

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

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

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

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of June 20, 2024, Executive Committee Minutes
4. Financials:
 - a. INRCOG
 - b. RTC
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5. Executive Director's Report:
 - a. Staff Evaluations
 - b. Human Resources
 - c. Grants/Contracts
 - d. 229 E. Park
6. FY 2025 Insurance Renewals
7. Federal Labor Standards Act Compliance Plan and Handbook Amendment
8. RTC/OnBoard Public Transit: Scheduling and Dispatch Software Purchase
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, July 18th, 2024**

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

Also, in attendance was 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 Ohrt, seconded by Laylin, to approve the agenda as presented. The motion carried unanimously.

The minutes of the June 20th, 2024, Executive Committee meeting were emailed to all members prior. It was moved by Schildroth, seconded by Laylin, to approve the minutes as presented. The motion carried unanimously.

Preliminary June Financial Reports, for both INRCOG and RTC, were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements and provided spreadsheet summaries for both entities' reports. It was moved by Kuhn, seconded by Smock, to approve the Preliminary June INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, recommendations on four staff evaluations were brought forward for consideration, including those for Sheri Alldredge, Hayley Weiglein, Kyle Durant, and Aldina Dautovic. After a brief overview of each, it was moved by Schildroth, seconded by Laylin, to approve the recommended evaluations and corresponding salary adjustments. The motion passed unanimously.

Regarding Human Resources, Schoon updated members regarding the hiring process for the community planner, which is intended to fill a current need for the agency.

Schoon presented the updated FY 2024 Grants and Contracts sheet for the committee, along with the historical summary figures as well. He noted the changes to the report since the June meeting, as well as summarized the historical figures in the second report.

Regarding the INRCOG building, 229 East Park Avenue, Schoon informed those present about two building repairs that had been recently completed, replacement of the building sump pumps and replacement of an electronic fan switch for the air conditioning system.

Schoon presented the same 2025 INRCOG and RTC/OB Insurance Renewals summary table that was received from our agent, PDCM, in June. He noted that our agent had since investigated competitive cyber coverage for the agency, but that it was not a cost savings for INRCOG. Thus, the presented figures are the same as those provided in June. It was moved by Schildroth, seconded by Smock, to approve the 2025 insurance renewals as presented. The motion carried unanimously.

Continuing discussion from the Committee's prior meeting, Schoon presented a plan for implementing the recent changes to the Federal Labor Standards Act (FLSA). Within the discussion and handout materials, he focused on employee classifications, because INRCOG was already in compliance with new wage levels for Exempt positions. He also presented INRCOG Employee Handbook amendments, one of which relates directly to the FLSA changes. It was moved by Smock, seconded by Schildroth, to approve FLSA classifications for all INRCOG employees as well as to

approve the provided Employee Handbook changes, as discussed and amended. The motion carried unanimously.

Schoon presented updated previously provided cost/contract figures for the RTC/OB scheduling software project, which also included equipment (tablets) and data access expenses. It was moved by Ohrt, seconded by Laylin, to sign a purchase agreement, based upon their updated proposal, with Trip Master, as well as to approve the purchase of tablets and data service for supporting the software. The motion carried unanimously.

Finally, under other business, Schoon stated that FY 2025 dues invoices, and cover letter, would be mailed to prospective members in the next couple of weeks. Said letter will inform dues paying jurisdictions that they are encouraged and welcome to participate in INRCOG board meetings, committees, and commissions. Schoon also informed those present that the Conrad grocery store had paid off its past due Revolving Loan Fund (RLF) balance, which is commendable.

it was moved by Schildroth, seconded by Smock, to adjourn the meeting at 12:15 p.m. The motion carried unanimously.

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

Respectfully Submitted,



Brian Schoon, Acting Secretary