	0.00	13,175.49
728.00 · Information Technology	2,185.00	707.50	540.00	3,680.00
729.00 · Copier Expense	2,488.24	0.00	0.00	2,488.24
730.00 · Legal Expense	0.00	0.00	0.00	5,442.50
740.00 · Dues/Subscriptions	3,157.60	2,521.50	5,115.50	12,212.77
741.00 · Public Notices	482.82	0.00	327.93	1,099.77
746.00 · Leased Equipment	336.00	0.00	0.00	336.00
747.00 · Equipment under \$5000	3,710.87	34.76	0.00	11,462.07
748.00 · Capital Equipment	17,533.92	58,702.08	0.00	81,636.00
749.00 · Principle Expense	0.00	0.00	0.00	42,546.82
750.00 · Lead Testing	0.00	0.00	0.00	441.00
751.00 · Housing	0.00	0.00	0.00	106,377.00
752.00 · Admin. Expense	0.00	0.00	0.00	0.00
754.00 · Insurance	46,799.23	69,375.00	0.00	116,174.23
756.00 · Mortgage Filing Expenses	0.00	0.00	597.00	858.00
757.00 · Interest Expense	0.00	659.72	25.75	17,299.67
759.00 · Credit Report Exp.	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	1,925.00	0.00	12,147.12
767.00 · Vehicle Maintenance & Repair	5.00	58,643.02	0.00	61,217.04
768.00 · Marketing	1,275.34	1,500.00	3,313.32	6,088.66
769.00 · Meeting Expense	409.17	52.10	493.17	1,624.71
782.00 · Printing/Postage	2,672.85	3.75	149.03	3,955.14
791.00 · Rent	30.00	4,550.00	0.00	4,580.00
806.00 · Supplies	4,073.53	79.53	512.18	5,175.18
807.00 · Bank Charges	0.00	-5.00	0.00	-5.00
808.00 · Fuel/Oil	36.65	89,832.79	40.00	92,914.51
810.00 · Telecommunications	10,897.96	5,507.95	0.00	16,626.27
811.00 · Utilities Expense	0.00	0.00	0.00	22,074.24
812.00 · Bldg Operation Allocation	24,378.87	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	9,387.00
815.00 · Mileage Expense	0.00	1,592.50	0.00	1,592.50
816.00 · Travel/Training	148.53	83.09	347.66	2,033.65
820.00 · Use Allowance	719.28	1,150.64	1,656.94	6,977.38
829.00 · Down Payment Assistance	0.00	0.00	0.00	258,176.75
830.00 · Participant Loans	0.00	0.00	0.00	135,000.00
850.00 · Marketing Grant Expenditure	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	-231,022.16	107,205.80	29,626.90	0.00
	<u>38,025.36</u>	<u>708,478.22</u>	<u>125,833.42</u>	<u>1,853,514.05</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(37,945.36)</u>	<u>69,952.45</u>	<u>138,115.88</u>	<u>(43,282.49)</u>
SEIRPC adjusted balance	<u>-</u>	<u>69,952.45</u>	<u>138,115.88</u>	<u>130,820.88</u>

