

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
November 19, 2015**

Members Present: (No Quorum) Brent Schleisman, Sue Frice, Hans Trousil, Gary Folluo (via telecommunication), Richard Taylor, Klay Edwards, David Varley, Ron Sadler, and Bob Fleming (alternate for Jim Davidson)

Members Absent: Mark Huston, Greg Moeller, Brad Quigley, Dr. Michael Ash, Bob Beck, Bob Hesler, Michael O'Connor, Steve Bisenius, Dr. Steve Titus, and Chris Ball

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

Guest Present: Jason Huddle, IDOT

Call to order at 12:15 p.m. It was decided to go into reports, but there could be no action as there was not a quorum.

Agenda Approval

Consent Agenda Approval

Mike highlighted the director's report stating that the roof heating/cooling unit serving the atrium needs work on the heat exchanger and other maintenance for which we are receiving quotes. Norris has been appointed president of the University of Iowa School of Urban and Regional Planning Advisory Board for a two-year term. In December, Norris will be attending the Chicago Site Selector's Conference put on by the Mid-American Economic Development Council. A letter has been sent to the Center for Medicaid Services (CMS) with comments on the State of Iowa's proposed privatization of Medicaid essentially asking that they reject the privatization proposal or at least slow the process for implementation. This will affect SEIBUS in added costs to receive waiver reimbursements, including needing to hire another person for all the data input that is requested.

Old Business

1. Department Reports: Hanan reported that he and Mike Norris are working on updates to EDA I and EDA II RLF Work Plans which are due in April. They need to be updated every 5 years. He gave updates on the Multi-Family New Construction (MFNC) projects, and stated that Dan Eberhardt will be submitting for CDBG housing rehab in targeted neighborhoods in Burlington and New London. The application deadline is January 2016. SEIRPC entered into a contract with Southeast Iowa Link to expand the jail diversion program to include Louisa, Henry and Washington Counties. Elley Neuzil from Wellman, IA has been hired for the Community Transition Technician position. James highlighted the Planning Department report stating that staff is assisting in the Des Moines County Housing Needs Assessment which should be complete in early 2016. Staff recently assisted the City of Burlington in applying for and receiving funding from the Iowa DOT for restoration of the Burlington Depot. Friends of the Depot took on the task of trying to raise an additional \$100,000. SEIRPC staff provided assistance with marketing materials to assist in the fundraising efforts. Grant Applications in process include a Tornado Siren project in

Mediapolis; a generator for pump station in Middletown, and Steel Transload project for Hall Towing. Baker stated that the Ghost Train was again a success. We ran about 5 hours less this year, so even though the rides were down a little, we ran more efficiently with more rides per hour. Henry County and Lee County have seen some changes in drivers. We are looking for additional substitute drivers in Lee County. 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 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 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. This will be brought up again for vote when there is a quorum.

New Business:

1. Public Participation Plan Update: James stated that the Public Participation Plan outlines the ways in which members of the public may become involved in SEIRPC transportation planning activities such as the Long Range Transportation Plan, Transportation Improvement Program, Transportation Planning Work Program, and Passenger Transportation Plan. Administrative changes to the plan are minor. Staff proposes creating two types of amendments – standard amendments and major amendments. A standard amendment is any which does not involve a change in the amount of regional STP/TAP funding requested or a change in project scope that would potentially impact the regional competitive scoring process. A standard amendment requires a public comment period, proof of fiscal constraint, a public hearing, and Policy Board review. A Major Amendment requires that the TAC (Technical Advisory Committee) review it, and recommend to the Policy Board whether or not it should be approved. In addition, it is subject to all of the requirements listed for the Standard Amendment. Currently all amendments go to the TAC, with the purpose of the change being to streamline the amendment system. We have a 45 day public notice period, and this will be brought up to the SEIRPC Full Board in January. No action necessary.

2. FFY2016-2019 Transportation Improvement Program (TIP) Document Update: James stated that the TIP includes all transportation projects that are receiving federal transportation dollars. The TIP is being updated to reflect the same language outlined in the Public Participation Plan (PPP) regarding the process to make revisions to the TIP. This also will be brought back to the SEIRPC Full Board in January. No action necessary.

3. 2015 McCosh & Meyer Nominations: Norris stated that letters went out regarding 2015 nominations for the Leland McCosh Award (outstanding public service) and the LeRoy Meyer Award (outstanding volunteer community contributions). Nominations are due by the end of December. The awards will be presented at the January Full Board meeting. No action necessary

MATTERS FROM THE FLOOR:

Norris stated that \$16,000 is needed to be spent for a bus motor repair. It was not the cheapest quote, however it was the quote that would return the bus to service the quickest. Debbie will soon be sending out letters for SEIRPC board appointments for 2016.

Meeting ended at 12:53 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____