

## **Chariton Valley Planning and Development Council of Governments**

Meeting Minutes of February 16, 2012; at 8:00 AM

Chariton Valley Planning & Development Council Office, Centerville, Iowa

Present: Dean Kaster, Dennis Ryan, Bill A, Nichole Moore, Julie Pribyl

Absent: John Hamilton, Larry Davis

Guest: None

### ***Approval of Agenda:***

Alley made motion to approve agenda, Ryan seconded. All in favor

The agenda was approved unanimously as presented.

### ***Approval of Minutes:***

Ryan made motion to approve the minutes for January 18, 2012, as presented. Alley seconded. All in favor.

### ***Review of Financial Reporting:***

Bank statement for January was presented with a balance of \$ 44,834.29. Alley made motion to accept the balance as presented on statement. Ryan seconded. All in favor.

Bills/Payroll was presented for approval in the amount of \$ 16,770.43. Alley made motion to approve bills/payroll as presented. Ryan seconded. All in favor.

Deposits were presented in the amount of \$ 8,949.89. Alley made motion to accept the deposits as presented. Ryan seconded. All in favor.

Line of Credit was shown with balances of \$ 111,066.78 for note ending 0531 and \$ 355.86 for note ending 1302.

### ***Summary of Meeting:***

Projects/Updates:

Wayne Co. HMGP draft was submitted to the state for their review. Any corrections, additions or changes will be sent back and completed before sending back for another review.

Housing Rehabilitation update for Seymour was presented. Moore stated that contracts were approved for the work and we have an estimated completion the first of May 2012.

Moore explained that staff will be attending CDBG training in Des Moines the week of April 16-20.

Moore also represented to the board a transportation conference presented by NADO. This is the regions National Transportation Conference in Burlington, Vermont. She asked the board to approve

registration and all travel expenses for both Nichole Moore and Julie Pribyl to attend. Moore explained that this conference will update them on regional transportation needs, and programs. The date will be from April 24- 27. She explained that through our planning agreement we could request back 80% of the expenses. The remaining 20% would come from the local commitment. Alley made motion to approve this request. Ryan seconded. All in favor.

CVTPA – 10-15 invoices was updated. The region will be dividing this amount up. Moore has been asked to send out invoices to each county, and Centerville requesting the amount of money set by region. Total amount still outstanding from the invoices is \$ 9585.50 for past amounts and \$ 1763.00 for current invoices.

Moore also explained that she is preparing the draft budget for transportation planning that will be approved through the TPWP process. She will have CVTPA approval of this budget at the next regional meeting. Once approved she will be able to include into the CVPD budget.

CVPD will be hosting community coffees. We have set up this in Centerville in April, Chariton and Albia. No response from Wayne Co. yet.

A new updated CVPD newsletter was completed. This was sent out both via email and mail to the communities, and entities in the region. Also, completed were Press Releases for each county regarding their HMGP plans. Next up to complete will be the Chariton and Russell Housing Rehabilitation projects once completed. Moore also completed a Press Release for the APNC rail project that was funded with EDA money.

#### New Business:

Moore gave a brief update on the 3 year audit. No word on final completion. She is still providing information to the state auditor. Also, explained that FY11 audit is set to begin on March 20 with the same state auditor.

The current building lease with Appanoose Community Care Services is coming due very soon. Moore asked the board on what they would like to proceed with, asking for another year of renting with same options or purchasing building. After discussion Ryan made motion to have Moore send letter requesting another year of leasing with same terms as current. Alley seconded. We would like to re-access where we are at once the audit is complete if possible, and with all board members if possible.

Policy & Procedures were discussed and reviewed. The following policies were adopted.

Disaster Plan, Ryan made motion to approve. Alley seconded.

Civil Rights, Alley made motion to approve, Ryan seconded.

Debarment, Ryan made motion to approve, Alley seconded.

Sexual Harassment, Alley made motion to approve, Ryan seconded.

Drug Free Workplace, Ryan made motion to approve, Alley seconded.

All policies were approved and adopted.

Moore explained that CVPD would be hosting the Legislative Coffees again this year. They are set for 2/18, 3/17 and 4/21. They start at 10:00 am.

The brand new CVPD website was presented to the board. Moore explained that James Allender with 415 Decal & Design has been working with her to complete this. It should go live in March.

Alley requested a closed session, per Code of Iowa Chapter 21.5(1)a. Ryan seconded. Entered closed session at 10:10 am. Ryan made motion to come out of closed session at 10:55 am. Alley seconded. Ryan made motion to prepare a response as discussed and send to auditor. Alley seconded.

Next meeting was not set for March yet. Moore to coordinate with all board members. Location will be Chariton Valley Planning office, Centerville, Iowa.

Ryan made motion to adjourn, Alley seconded. All in favor.