Southeast Iowa Regional Planning Commission
Check Register
January 31, 2014

Type	Date	Num	Name	Amount
Bill Pmt -Check	01/10/2014	25969	Access Systems	170.37
Bill Pmt -Check	01/10/2014	25970	Card Center	1,815.14
Bill Pmt -Check	01/10/2014	25971	CenturyLink	669.63
Bill Pmt -Check	01/10/2014	25972	CenturyLink.	370.58
Bill Pmt -Check	01/10/2014	25973	City of Keokuk.	3,435.26
Bill Pmt -Check	01/10/2014	25974	City of Mount Pleasant	1,975.14
Bill Pmt -Check	01/10/2014	25975	City of West Burlington.	74.86
Bill Pmt -Check	01/10/2014	25976	Cray Goddard Miller & Taylor LLP	157.50
Bill Pmt -Check	01/10/2014	25977	Devon & Patrick Tisor and U.S. Bank	5,000.00
Bill Pmt -Check	01/10/2014	25978	Ebert Supply Company	110.27
Bill Pmt -Check	01/10/2014	25979	Farmers Elevator & Exchange, Inc.	868.60
Bill Pmt -Check	01/10/2014	25980	Fullenkamp Insurance Agency	6,238.78
Bill Pmt -Check	01/10/2014	25981	Huffman Welding and Machine Inc	34.95
Bill Pmt -Check	01/10/2014	25982	IARC.	54.32
Bill Pmt -Check	01/10/2014	25983	Integrated Technology Partners	19.95
Bill Pmt -Check	01/10/2014	25984	Joni Gillispieand F&M Bank	5,000.00
Bill Pmt -Check	01/10/2014	25985	Lee County Recorder/Registrar	17.00
Bill Pmt -Check	01/10/2014	25986	Louisa Publishing Co.	8.36
Bill Pmt -Check	01/10/2014	25987	Lowell Gaulke	833.00
Bill Pmt -Check	01/10/2014	25988	Lowes	71.59
Bill Pmt -Check	01/10/2014	25989	Michael Grossman and First Community Bank	5,000.00
Bill Pmt -Check	01/10/2014	25990	Mike Prottsman Sanitation Inc	127.50
Bill Pmt -Check	01/10/2014	25991	Mt. Pleasant News	66.50
Bill Pmt -Check	01/10/2014	25992	Mt. Pleasant Tire & Service	20.00
Bill Pmt -Check	01/10/2014	25993	Paul Booth	38.30
Bill Pmt -Check	01/10/2014	25994	Pauwels Lawn Care	685.00
Bill Pmt -Check	01/10/2014	25995	Pitney Bowes Global Financial Svcs. LLC	152.00
Bill Pmt -Check	01/10/2014	25996	Rairden Auto Salvage Inc.	75.00
Bill Pmt -Check	01/10/2014	25997	Ruth Boyd	61.25
Bill Pmt -Check	01/10/2014	25998	SEI Properties LLC	250.00
Bill Pmt -Check	01/10/2014	25999	SEIBA	100.00
Bill Pmt -Check	01/10/2014	26000	Shottenkirk Superstore	4,956.62
Bill Pmt -Check	01/10/2014	26001	Telin Transportation Group	646.74
Bill Pmt -Check	01/10/2014	26002	The Burlington Hawk Eye	31.76
Bill Pmt -Check	01/10/2014	26003	The Ivy Bake Shoppe & Cafe	23.00
Bill Pmt -Check	01/10/2014	26004	Titan Broadcasting LLC.	300.00
Bill Pmt -Check	01/10/2014	26005	UnityPoint Clinic	66.00
Bill Pmt -Check	01/10/2014	26006	US Cellular	38.97
Bill Pmt -Check	01/10/2014	26007	Waterworks Car Wash	103.00
Bill Pmt -Check	01/10/2014	26008	Wemiga Waste Inc	22.00
Bill Pmt -Check	01/10/2014	26009	Wright Express Fleet Service	853.65
Bill Pmt -Check	01/23/2014	26010	Bob. Kuskowski	20.97
Bill Pmt -Check	01/23/2014	26011	Burlington Kiwanis	110.00
Bill Pmt -Check	01/23/2014	26012	CenturyLink.	570.00
Bill Pmt -Check	01/23/2014	26013	City of Burlington, Iowa	4,966.04

