

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

**THURSDAY, JANUARY 18, 2024
11:30 A.M.**

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

AGENDA

- 1) Approval of Agenda
- 2) Approval of December 21, 2023, Executive Committee Minutes
- 3) Fiscal Year 2023 Audit-Larry Pump
- 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) Authorization for Executive Director to Sign Contracts
- 7) INRCOG Depository Resolution
- 8) INRCOG Board and Officer Recognition
- 9) Other Business
- 10) 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, January 18, 2024**

Members present were Duane Hildebrandt, Mark Schildroth, Dan Laudick, Lisa Smock, Clayton Ohrt, Greg Barnett, and Matt Kuhn.

Also, in attendance were Larry Pump, INRCOG's Auditor, and Brian Schoon.

The meeting was called to order at 11:30 a.m. by Duane Hildebrandt, Chair.

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

The minutes of the December 21st, 2023, Executive Committee meeting were emailed to all members prior. It was moved by Kuhn, seconded by Ohrt, to approve the minutes as presented. The motion carried unanimously.

Auditor Pump presented the Fiscal Year 2023 Audit for INRCOG and RTC, noting the agency's sound financial condition and procedures. He did note two findings, one for a missing signature on a check drafted for over \$100 and the other for authorization of a particular Executive Committee Member to co-signing checks. The member had been asked to co-sign checks, per the bank signature card, but had not been formally approved by committee resolution. It was moved by Ohrt seconded by Barnett, to receive and approve the audit as presented. The motion carried unanimously.

The December 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 Schildroth, seconded by Barnett, to approve the December 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 Linda Sires. It was moved by Ohrt, seconded by Laudick, to approve the evaluation as presented. The motion carried unanimously.

Schoon provided a brief overview regarding a 'positive' drug screen that occurred for one of our safety sensitive positions. He indicated the current policy outlines, and the FTA regulations prescribe, the agency's course of action or response. Schoon will keep the committee updated with regard to the employee's reentry into our workforce, pending an evaluation by our Substance Abuse Professional.

Schoon presented the FY 2024 Grants and Contracts summaries to the committee. He reviewed the changes to the report since the December meetings.

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

Hildebrandt presented a draft resolution authorizing the Executive Director to sign contracts on their behalf, as well as on behalf of INRCOG, RTC/OB, INREDC, INRHC, the MPO, and the RTA. It was moved by Kuhn, seconded by Smock, to recommend approval of the resolution as drafted and provided. The motion carried unanimously.

Hildebrandt introduced the 2024 Bank Depository Resolution for consideration. Schoon added that bank signature cards would be signed only after the resolution was finalized in order to prevent an audit finding similar to that which was discussed by our auditor, as well as presented during the December meeting. It was moved by Schildroth,

seconded by Barnett, to approve the depository resolution as presented. The motion carried unanimously.

Those present discussed recognizing Board members that had served for a certain tenure at the time of their departure from the Board. Schoon will bring a proposal back to the committee for consideration.

Schoon updated the committee regarding the possible purchase of the EPI garage, specifically addressing the environmental concerns that could arise including underground storage (fuel) tank(s) and stormwater contamination issues. He also informed the committee that INRCOG staff had met with our insurance agent regarding the cost of covering said property. The Board asked that staff continue to perform due diligence on the site before bringing a proposal and budget (proforma) to be considered.

With there being no further business on the agenda, it was moved by Laudick, seconded by Ohrt, to adjourn the meeting at 12:25 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on February 15th. 2024.

Respectfully Submitted,



Brian Schoon, Acting Secretary