

Southeast Iowa Regional Planning Commission
Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
April 25, 2013

Members Present: Brent Schleisman, Sue Frice, Gary Folluo, and Mark Huston

Members Absent: Hans Trousil

Staff Present: Mike Norris, Debbie Laughlin, Lori Gilpin, Jeff Hanan, and Bob Kuskowski

Call to order at 12:09 p.m.

Agenda Approval

Motion by Folluo to approve the March 25, 2013 agenda, second by Frice. All Ayes, motion carried.

CONSENT AGENDA APPROVAL

Norris highlighted some areas of the Director's Report, bringing attention to the building update where staff is acquiring cost estimates for a new concrete stoop and grading on the east SEIRPC entrance to reduce water infiltration and for a gravel walking trail around the pond for wellness (investigating interest from tenants in participating). Motion by Frice to accept the consent agenda, second by Huston. All Ayes, motion carried.

Old Business:

1. B.U.S. Update: Norris stated that we have a presentation in draft format to present to the City Council in an upcoming work session in May, in response to a membership request. He further stated that staff coordinated meetings around the region with SEIRPC board members from each county to bring them up to speed. No action necessary.

New Business:

1. CDBG Scoring Committee: Norris stated that he had given out the wrong scoring table, necessitating the cancelation of today's meeting, and pushing the date back a couple of weeks. He stated that this is a pilot process, with the goal of potentially being able to score our own regions CDBG projects in the fall. No action necessary.
2. FY2014 Draft Budget: Norris stated that the finance committee (comprised of the Executive Board members) met prior to this meeting to go over and discuss the draft budget. Folluo made a motion to approve a recommendation to the full board for approval of the FY2014 SEIRPC Budget at the May 2013 Full Board Meeting, second by Frice. All ayes, motion carried.
3. Bid on Property: Norris stated that SEIRPC applied for HOME funds and did not get funded and that our CHDO organization, Southeast Iowa Housing, Inc., is not yet operational as a tax-exempt entity. Norris further stated that staff would like the flexibility to acquire homes as they become available at low risk. After discussion, it was decided to think about it and discuss it again after looking at policy language and further information. No action necessary.

4. Position Description: Norris stated that we have drafted a new position description for our new receptionist, which has not yet been formally approved by the board. It was created by taking a previous description and tweaking it to suit the present position. Gilpin questioned who the receptionist should report to, and it was noted that it should be corrected to read that the receptionist reports to the Executive Director. Huston made a motion to Approve Adoption of the Receptionist Position Description, as corrected, to be added to the 2011 Position Descriptions, second by Folluo. All ayes, motion carried.

MATTERS FROM THE FLOOR:

None.

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

Meeting adjourned at 12:33 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____