Southeast Iowa Regional Planning Commission
Check Register
January 31, 2014

Type	Date	Num	Name	Amount
Bill Pmt -Check	01/23/2014	26014	COZO	75.00
Bill Pmt -Check	01/23/2014	26015	Deery Brothers Ford Lincoln Inc	477.61
Bill Pmt -Check	01/23/2014	26016	Greater Burlington Partnership	60.00
Bill Pmt -Check	01/23/2014	26017	Henry County Recorders Office	7.00
Bill Pmt -Check	01/23/2014	26018	Huffman Welding and Machine Inc	45.94
Bill Pmt -Check	01/23/2014	26019	Hy-Vee, Inc	86.12
Bill Pmt -Check	01/23/2014	26020	Integrated Technology Partners	13.95
Bill Pmt -Check	01/23/2014	26021	Iowa Illinois Office Solutions	202.94
Bill Pmt -Check	01/23/2014	26022	IPC, Inc.	400.00
Bill Pmt -Check	01/23/2014	26023	Jim's Body Shop Inc	260.00
Bill Pmt -Check	01/23/2014	26024	Louisa County Habitat for Humanity.	25,000.00
Bill Pmt -Check	01/23/2014	26025	M & H Construction	14,240.00
Bill Pmt -Check	01/23/2014	26026	Mediacom	89.90
Bill Pmt -Check	01/23/2014	26027	Metropolitan Life Insurance Company	945.32
Bill Pmt -Check	01/23/2014	26028	Nextel	749.11
Bill Pmt -Check	01/23/2014	26029	O'Reilly Automotive, Inc.	330.16
Bill Pmt -Check	01/23/2014	26030	Ruth Boyd	98.00
Bill Pmt -Check	01/23/2014	26031	Sara Hecox	100.00
Bill Pmt -Check	01/23/2014	26032	Secretary of State	30.00
Bill Pmt -Check	01/23/2014	26033	STAATS	271.00
Bill Pmt -Check	01/23/2014	26034	Swales Auto Supply Inc.	291.50
Bill Pmt -Check	01/23/2014	26035	Truck Repair Inc.	991.14
Bill Pmt -Check	01/23/2014	26036	Winners Circle	10.00
				90,984.29
Electronic Payment			Wellmark	11,951.86
Electronic Payment			Payroll	53,981.83
Electronic Payment			Payroll Taxes	20,037.50
Electronic Payment			Payroll Processing Fees	643.68
Electronic Payment			Two Rivers Bank - LOC interest	864.47
Electronic Payment			Two Rivers Bank - Safe deposit box rental	30.00
Electronic Payment			Two Rivers Bank - Qtrly facility loan payment	8,961.66
Electronic Payment			Two Rivers Bank - Deposit slips	48.61
Electronic Payment			Alliant Energy	4,299.55
Electronic Payment			IPERS	13,545.98
				114,365.14
TOTAL EXPENDITURES				205,349.43

Southeast Iowa Regional Planning Commission
Accounts Receivable Aging Summary
January 31, 2014

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Local:					
City of Fort Madison	0.00	0.00	0.00	2,544.00	2,544.00
City of Fredonia	0.00	0.00	0.00	413.00	413.00
City of Letts	0.00	0.00	0.00	1,007.00	1,007.00
City of Middletown	0.00	0.00	778.61	0.00	778.61
Danville Community School District	0.00	8,000.00	0.00	0.00	8,000.00
Des Moines County	0.00	5,000.00	0.00	0.00	5,000.00
Hope Haven	0.00	1,250.00	0.00	0.00	1,250.00
Louisa County Auditor	0.00	0.00	0.00	7,500.00	7,500.00
Louisa County Fair Board	0.00	5,000.00	0.00	0.00	5,000.00
Town of Mt. Union	0.00	0.00	0.00	322.00	322.00
	<u>0.00</u>	<u>19,250.00</u>	<u>778.61</u>	<u>11,786.00</u>	<u>31,814.61</u>
Housing:					
City of Burlington	0.00	53,340.00	0.00	0.00	53,340.00
Downtown Partners	0.00	0.00	0.00	1,789.00	1,789.00
ECIA	0.00	37,500.00	24,100.00	120,716.75	182,316.75
IARC	0.00	0.00	2,151.00	7,168.50	9,319.50
Todd Schneider	0.00	0.00	10,000.00	0.00	10,000.00
	<u>0.00</u>	<u>90,840.00</u>	<u>36,251.00</u>	<u>129,674.25</u>	<u>256,765.25</u>
Great River Housing Trust:					
Burlington Junction Railway	0.00	0.00	0.00	100.00	100.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>
RTA:					
ADDS	10.00	0.00	0.00	0.00	10.00
Ashley Dean	50.00	25.00	50.00	50.00	175.00
Blair House	5.00	0.00	0.00	0.00	5.00
CPC - Henry County	1,229.57	0.00	0.00	0.00	1,229.57
CPC - Lee County	2,277.86	0.00	0.00	0.00	2,277.86
Ginnie Hager	25.00	0.00	0.00	25.00	50.00
Insight Human Services	50.00	0.00	25.00	0.00	75.00
Iowa Medicaid Enterprise	33,836.90	33,859.32	1,006.89	3,037.95	71,741.06
Jennifer Olmsted	25.00	0.00	0.00	0.00	25.00
Judy Jacobs	0.00	0.00	0.00	360.00	360.00
Lee County CPC	25.00	0.00	0.00	0.00	25.00
Lee County General Assistance	25.00	25.00	0.00	0.00	50.00
Lee County Payee	25.00	50.00	0.00	0.00	75.00
Leroy Kent	0.00	0.00	0.00	25.00	25.00
Loyal Jay Dishler	25.00	0.00	0.00	25.00	50.00
Milestones Area Agency on Aging	0.00	2,561.68	0.00	0.00	2,561.68
New London Nursing & Rehab	351.25	803.75	0.00	0.00	1,155.00
Northwood Group Home	50.00	0.00	0.00	50.00	100.00
Theresa Hemann	25.00	25.00	25.00	25.00	100.00
TMS Management Group, INc.	872.40	383.20	0.00	0.00	1,255.60
Tricia Kroll	0.00	0.00	30.00	0.00	30.00
Voc Rehab	340.00	0.00	0.00	0.00	340.00
Walter Detrick	70.00	0.00	0.00	0.00	70.00
	<u>39,317.98</u>	<u>37,732.95</u>	<u>1,136.89</u>	<u>3,597.95</u>	<u>81,785.77</u>
Total	<u>39,317.98</u>	<u>147,822.95</u>	<u>38,166.50</u>	<u>145,158.20</u>	<u>370,465.63</u>

