

Chariton Valley Planning and Development Council of Governments

Meeting Minutes of May 17, 2012; at 1:00 PM

Chariton Valley Planning & Development Council Office, Centerville, Iowa

Present: Dean Kaster, Dennis Ryan, Larry Davis, John Hamilton, Bill Alley, Nichole Moore, and Julie Pribyl

Absent: None

Guest: None

Approval of Agenda:

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

The agenda was approved unanimously as presented.

Approval of Minutes:

Hamilton made motion to approve the minutes for April 30, 2012, as presented. Davis seconded.

All in favor.

Review of Financial Reporting:

Bank statement for April was presented with a balance of \$ 45,583.24. Hamilton made motion to accept the balance as presented on statement. Alley seconded. All in favor.

Bills/Payroll was presented for approval in the amount of \$ 16,964.03. Davis made motion to approve bills/payroll as presented. Hamilton seconded. All in favor.

Deposits were presented in the amount of \$ 7,906.19. Davis made motion to accept the deposits as presented. Hamilton seconded. All in favor.

Line of Credit was shown with balances of \$ 91,415.81 for note ending 0531 and \$ 355.86 for note ending 1302. Alley made motion to accept the update on balance. Ryan seconded. All in favor.

Summary of Meeting:

Projects/Updates:

Moore explained that there would need to be approval of items during the June meeting. Some of these items are to update information and fiscal year review and approvals. Some of the items for June review include:

1. Current Bylaws need updated
2. Approval of Board Manual
3. Review of job descriptions
4. Review and update Employee Handbook
5. Staff Evaluations

It was asked for Moore to check on lease terms and payment amounts with Pitney Bowes. Current lease for postage machine expires this coming year.

Moore explained to the board that the FY11 audit would be included in the report that is finishing up for FY08, FY09, FY10. She explained that the auditors were nearing completion and it would be easier to include all 4 years together for a release. Not date on the final release. Hoping for end of June.

Moore also explained that there were Broadband meetings taking place in the region through Connect Iowa. This is just a survey stage to determine the current status of broadband in our region and what the needs are for the region.

New Business:

Alley made motion to enter into a closed session at 1:48 p.m., per Iowa Code Section 21.5 (1) (a). Ryan seconded motion. All in favor. Davis made motion to end closed session and return to regular meeting at 2:22 p.m. Ryan seconded motion. All in favor.

Moore asked to send out proposals to independent auditors for the completion of the FY12 financials. Board agreed to send out information. She will gather information to the firms in the area and get things prepared to send out by next meeting.

Next meeting was set for June 28th at 12:30 pm. Location will be at the CVPD office.

Hamilton made motion to adjourn, Davis seconded. All in favor.