

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

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____