Southeast Iowa Regional Planning Commission
Accounts Payable Aging Summary
January 31, 2014

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Access Systems	221.39	0.00	0.00	0.00	221.39
Auto Glass Masters	237.08	0.00	0.00	0.00	237.08
Bezoni's True Value	38.50	0.00	0.00	0.00	38.50
C-CAT, Inc.	100.00	0.00	0.00	0.00	100.00
Card Center	682.88	0.00	0.00	0.00	682.88
Carquest Auto Parts	167.83	0.00	0.00	0.00	167.83
CenturyLink	666.29	0.00	0.00	0.00	666.29
CenturyLink.	227.98	0.00	0.00	0.00	227.98
City of Burlington	5,299.02	0.00	0.00	0.00	5,299.02
City of Keokuk	3,147.44	0.00	0.00	0.00	3,147.44
City of Mount Pleasant	1,862.31	0.00	0.00	0.00	1,862.31
Cray Goddard Miller & Taylor LLP	514.50	0.00	0.00	0.00	514.50
Deery Brothers Ford Lincoln Inc	54.17	0.00	0.00	0.00	54.17
Dex Media East Inc	210.00	0.00	0.00	0.00	210.00
Ebert Supply Company	28.80	0.00	0.00	0.00	28.80
Farmers Elevator & Exchange, Inc.	909.69	0.00	0.00	0.00	909.69
Hope Haven Area Dev Center	340.00	340.00	0.00	0.00	680.00
Huffman Welding and Machine Inc	100.93	0.00	0.00	0.00	100.93
Hy-Vee, Inc	110.47	0.00	0.00	0.00	110.47
Iowa State Association of Counties	25.00	0.00	0.00	0.00	25.00
Joe Yocum	12.25	0.00	0.00	0.00	12.25
Louisa Development Group	100.00	0.00	0.00	0.00	100.00
Lowes	20.84	0.00	0.00	0.00	20.84
M & H Construction	12,896.00	0.00	0.00	0.00	12,896.00
Mt. Pleasant Tire & Service	253.04	0.00	0.00	0.00	253.04
Mutual Wheel Co.	703.83	0.00	0.00	0.00	703.83
Napa Auto Parts	5.74	0.00	0.00	0.00	5.74
O'Keefe Elevator Company	1,579.76	0.00	0.00	0.00	1,579.76
O'Reilly Automotive, Inc.	51.72	0.00	0.00	0.00	51.72
Secretary of State	0.00	-30.00	0.00	0.00	-30.00
Shottenkirk	28.17	0.00	0.00	0.00	28.17
Shottenkirk-Fort Madison	274.47	0.00	0.00	0.00	274.47
Shottenkirk Superstore	1,102.09	3,083.86	0.00	0.00	4,185.95
Swailles Auto Supply Inc.	546.56	42.03	0.00	0.00	588.59
The Burlington Hawk Eye	118.93	0.00	0.00	0.00	118.93
The Democrat Company	51.85	0.00	0.00	0.00	51.85
Titan Broadcasting LLC.	300.00	0.00	0.00	0.00	300.00
Tri-State Medical Group Inc	0.00	186.00	0.00	0.00	186.00
Truck Repair Inc.	347.04	497.39	0.00	0.00	844.43
Waterworks Car Wash	31.00	0.00	0.00	0.00	31.00
Wemiga Waste Inc	22.00	0.00	0.00	0.00	22.00
Winners Circle	24.00	0.00	0.00	0.00	24.00
Wright Express Fleet Service	518.54	0.00	0.00	0.00	518.54
	<u>33,932.11</u>	<u>4,119.28</u>	<u>0.00</u>	<u>0.00</u>	<u>38,051.39</u>

