

Chariton Valley Planning and Development Council of Governments

Meeting Minutes of June 28, 2012; at 12:30 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, Davis seconded. All in favor

The agenda was approved unanimously as presented.

Approval of Minutes:

Hamilton made motion to approve the minutes for May 17, 2012, as presented. Alley seconded. All in favor.

Review of Financial Reporting:

Bank statement for May was presented with a balance of \$ 36,959.01. Davis 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 \$ 14,644.93. Alley made motion to approve bills/payroll as presented. Hamilton seconded. All in favor.

Deposits were presented in the amount of \$ 6,872.74. Alley made motion to accept the deposits as presented. Hamilton seconded. All in favor.

Line of Credit was shown with balances of \$ 90,303.37 for note ending 0531 and \$ 355.86 for note ending 1302. Davis made motion to accept the update on balance. Ryan seconded. All in favor. It was requested that the note ending #1302 be paid off to zero (0) but left open for future use. Refinance options were discussed on the note #0531, payment for interest will be due at the end of July. Hamilton made motion to make interest payments. Ryan seconded. All in favor. New note will be written for remaining balance and will need board approval. Moore will contact 1st Iowa to get all information updated and requested.

FY13 Financial budget – final review and discussion on budget. Ryan made motion to approve the fiscal budget as prepared and presented. Davis seconded. All in favor.

Summary of Meeting:

Projects/Updates:

No project updates were given.

New Business:

Current Bylaws were reviewed and update information was presented. Moore and Pribyl reviewed with board the information that was needed. General discussion was done on those items. Ryan made motion to approve the needed changes. Alley seconded. All in favor.

Moore presented the new formation of a Community Advisory Board (CAB). This newly formed board will work with the Executive Policy Board and CVPD director and staff on local and community projects and update local needs. It will consist of an identified member from the communities in the region. They will need to identify a chairperson and vice-chairperson to be able to present information to the Executive Policy Board for final approval when needed. Moore and Pribyl will finalize letters to be sent out the communities explaining the new board. Davis made motion to approve the set up of the CAB. Hamilton seconded. All in favor.

Board was presented with the 1st Board Policy Manual. This manual will include multiple areas for documents dealing with CVPD operation. Updates will be given when necessary.

Current Employee Manual was updated. Ryan made motion to accept the updates as presented. Hamilton seconded. All in favor.

Code of Conduct Policy, Procurement Policy were reviewed and discussed. Ryan made motion to approve both policies. Davis seconded. All in favor.

New payroll sheet for accounting information was presented. This sheet will be used to identify any accounting changes with payroll, benefits, etc. that are reported to the accounting firm. This sheet will accompany information that has been approved by the board. Davis made motion to approve presented form. Hamilton seconded. All in favor.

Financial Institution Approval Policy. This policy identifies 1st Iowa State Bank as the approved financial institution for banking needs. Hamilton made motion to approve policy. Ryan seconded. All in favor.

New Commercial Resources Inc. contract was presented. Monthly invoices and billed amount was raised from \$350 to \$425. This increase also added additional reports and accounting needs. Davis made motion to approve contract. Alley seconded. All in favor.

Getty Image Settlement was presented. CVPD attorney Shannon Woods recommended the settlement be paid at \$850. Hamilton made motion to accept recommendation on settlement and instructed payment be made. Davis seconded. All in favor.

Davis made motion to enter into Closed Session per Iowa Code Section 21.5(1) (a) at 1:07 p.m. Ryan made motion to end close session at 1:25 p.m. Alley seconded. All in favor. Return to regular meeting.

All audit information and requests asked from board, director or staff be referred or directed to attorney of record Shannon Woods at 641-664-1859.

Next meeting was set for July 26th at 12:30 pm. Location will be at the CVPD office.

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