

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

**THURSDAY, DECEMBER 21, 2023
11:30 A.M.**

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

AGENDA

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of November 16, 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) 2024 INRCOG Officer Elections
- 7) Accounting Services Contract Extension
- 8) 2023 Depository Resolution Amendment
- 9) RLF Update
- 10) ICOG GIS Project Mapping
- 11) Other Business
- 12) 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, December 21st, 2023**

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

Also, in attendance were Greg Barnett and Brian Schoon.

The meeting was called to order at 11:30 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 Laylin, seconded by Smock, to approve the amended agenda as presented. The motion carried unanimously.

The minutes of the November 16th, 2023, Executive Committee meeting were emailed to all members prior to this meeting. It was moved by Schildroth, seconded by Young, to approve the minutes as presented. The motion carried unanimously.

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

Under the Executive Director's report, a proposed staff evaluation was presented and discussed for Isaiah Corbin. It was moved by Schildroth, seconded by Young, to approve the evaluation as presented. The motion carried unanimously.

Schoon provided a brief overview of the Wellness Program that INRCOG was working on with our insurance agency, PDCM. Said program will begin in January and will be made available to all staff in a voluntary manner.

Schoon presented the FY 2024 Grants and Contracts summaries to the committee, along with a spreadsheet showing annual statistics going back to 2004. He reviewed the changes to the report since November.

Regarding the INRCOG building, 229 East Park Avenue, Schoon there was no update.

Hildebrandt presented a slate of potential Officers, noting the changes when compared to the current Officers. It was moved by Kuhn, seconded by Laylin, to recommend approval of the slate of potential officers to the INRCOG Board. The motion carried unanimously.

Schoon proposed extending the current agreement of our accounting firm for six months, to get to the end of the current fiscal year. With the thought being, a longer-term contract could then be negotiated for FY 2025 and beyond. It was moved by Schildroth, seconded by Smock, to approve an extension to said accounting contract. The motion carried unanimously.

Schoon updated the Committee regarding the Agency's Depository Resolution and omission of Larry Young from the said resolution. He stated the Young had signed the bank signature card and had signed checks. It was moved by Young, seconded by Laylin, to approve amended resolution adding Larry Young's name. The motion carried unanimously.

Schoon updated the committee regarding two Revolving Loan Fund loans, for F9 Logistics and 1859, noting that the former had entered bankruptcy and the second was late with their payments. Staff has completed tasks to collect unpaid payments from 1859 and has turned the matter over to our attorney for a issuance of a notice to cure.

Schoon described, and provided handouts, from an Iowa Councils of Government (ICOG) project that is being completed statewide, which documents all COG projects between 2020 and 2024. He highlighted the distribution of the projects throughout the INRCOG region and presented a summary spreadsheet of said project, noting the amount of funding that is administered by and/or through INRCOG on our members' behalf.

Hildebrandt recognized Green's service on the committee, stating that he had not run for re-election. He then thanked Young for his service to INRCOG during the past 20 years.

With there being no further business on the agenda, it was moved by Young, seconded by Smock, to adjourn the meeting at 11:58 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on January 18th, 2024.

Respectfully Submitted,



Brian Schoon, Acting Secretary