SEIRPC Board of Directors

2014 Calendar Year

Executive Board of Directors		
Name	Officer	Representing
Brent Schleisman schleisman@windstream.net	Chairman	City of Mount Pleasant
Sue Frice Suzanne.Frice@iowa.gov	Vice Chairperson	Workforce Representative
Hans Trousil trousilh@westburlington.org	Treasurer	City of West Burlington
Mark Huston cjstatebank@cjstatebank.com	Secretary	Private Sector
Gary Folluo gfolluo@leecounty.org	Member at Large	Lee County
Full Board of Directors		
Des Moines County	Henry County	Lee County
Tim Scott City of Burlington Scottt@burlingtoniowa.org	Brent Schleisman City of Mount Pleasant Schleisman@windstream.net	Byron Smith City of Fort Madison bsmith@fortmadison-ia.com
Hans Trousil City of West Burlington trousilh@westburlington.org	Greg Moeller Henry County supervisors@henrycountyiowa.us	Gary Folluo Lee County gfolluo@leecounty.org
Robert Beck Des Moines County beckb@co.des-moines.ia.us	Ron Sadler City of New London newloncity@iowatelecom.net	Michael O'Connor City of Keokuk oconnors@mchsi.com
Bob Hesler Private Sector bhesler@danvilletelco.net	Klay Edwards Private Sector klayedwards@farmtel.net	Steve Bisenius Private Sector stevewbisenius@gmail.com
Louisa County	Other	SEIRPC Management
Chris Ball Louisa County cball@windstream.net	David File, Assoc. Dean Iowa Wesleyan College dfile@iwc.edu	Mike Norris Executive Director mnorris@seirpc.com
Mark Huston City of Columbus Junction cjstatebank@cjstatebank.com	Dr. Michael Ash Southeastern Community College mash@sccia.edu	Jeff Hanan Assistant Director jhanan@seirpc.com
Andy Truitt City of Wapello andytruitt@hotmail.com	Sue Frice Workforce Representative Suzanne.Frice@iowa.gov	Lori Gilpin Finance Director lgilpin@seirpc.com
Jim Howell Private Sector howell@louisacomm.net		Bob Kuskowski Transit Director bkuskowski@seirpc.com
		Zach James Planning Director zjames@seirpc.com

Regional CDBG Scoring

OB #1

Memo

To: SEIRPC Board
From: Mike Norris, Executive Director
Date: February 27, 2014
Re: CDBG Housing Application Scoring

The Regional CDBG Scoring Committee met on February 3 to review and score CDBG housing applications sent to the state. The committee generated excellent questions about the process. Questions are useful to hone the process in the future. The following scores were generated:

Fort Madison	136
Wayland	134
Salem	131.75

Next year, the housing applications will be rated 'live' where the committee's recommendations will be taken into account during state scoring.

SEIRPC, with four other COGs in Iowa, formed the "CDBG Pilot COGs" that developed and implemented the scoring. Iowa Economic Development Authority (IEDA) is supportive of the effort.

As a result the scoring and involvement increased IEDA's communication with Iowa Association of Regional Councils and individual COGs.

IARC hopes to work with IEDA on partnering to provide up-front planning for housing and other CDBG applications for increased readiness at the time of application.

