

**IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE**

**THURSDAY, AUGUST 17, 2023  
12:00 P.M.**

**INRCOG Office  
229 E. Park Avenue  
3<sup>rd</sup> Floor Board Room  
Waterloo, Iowa**

**AGENDA**

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of July 20, 2023, Executive Committee Minutes
- 4) Financials:
  - a) INRCOG
  - b) RTC
- 5) Executive Director's Report:
  - a) Staff Evaluations
  - b) Human Resources
  - c) Grants/Contracts
  - d) 229 E. Park
- 6) Final FY 2024 Budgets
  - a) INRCOG
  - b) RTC/On Board
- 7) INRCOG Employee Handbook and Evaluation Format Revisions
- 8) INRCOG Strategic Plan Update
- 9) INRCOG Center Cleaning Services
- 10) Other Business
- 11) Adjourn.

INRCOG meetings are open to all individuals. Any person requesting reasonable accommodation to participate in this meeting must contact INRCOG at (319) 235-0311 at least two business days in advance of this meeting.

**IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)**

**229 E. Park Ave.  
Waterloo, Iowa 50703**

**Executive Committee Meeting Minutes  
Thursday, August 17, 2023**

Members present were Duane Hildebrandt, Mark Schildroth, Larry Young, Rob Green, Lisa Smock, Clayton Ohrt, and Matt Kuhn.

Also present was Brian Schoon.

The meeting was called to order at 12:00 p.m. by Duane Hildebrandt, Chair.

Chair Hildebrandt asked for any additions or changes to the agenda. There were none offered. It was moved by Green, seconded by Ohrt, to approve the agenda as presented. The motion carried unanimously.

The minutes of the July 20, 2023, Executive Committee meeting were emailed to all members prior to the meeting. It was moved by Smock, seconded by Schildroth, to approve the minutes as presented. The motion carried unanimously.

The July Financial Reports, for both INRCOG and RTC, were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements for both entities. It was moved by Ohrt, seconded by Green, to approve the July INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, no staff evaluations were scheduled for review this month. Schoon did ask for, and receive direction as to his evaluation, which is to come before the Committee next month.

As part of the human resources report, Schoon noted that INRCOG would be at full staff beginning the following week, with the return of staff from leaves.

Schoon presented the FY 2024 Grants and Contracts summaries to the committee. He reviewed the changes to the report from the prior month, notably the annual grants that INRCOG applies for specific to programs. He also indicated that membership dues were sent out and payments were being received. Schoon also reiterated that dues were used as local matching funds for federal and state grants that support direct services to our local member governments.

Regarding the INRCOG building, 229 East Park Avenue, Schoon updated those present about both the cleaning services procurement as well as investigating a possible blocked sewer line.

Schoon presented the Final Fiscal Year 2024 Budgets for both INRCOG and RTC, noting minimal changes from the Preliminary Budgets presented and approved in June. It was moved by Schildroth, seconded by Green, to approve the Final 2024 INRCOG and RTC Budgets as presented. The motion carried unanimously.

Schoon provided an updated copy of proposed INRCOG Employee Handbook and Performance Evaluation amendments for review and consideration. Specifically, he focused on the changes from the drafts presented at the July meeting. It was moved by Young, seconded by Green, to approve the proposed changes to the Employee Handbook and Performance Evaluation. The motion carried unanimously.

Schoon presented an updated draft of an INRCOG Strategic Plan to the Committee. He outlined the changes made to the draft presented at the July meeting. It was moved by Green, seconded by Smock, to receive and place on file the August 17, 2023, version of the INRCOG Strategic Plan. The motion carried unanimously.

Schoon presented a summary of the INRCOG Building Cleaning Service procurement, specially, a summary of vendors contacted, of which there were eight, and the scoring of proposals from vendors submitting bids, of which there were four. It was then moved by Young, seconded by Schildroth, to approve contracting with the recommended vendor, BJ VanEe for one year, and up to four additional years. The motion carried unanimously.

Schoon informed the Committee that the agency had begun using the selected accounting firm, Cory Warmuth LLC, with the July financial reports. The associated Letter of Agreement with the accounting firm covers a six-month trial period through December 2023. He also presented a Letter of Engagement from an auditing firm, PMW Professional Group, for conducting the agency's Fiscal Year 2023 audit. The letter and the proposed price of \$16,000 for both the INRCOG and RTC audits were recommended for approval by the Committee, by Schoon. It was moved by Ohrt, seconded by Smock, to approve the PMW auditing Letter of Engagement including cost estimate, as presented. The motion carried unanimously.

With there being no further business on the agenda, it was moved by Ohrt, seconded by Smock, to adjourn the meeting at 12:45 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held on September 28, 2023.

Respectfully Submitted,



Brian Schoon, Acting Secretary