

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
February 25, 2016**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Mark Huston, Gary Folluo, Richard Taylor, Aaron Burnett, Klay Edwards, David Varley, Ron Sadler, Steve Bisenius, Dr. Steve Titus, Jim Davidson, Chris Ball, and Marc Lindeen (in place of Greg Moeller)

Members Absent: Brad Quigley, Dr. Michael Ash, Bob Beck, and Bob Hesler

Staff Present: Mike Norris, Debbie Laughlin, Jeff Hanan, Zach James, Nicole Baker, and Lori Gilpin

Guests Present: John Morrow, CPA; and Rex Troute, The Hawk Eye

Call to order at 12:02 p.m.

Agenda Approval

Frice made a motion to approve the February 25, 2016 Agenda, second by Folluo. All ayes, motion carried.

Consent Agenda Approval

Mike highlighted the director's report stating that SEIRPC attended the Southeast Iowa Days in Des Moines this month, which was very informative. The Department of Commerce and Treasury should approve our three quarters' worth of EDA planning grant soon, The January financials were not ready for this meeting, but there will be January and February's financials at the March meeting. Trousil made a motion to approve the Consent Agenda, second by Sadler. All ayes, motion carried.

Old Business

1. Department Reports: Hanan reported that he and Mike Norris are wrapping up on updates to EDA I and EDA II RLF Work Plans which will be presented to the full board in March, due to EDA in April. In January, SEIRPC approved \$100,000 loan to Parkside Brewing Company for purchase and remodel of the former Whitey's building in Burlington, but it is not closed yet while waiting on the bank for SBA approval. Inspections are completed for Multi-Family New Construction (MFNC) #2 and #5 projects located in Burlington, Fort Madison, Wayland and Mount Pleasant. MFNC #5 Fort Madison School project open house will be March 2nd from 4-8 p.m. Governor Branstad will be there from 5 – 6:30. The Jail Diversion program is in need of a replacement for the Community Transition Coordinator as she took a position out of state in February. Elley Neuzil from Wellman, IA is still on board, and the program continues to be successful. James reported that staff is wrapping up the Downtown Burlington Parking Study in a few weeks. One person remarked after seeing the draft that this was the best parking study document he has ever seen, which was great to hear. A final draft of the West Burlington Zoning and Subdivision Ordinance will be presented to the planning and zoning commission in March. Baker stated that Healthy Henry County Communities (HHCC) has received a grant that will continue to fund the services for next year. We are working on an FY17 contract. We received

word that the Medicaid roll out date will now be April 1st and that there should not be any further delays. We now have signed contracts to three brokers. Staff is undergoing training in each of the new portal systems for trip and billing management. No action necessary

2. SEIRPC Personnel Policy Update: Norris stated that the SEIRPC Personnel Policy Update was presented at the October 2015 SEIRPC Executive Board meeting, and after discussion recommended it for approval by the SEIRPC Full Board. The SEIRPC Personnel Policy had not been updated since 2010, and staff has 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 to only be applied at separation; and adds language to pro-rate 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. Davidson made a motion to approve the SEIRPC Personnel Policy Update, second by Frice. All ayes, motion carried.
3. Transit Facility General Plan: Norris stated that in October, the Executive Board had authorized SEIRPC staff to retain PSBA to complete site and building plans and alternatives for a transit facility on the SEIRPC grounds. The alternatives and financing plans are not yet complete, but progress has been made. Evaluating the functions of the building and balancing projected costs is key. Nothing fancy, low costs, yet to meet the needs. It would be most ideal for the facility to be located adjacent to the SEIRPC office building. More information will be available and will be presented in the near future. May first would be the deadline to be able to include this proposed project into the Consolidated Application. No action necessary.

New Business:

1. FY2015 Audit: Norris introduced John Morrow, CPA that completed SEIRPC's FY2015 Audit Report. John went over the report noting some of the highlights: there were no findings; total assets: \$6,537,780; total liabilities: \$2,141,062; and net assets: \$4,396,718. The newest addition is the government reporting requirements of the unfunded pension liability (IPERS) listed on the balance sheet. This calculation will be completed once annually and reflects a projected figure for retirees. Motion by Trousil to approve the FY2015 Audit Report, second by Sadler. All Ayes, motion carried.

MATTERS FROM THE FLOOR:

None.

Davidson made a motion to adjourn, second by Huston. Meeting adjourned at 12:46 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____