HUD is pushing very hard to complete projects faster, but with limited resources up front planning is difficult for many cities, especially smaller ones.

Recommend motion to receive the scores and send to the state.

Naming a 3rd Signatory

NB#1

Resolution No. 104-2014
Introduced By: SEIRPC Finance Department
Intent: To Appoint a Third Signatory

**A RESOLUTION NAMING A THIRD SIGNATORY FROM SEIRPC BOARD OF DIRECTORS
AUTHORIZED TO SIGN CHECKS IN CASE EITHER THE SEIRPC TREASURER OR THE
SEIRPC EXECUTIVE DIRECTOR IS UNABLE TO SIGN**

WHEREAS, Southeast Iowa Regional Planning Commission requires two authorized signatures on any checks issued, and

WHEREAS, the previous third signatory is no longer serving on the Board of Directors of SEIRPC, and

WHEREAS, SEIRPC Board of Directors has recommended the SEIRPC board member Bob Beck to serve as SEIRPCs Third Party Signatory to sign SEIRPC checks in the absence of the SEIRPC Treasurer or SEIRPC Executive Director.

BE IT RESOLVED, on this 27th day of February, 2014, that the SEIRPC signatories are: Mike Norris, Executive Director; Hans Trousil, Treasurer; and Bob Beck, third signatory.

Brent Schleisman, SEIRPC Chair

Mark Huston, Secretary

Lee & DMC Cunity Jail Diversion Project

NB #2

Memo

To: SEIRPC Board
From: Mike Norris, Executive Director
Date: February 27, 2014
Re: Des Moines and Lee County Jail Diversion Project

This memo is a follow up to the December, 2013 Exec Board meeting. Staff brought the concept of a Regional Jail Diversion Coordinator to the Exec Board at this meeting for introduction and concept.

As SEIRPC does not normally enter the criminal justice or mental health field, there were naturally questions about the project. Board members requested additional follow up, generally on what the person would do specifically, for another meeting.

In attendance will be:

- Jim Sholl, Lee County Sheriff
- Duane Worthy, Des Moines County Jailer
- Ryanne Wood, Lee County CPC Director

The Des Moines and Lee County attendees will be able to give first-hand information on the situation and how they think SEIRPC fits into the picture.

SEIRPC has developed a budget of approximately \$100,000 for the position (budget attached in Exhibit A). The budget includes a probable salary for the position, office supply and equipments, SEIRPC management fee and indirect costs.

SEIRPC would develop a contract for the three entities identifying costs and responsibilities of each if the board wishes to move forward.

Staff is looking for the Executive Board to provide a recommendation to the Full Board to: either move forward with the project, not move forward with the project, or potentially another option to give the counties, and SEIRPC an idea of how to move forward.

Information on daily activities and specific tasks is included on the next page.

Day to Day Activities

On a day to day basis, this position involves assessing inmate condition and needs and coordinating services for jail inmates to access once they have been released from jail in order to provide the supports within the community to prevent a return to jail.

Statistically the first 72 hours following release from custody is the most crucial time period for an inmate and is when a person is most likely to reoffend and return to jail. If the proper supports are in place as soon as a person is released this is less likely to happen. The type of service coordination involves making sure the inmate has a supply of prescription medication if warranted upon release; a place to live; mental health services if necessary, a job or job interview (s), etc. The person holding this position will work with the inmate while they are in jail to coordinate whatever care is necessary upon release.

The coordinator will also do follow up with inmates post release to see how they are re-acclimating to the community and if they are following the plan put in place pre-release.

Office space will be available for this person at both the Lee and Des Moines County Jail. Each jail location will have a phone line and voicemail for this position. There will be no need to provide office space at SEIRPC. All contact between this position, the public, jail inmates, service providers, etc. will take place in the community and at each jail, not at SEIRPC offices.

SEIRPC will provide the program liaison, and will fund this work through the budget for services provided.

Because the position will be located within the jail and work closely with the staff at each jail, some oversight of the position, combined with oversight from SEIRPC, is the desired model for job evaluation. The details of this should be worked out and put in the contract for services with both Lee and Des Moines County.

