

**SOUTHWEST IOWA PLANNING COUNCIL
MEETING MINUTES
Thursday, April 23, 2020
TELECONFERENCE**

Call to Order. Chair Parkhurst called the meeting to order at 1:30 p.m.

Roll Call. The following members were present via teleconference: Terry Arentson, Alan Armstrong, Marilyn Drake, Deborah Frazee, Terry Graham, Dave Jones, AJ Lyman, Charlie Parkhurst, Donna Robinson, Matt Smith, John Straight, Todd Valline, and Frank Waters. A quorum was present. Staff present: Tammy DeBord, Alexis Fleener, Mark Lander, John McCurdy, and Rhonda Oliphant.

Approve Agenda. Robinson moved to approve the agenda and Armstrong seconded. Members voted with all ayes.

Public Hearing – Iowa DOT Consolidated Funding Grant Application. Drake moved to open the public hearing at 1:32 p.m. Arentson seconded the motion. The motion passed with all ayes. McCurdy and Lander explained that this is a consolidated application for FY21 STA, FTA, and federal capital grant funds. STA funds are 4.12609194% of state total, FTA operating funds are \$1,193,618, and FTA Capital funds are \$80,750. No public comment was received. Robinson moved to close the public hearing at 1:35 p.m. Drake seconded and the motion passed with all ayes.

Approve Minutes – March 26, 2020. Waters moved to approve the minutes. Armstrong seconded. Members voted with all ayes.

Approve Financial Reports. Oliphant presented financial report. Smith moved to approve the financial reports. Jones seconded the motion. Motion passed with all ayes.

Approve Payment of Bills. Graham moved and Robinson seconded a motion to approve payment of the bills. Members voted with all ayes.

Approve Agency Expenditures. None presented.

Approve the Iowa DOT Consolidated Funding Application Authorizing Resolution. McCurdy read the resolution aloud to the board. Arentson moved to approve the Consolidated Funding Application Authorizing Resolution for STA and FTA funding. Lyman seconded. The motion passed with all ayes.

Approve Signatory Resolution for Rolling Hills Bank Checking Account. McCurdy read the resolution aloud to the board. Jones moved to approve McCurdy, Lander, and Fleener as signatories for the Rolling Hills Bank Checking Account. Drake seconded and the motion passed with all ayes.

Discuss and Approve modified leave carryover policy related to Covid-19. McCurdy explained current policy states employees may only carryover the amount of vacation time accrued in one calendar year. He would like to amend the policy to allow all time accrued in 2020 being carried over due to Covid-19; in addition to pay out at 50% of the rate any accrued time beyond what is able to be carried over for calendar years 2021 and beyond. Valline moved to pay employees 50% of vacation time accrued that is above the carry over limit for the year in 2020 due to Covid-19. Smith seconded the motion. The motion passed with 12 ayes and 1 nay by Drake.

Discuss and Approve compensation for staff remote work expenses. McCurdy explained that due to Covid-19 the staff has been forced to work from home incurring more expenses. He would like to compensate the employees \$45 per month for the months of March, April, and May. Approximately 14 staff members would receive the stipend. The stipend would not continue when the Covid-19 restrictions have been lifted. Arentson moved to approve paying a monthly stipend of \$45 to employees working remotely during the months of March, April, and May due to Covid-19. Lyman seconded and the motion passed with all ayes.

Discuss and Approve Administrative Services Director Position. McCurdy explained he would like to promote Mauer, currently Human Resources Coordinator, to a new position that would oversee the Finance Manager, Administrative Assistant, and Human Resources Coordinator position. Drake moved to approve the creation of the Administrative Services Director position. Arentson seconded. The motion passed with all ayes.

Discuss and Approve Human Resources Coordinator Position. McCurdy explained the need for a full time dedicated Human Resource position with a background in Human Resources. Robinson moved to approve a Human Resources Coordinator Position and Drake seconded. The motion passed with all ayes.

Appoint Budget Committee. Arentson, Jones, Parkhurst, and Valline volunteered to be on the budget committee. The committee will meet prior to the May Policy Council meeting May 28.

Transit Report. Lander reported:

- Miles were 97,043 (-67,344); Rides were 21,091 (-9,124); and Hours were unknown at this time. 2019 March hours were 10,442.
- Services still running are medical appointments, work routes (Menards, OSI, Monogram), and Glenwood State School.

Planning Report. Fleener reported, see attached.

Housing and Southwest Iowa Housing Trust Fund Report. Fleener reported, see attached.

Business RLF Report. McCurdy reported:

- Currently have 5 open loans.
- Iowa Agricultural Bio-Fibers, one of current loans, suffered a fire this week. Still waiting on insurance information.
- Three of the Five current loans are deferring payments for 6 months due to Covid-19.
- SWIPCO has been contacted as a possible administrative entity for a local program similar to "Paycheck Protection Program". More information to come.

Director's Report. McCurdy reported, see attached.

Public Comment Period. None presented.

Board Sharing. None presented.

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Other Business. None presented.

Adjourn. Waters moved and Robinson seconded to adjourn the meeting. Chair Parkhurst adjourned the meeting at 2:31 p.m.

Sherman Struble, Secretary