

## **May 28, 2020 Executive Director's Board Report**

(I'm just going to follow through the agenda here for simplicity)

**1. Call to Order** - *Self Explanatory*

**2. Roll Call** - *Self Explanatory*

**3. Approve Agenda** - *Self Explanatory*

**4. Approve Minutes** – April 23, 2020 - *Self Explanatory*

**5. Approve Financial Report** – *As we near the end of the FY, a lot of billing is going out.*

**6. Approve Payment of Bills** – *Nothing particularly unusual here.*

**7. Presentation on Flood Disaster Recovery Program** – *Bill Stazzoni from Iowa Western Community College will be on the line to talk about a program he administers to give folks that are unemployed jobs in flood related recovery projects, especially those run by counties and cities.*

**8. Approve Agency Expenditures** – *Mark will present a proposal to purchase a floor sweeper to use in our bus barn, shop area, and the Council Bluffs bus barn. Especially with gravel dust, keeping the floors decent is a very laborious task. Previously, when we had additional part time shop assistants, they would do it on average once a year by hand. We no longer have these positions and we need to do it more frequently than that. This will be paid for via our Covid-19 funding.*

**9. Review and Approve Section 125 Plan** – *We offer several benefits, such as our health plan, flexible spending accounts, vision, and dental pre-tax. It is an IRS requirement that we have a written Section 125 plan that outlines these benefits, and we've never done that. We need to adopt this plan which lists our pre-tax benefits, and then all employees will get a summary of it.*

**10. Review and Approve Section 125 Plan Amendment related to flexible spending accounts and COVID-19 for CY-2020** – *Now that we've adopted the plan, we need to make a one year amendment to it related to Covid-19. We are allowed, but not obligated, to let people make changes now to their flexible spending accounts at mid-year, when normally that would not be permissible. I am recommending that we implement the pandemic related amendment to allow people to make a mid year amendment to their plan elections and will also be able to carry over \$550 of unused funds next year. One major reason to do this is if someone set aside money for a covered procedure, but that is elective, they may not be able to get it done this year, and under the current rules they would have to spend it*

**11. Discussion of Format of Future Meetings and Annual Meeting** – *The waiver on certain public meeting laws has been extended, but I want your feedback on how you want to conduct board meetings in the next few months, and also your thoughts on the Annual Meeting, which should be in Cass County in September*

**12. Transit Report** – *Mark will present.*

**13. Planning Report** – *Alexsis will present.*

**14. Housing and Southwest Iowa Housing Trust Fund Report** – *Alexsis and/or Sandy will present*

**15. Business RLF Report** – *We have a couple applications out to businesses but they have been fairly non-responsive in actually completing their applications. We have an opportunity to secure another \$500,000 in EDA loan funds because of Covid-19. My goal with these funds would be to make more but smaller loans to existing businesses at 0% interest. We are looking to partner with*

*local groups to help identify the businesses that would be most in need. Iowa Agricultural Biofibers is close to completing their insurance process and should be in a position to pay back our loan to them soon after their devastating fire.*

**16. Director's Report** – *I am moving forward with filling the HR coordinator position and administrative services director position approved at the last board meeting. I am considering both internal and external candidates, and hope to have that process completed in the next 2 weeks. We are trying our best to stay on top of the many changes related to unemployment, etc. due to the crisis. We have decided that after this payroll to end the administrative leave pay to drivers who are not working, as this pay actually keeps them from being able to apply for unemployment benefits, and it is 75% of our current driver payroll expense. Drivers will either be driving full hours, on reduced hours, or on layoff subject to recall.*

*We had our once every 7 year Title VI compliance review with the Iowa DOT and Federal Highway yesterday via a 4 hour teleconference. Overall, I'd say we are doing fine complying with the requirements of Title VI, but don't be surprised if there are recommendations that we will need to implement. Biggest take away was that the RPA is going to need to be more proactive in programing the funds available, and in trying to program projects in small towns, not just County projects. Separately, we did inquire with the DOT if we did not use all of the RPA planning funds allocated to SWIPCO, could we put those into the pot for the RPA to use for construction projects, and the answer is no—but we did ask.*

*Budget is the #1 priority right now and is the weirdest budgeting experience I've ever been through. We did delay our budget meeting with the committee until next week as we get a better handle on funds coming to the agency. We will see significant revenues because of Flood recovery work, as well as additional revenues because of Covid-19 recovery work. Some of these funds we may be able to subcontract to partners within the region, as I have little desire to bring on additional staff for a short period, consultants are mostly talk and no action, and our local groups like economic developers may be left behind and we may need their help now more than ever.*

**17. Public Comment Period**

**18. Board Sharing**

**19. Other Business**

**20. Adjourn**