Specific Job Functions

Jail to Community Transition Coordinator will:

- Meet and assess incarcerated inmates at the Lee and Des Moines County Jail and provide jail-based clinical screening and psychiatric support services;
- Determine eligibility and complete intake assessments for eligible inmates;
- Coordinate jail-based treatment intervention with contract specialists;
- Provide individual case management and transition planning for eligible inmates in the jail setting;

- Provide follow-up contact with inmates once released to track program effectiveness in preventing a return to the jail setting;
- Track program data for analysis;
- Coordinate with the Lee/Des Moines County Jail Diversion Task Force on a quarterly basis to report program effectiveness and expand the program to include other intervention opportunities with at-risk of incarceration individuals within the community;
- Be current on field best practices, grant funding opportunities and continuing education opportunities;
- Provide client contact logs for agency tracking and evaluation;
- Clerical duties including record keeping and retention;

EXHIBIT A – DRAFT POSITION BUDGET

SOUTHEAST IOWA REGIONAL JAIL DIVERSION PROGRAM BUDGET ESTIMATES

Personnel Budget

	Base Salary	IPERS 0.0893	EE portion Insurance	Taxable FICA wage	FICA 0.0765	ER portion Insurance	Total Direct Cost	Indirect Costs 36%	TOTAL
Family	40,000.00	3,572.00	4,093.35	35,906.65	2,746.86	12,280.05	58,598.91	21,095.61	79,694.52
Single	40,000.00	3,572.00	1,729.62	38,270.38	2,927.68	5,188.86	51,688.54	18,607.88	70,296.42
Family	50,000.00	4,465.00	4,093.35	45,906.65	3,511.86	12,280.05	70,256.91	25,292.49	95,549.40
Single	50,000.00	4,465.00	1,729.62	48,270.38	3,692.68	5,188.86	63,346.54	22,804.76	86,151.30

Support Budget

		Insurance	Health	Dental	
Cell phone contribution	600.00	Family	1,259.37	105.08	
Lap top (one time purchase)	2,500.00	Single	538.76	37.78	
IT support	500.00				
Mileage reimbursement (150 mi/week* 50 weeks * .50/mi)	3,750.00				17,850.00
Printing/postage	Counties				Y1 Minimum TO1 88,146.42
Office supplies	Counties				Y1 Maximum TO1 113,399.40
SEIRPC Administration (Liaison to Diversion Committee, contact for staff, overall supervision)	7,500.00				(out years will have \$2,500 less one-time laptop expense)
Travel/Training	2,500.00				
Dues/Subscriptions	500.00				
TOTAL	17,850.00				

EDA RLF Sequestration Process

NB #3

Memo

To: SEIRPC Board
From: Mike Norris, Executive Director
Date: February 27, 2014
Re: EDA RLF Sequestration

SEIRPC received a letter from the Economic Development Administration (EDA), Denver Region on or about February 14, 2014. The letter stated SEIRPC was below EDA's capital utilization standard of 75% for two consecutive reporting periods (March, 2013 and Sept, 2013) and it directed sequestration of **\$58,644.47**.

The capital utilization standard is the ratio of the loans receivable divided by the RLF capital base.

Sequestration involves opening a separate bank account to deposit the sequestered funds in. The funds are still available for lending, but written approval from EDA is necessary for withdrawal. All interest received from the account is also sent to the US Treasury.

There are two primary items that led up to this sequestration:

- Focus on lending EDA II recap funds;
- Recovering economy and lending climate;

Attached is the EDA letter. Recommend approval to establish a new bank account to handle the sequestered funds.

EDA RLF Work Plan, Capital Utilization Rate

NB #4

Memo

To: SEIRPC Board
From: Mike Norris, Executive Director
Date: February 27, 2014
Re: EDA RLF Plan Capital Utilization Standard

SEIRPC's EDA RLF pools are governed by federal regulations, specifically 13 CFR 307. In 13 CFR 307.2(c)(i) RLF it states:

- (i) An RLF Recipient that anticipates making large loans relative to the size of its RLF Capital base may propose a Plan that provides for maintaining a capital utilization standard greater than twenty-five (25) percent;

SEIRPC currently allows up to \$250,000 per regional pool per loan per project. This is twice the previous max loan amount of \$125,000.

