

Chariton Valley Planning and Development Council of Governments+-

Meeting Minutes of June 25, 2014; at 12:30 PM

Chariton Valley Planning & Development Council Office, Centerville, Iowa

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

Absent: None

Guest: None

Approval of Agenda:

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

The agenda was approved unanimously as presented.

Approval of Minutes:

Davis made motion to approve May 28, 2014 minutes as presented. Ryan seconded. All in favor.

Review of Financial Reporting:

Bank statement for May was presented with a balance of \$ 3,623.55. Ryan made motion to accept the balance as presented on statement. Hamilton seconded. All in favor.

Bills/Payroll were presented for May for approval in the amount of \$ 15,682.07. Ryan made motion to approve bills/payroll as presented. Hamilton seconded. All in favor.

Deposits were presented for May in the amount of \$ 7,073.50. Davis made motion to accept the deposits as presented. Ryan seconded. All in favor.

Commercial Loan ending #0531 was shown with a balance of \$ 48,460.23 as of May. Hamilton made motion to accept balance. Davis seconded. All in favor. Other loan #1302 shown balance of \$ 4,044.87 as of May. Ryan made motion to accept this amount. Davis seconded. All in favor.

Mortgage Loan was shown with a balance of \$ 20,784.17 as of May. Ryan made motion to accept the update on balances. Davis seconded. All in favor.

The board also reviewed the bank reconciliation report as presented for May 2014. Financial reports were presented for Balance Sheet, & P&L. Hamilton made motion to accept those reports. Ryan seconded. All in favor.

Final fiscal budget was reviewed and discussed along with health insurance stipend. Board reviewed and discussed both a 3% and 5% increase for salary. Davis made motion to approve the 5% increase. Hamilton seconded. All in favor. Salary set for Moore at \$ 46,777.50 and Pribyl at \$ 44,583.00. Board then reviewed and discussed the increase of insurance stipend and requirements. Ryan made motion

raise stipend to \$600 monthly with applicable taxes to be deducted for both Moore and Pribyl. Davis seconded. All in favor.

Summary of Meeting:

New Business:

Moore and Pribyl gave board update on projects that were being completed in the office. Moore explained that the contract with APNC is nearing the end of funding but the project is not complete. Board discussed what options were available. Ryan made motion to continue work and pay through end of available funding and that CVPD will not invoice the remaining time to APNC. Hamilton seconded. All in favor.

Moore reviewed with board the need to hire another attorney since the current attorney Shannon Woods is taking a different position and unable to retain her for services. It was discussed to current legal firm for the Western World insurance claim issues. Ryan made motion to accept this and search for another attorney for daily organizations legal needs. Hamilton seconded. All in favor. Moore will get information on available attorneys from area and present at next meeting.

Review of updated Employee Handbook was completed. Minor changes needed. Ryan made motion to accept and approved handbook. Hamilton seconded. All in favor.

Moore stated that the fiscal audit is set for October with TD&T auditors.

No other board discussion or closed session needed.

The next meeting will be set for Wednesday, August 27, 2014 at 12:30 pm. Location will be at the CVPD office. Davis made motion to adjourn, Hamilton seconded. All in favor.

Respectfully submitted, Nichole L. Moore, Executive Director