

# **SOUTHWEST IOWA PLANNING COUNCIL**

December 9, 2021, 1:30 p.m.

Cass County Community Building, 805 W. 10<sup>th</sup> St., Atlantic

ZOOM

Meeting ID: 865 6006 0504

Passcode: 106746

## **AGENDA**

1. Call to Order
2. Roll Call
3. Approve Agenda

\*If any board member has a conflict of interest with any agenda items, please state your conflict of interest now.

4. Consent Agenda:

- Approve Minutes – October 28, 2021
- Approve Financial Report
- Approve Payment of Bills

5. Approve Agency Expenditures
6. Presentation of the FY2021 Audit/Discussion/Vote to place on file
7. Review and Approve SWIPCO Membership Fees for FY2022
8. Review and Approve SWITA Support Fees for FY2022
9. Annual Equal Employment Opportunity Report and Plan Amendment
10. Annual Approval of Health Reimbursement Arrangement Policy
11. Discuss/Approve Section 125 Benefits Plan
12. Discuss/Approve Authorizing the Chair to sign a letter to the US Economic Development Administration requesting the de-federalization of SWIPCO's business revolving loan fund (non-Covid RLF)
13. Discuss/Approve Selection of an engineering firm for development of plans and specifications for Council Bluffs bus facility training room remodel.
14. Discuss/Approve Selection of an engineering firm for the development of plans and specifications for a remodel and expansion of the Atlantic office space.
15. Discuss/Approve Amendment to Employee Policies—Holidays. Eliminate Presidents Day, Good Friday, and Veterans Day and replace with 3 floating holidays, 1 every 4 months.

16. Discuss/Approve Amendment to Employee Policies—Full Time Drivers. Extend benefits currently only received by lead drivers to all drivers averaging more than 30 hours per week on a regular basis and classified as “Full Time Drivers.”
17. Discuss/Approve Amendment to Employee Policies—Driver PTO. Full time drivers, beginning January 1, 2022, shall accrue PTO at a rate of .04 hours of PTO per hour worked. PTO balances in excess of 80 hours on July 1 shall be paid out at the employee’s regular rate of pay.
18. Discuss/Approve Amendment to Employee Policies—Sick Time. Allow sick time to be used in the first month of employment (currently not allowed) and allow up to 24 hours of sick time to be borrowed ahead. Also amend sick time eligible uses to include loss of childcare.
19. Discuss/Approve Amendment to Employee Policies—Quarantine/Isolation Leave. Create a separate type of leave for those advised to quarantine or isolate and cannot work from home due to a communicable disease, or to receive preventative vaccinations or to recover from temporary side effects of such vaccinations.
20. Transit Report
21. Community Development Report
22. Director’s Report
23. Public Comment Period
24. Board Sharing
25. Other Business
26. Adjourn

*The members of the Southwest Iowa Planning Council Board are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa. Due to the Public Health Emergency, it is not advised to have gatherings of more than 10 people. The meeting is being held by zoom originating from the SWIPCO office at 1501 SW 7<sup>th</sup> St., Atlantic, IA 50022. It is open to the public and those in attendance can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.*