Currently, SEIRPC must have 25 percent or less of its EDA RLF funds (Pool I and II) available for lending at the end of each six-month reporting period. If two periods go by with more than 25 percent available, this increment is considered 'excess funds' and sequestered as previously discussed.

Staff recommends SEIRPC approve a change to the EDA RLF Consolidated Work Plan to allow a capital utilization standard of more than 25 percent. Staff suggests 40 percent.

This allows for approximately \$121,000 to be held in EDA I and \$112,500 in EDA II accounts additional to the current 25 percent cap.

This additional flexibility will allow SEIRPC to hold enough funds if it knows large projects are in development and avoid the sequestration process.

TIP Amendment

NB #5

Memo



To: Mike Norris, Executive Director

From: Zach James, Planning Director

Date: February 21, 2014

Re: FFY2014 – 2017 Transportation Improvement Program Amendment

On behalf of Des Moines County, SEIRPC staff (as administrators of the Flint River Trail project) is requesting a TIP amendment to the FFY2014-2017 TIP.

A TIP amendment is necessary for two reasons:

- 1) Include new Federal Recreational Trail funds into the TIP;
- 2) More accurately describe the project using currently-programmed Transportation Alternatives (Enhancement) funds

SEIRPC applied for, and received, Federal Recreational Trail funds for the trail in 2013. The funds have now been awarded and need to be amended into the TIP for use in FFY2014.

Over the past several years, the Flint River Trail has received multiple awards from the SEIRPC regional Transportation Alternatives (Enhancements) pool. The awards used a general project description of:

“Along Flint Creek from County Hwy 99 to Hwy 61”

The amendment will more accurately describe the currently programmed funds to the following:

“Flint River Trail Phase 1A project from the Starr’s Cave Entrance on Irish Ridge Road, through Starr’s Cave Park and Preserve to US Highway 61, then north to Flint Bottom Road”

FEB 26 2014
RE: TIP AMENDMENT
PAGE 2

Below are the financial details of the project.

- Total Cost – \$1,292,000
- Federal Recreational Trail Funds - \$423,000 *To Be Amended into FFY2014-2017 TIP*
- Regional Transportation Alternative Funds - \$611,000 *Currently Programmed in FFY 2014-2017 TIP*
- Local Funding - \$258,000 *Funding in place*

The overall amendment needed is the following:

Amend the FFY2014-2017 TIP to include the following language applied to \$611,000 of regional transportation alternative funding:

“Flint River Trail Phase 1A project from the Starr’s Cave Entrance on Irish Ridge Road, through Starr’s Cave Park and Preserve to US Highway 61, then north to Flint Bottom Road”

And include \$423,000 of Federal Recreational Trail funding into the TIP with the same project description as above into the FFY2014-2017 TIP.

HUD Consolidated Plan

NB #6

Memo

To: SEIRPC Board
From: Mike Norris, Executive Director
Date: February 27, 2014
Re: HUD Consolidated Plan Update

The State of Iowa completes a Consolidated Plan to the US Dept of Housing and Urban Development (HUD) every five years for non-entitlement Community Development Block Grant (CDBG) spending.

Iowa's consolidated plan provides baseline conditions and forecasted future conditions, and proposes CDBG investments to address or strengthen statewide conditions and trends.

The Iowa Association of Regional Councils (IARC) has been contacted as a key stakeholder by the Iowa Economic Development Authority (IEDA), which is the responsible entity for CDBG non-entitlement funds in Iowa.

IEDA will hold a brainstorming session with IARC about the current state of CDBG funds in Iowa, and what future priorities will be. The state anticipates many changes in CDBG, primarily to help stretch declining dollars.

It is anticipated additional loans will be introduced at a greater level than presently. Revolving loan funds or HUD Section 108 Loan Guarantees may be part of the mix.

SEIRPC staff's opinion is that water/sewer and housing are the highest priorities for CDBG to fund in the state. Could RLFs be used to stretch dollars? In the past, RLFs capitalized with CDBG grant dollars lose their federal identity after the first revolution. Flexible, low or zero interest loans, or combination grant/loans may be something to consider in the future.

SEIRPC staff will keep the board updated as to how the meetings progress and the anticipated changes to CDBG spending in Iowa.