

**IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE**

**THURSDAY, JULY 20, 2023
12:00 P.M.**

**INRCOG Office
229 E. Park Avenue
3rd Floor Board Room
Waterloo, Iowa**

AGENDA

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of June 15, 2023, Executive Committee Minutes
- 4) Financials:
 - a) INRCOG
 - b) RTC
- 5) Executive Director's Report:
 - a) Staff Evaluations
 - b) Human Resources
 - c) Grants/Contracts
 - d) 229 E. Park
- 6) Auditing and Accounting Services Update
- 7) RLF Update-CARES Program
- 8) INRCOG Employee Handbook Revisions
- 9) INRCOG Strategic Plan Update
- 10) Other Business
- 11) Adjourn.

INRCOG meetings are open to all individuals. Any person requesting reasonable accommodation to participate in this meeting must contact INRCOG at (319) 235-0311 at least two business days in advance of this meeting.

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)

**229 E. Park Ave.
Waterloo, Iowa 50703**

**Executive Committee Meeting Minutes
Thursday, July 20, 2023**

Members present were Duane Hildebrandt, Mark Schildroth, Larry Young, Rob Green, Lisa Smock, Clayton Ohrt, and Matt Kuhn.

Also present was Brian Schoon.

The meeting was called to order at 12:00 p.m. by Duane Hildebrandt, Chair.

Chair Hildebrandt asked for any additions or changes to the agenda. There were none offered. It was moved by Green, seconded by Ohrt, to approve the agenda as presented. The motion carried unanimously.

The minutes of the June 15, 2023, Executive Committee meeting were emailed to all members prior to the meeting. It was moved by Schildroth, seconded by Smock, to approve the minutes as presented. The motion carried unanimously.

The June Financial Reports, for both INRCOG and RTC, were presented. Schoon reviewed the Year-to-Date Revenue and Expenditures Report for INRCOG and RTC and Combined Statements for both entities. It was moved by Ohrt, seconded by Young, to approve the INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

As part of the staff evaluations under the Executive Director's report, Schoon stated there was one annual performance evaluation to be presented and considered this month, for Sheri Alldredge. Schoon recommended approval of the evaluation, as offered. It was moved by Young, seconded by Schildroth, to approve the performance evaluation as presented. The motion carried unanimously.

As part of the human resources report, Schoon updated members regarding three employees that were either on sick leave or vacation for three of the four weeks in June. He related their absence to the INRCOG June Financial Report, specifically the agency's decrease in billable hours for the month and impact on the report. He also stated that Leon Begay, our new Planner I, was working well with the members and agency staff. Schoon also stated that RTC/OB was in the process of hiring three new drivers. Two of the new drivers will replace retiring employees.

Schoon presented the FY 2023 and 2024 Grants and Contracts summaries to the committee. He reviewed the 2023 report, as it represents the end of the fiscal year for the agency, as well as highlighted the changes from prior month's reports. He then reviewed the 2024 report, which includes grants leftover from the 2023 report and contracts that have now been executed for the Iowa Waste Exchange Program.

Regarding the INRCOG building, 229 East Park Avenue, Schoon reported that staff is beginning a procurement process for hiring cleaning services. Once complete, a recommendation for vendor selection will be brought forward for committee consideration.

Schoon updated those present on the Request for Proposals (RFPs) process for accounting and auditing services. Regarding accounting services, a written proposal from Cory Warmuth, CPA PC was reviewed with those present. Schoon also reviewed a verbal proposal from a firm, PMW, for performing the FY 2023 audit. We met with the firm's principal and owner and are waiting for a written proposal or letter of engagement to be presented. It was moved by Ohrt, seconded by Schildroth, to approve an accounting service contract with Cory Warmuth, CPA PC for a six-month trial period-of-time. The motion carried unanimously. It was then moved by Green, seconded by Young, to have Schoon review and consider an auditing proposal when presented by PMW. The motion carried unanimously.

Schoon informed the Committee that one of our Revolving Loan Fund clients, F9 Logistics, had stopped making repayments to our agency and was in the process of filing for bankruptcy. Bankruptcy would leave INRCOG with an unpaid loan balance of approximately \$95,434. This loss will then reduce the capital base by that same amount and affect the amount of funding we have for future lending. INRCOG will continue to work with our attorney and the Economic Development Administration to complete the necessary steps to close the loan.

Schoon provided a copy of proposed INRCOG Handbook and performance evaluation amendments for review and consideration. In general, the amendments address a change in federal law, as well as allowable travel expenses and disciplinary provisions. Those present supported all but one of the disciplinary amendments, as provided. Specifically, in the unsupported disciplinary provision, it was suggested that additional changes should be made and then it can be brought back for consideration. The Committee also asked that language be added to the second part of the proposed employee performance evaluation requiring supervisory approval of employee work plans as well as to add a reference to the performance evaluation criteria presented in the first part of the form. There being no pressing urgency, staff will redraft the specific disciplinary policy and performance evaluation form and bring all proposed changes back for consideration at the August meeting.

Schoon presented a draft INRCOG Strategic Plan to the Committee. He offered a general overview of the plan and outlined sections. After discussion, it was suggested that Schoon add some limited text to the plan describing the planning process and proposed action steps. The draft plan will be updated and provided to Committee members and considered at the August meeting.

With there being no further business on the agenda, the next meeting of the Executive Committee will be held on August 17, 2023. It was moved by Kuhn, seconded by Green, to adjourn the meeting at 12:55 p.m. The motion carried unanimously.

Respectfully Submitted,



Brian Schoon, Acting Secretary