

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE

THURSDAY, NOVEMBER 19, 2020

12:00 Noon

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

AMENDED AGENDA

- 1) Approval of Agenda;
- 2) Approval of October 15, 2020 Executive Committee Minutes;
- 3) Financials;
 - a) INRCOG
 - b) RTC
- 4) Executive Director's Report;
 - a) Human Resources
 - b) Grants/Contracts
 - c) 229 E. Park
- 5) CARES- Regional Economic Resiliency Proposals;
- 6) CARES- Digital Regional Resiliency Toolkit and Website Proposals;
- 7) Amendment to the Depository Resolution;
- 8) Other Business;
- 9) Adjourn.

This will be an **online meeting**. Live audio and presentation materials will be available using the following link:

<https://global.gotomeeting.com/join/219015621> OR dialing +1 (872) 240-3311 **Access Code:** 219-015-621

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

229 E. Park Ave.
Waterloo, Iowa 50703
Executive Committee Meeting Minutes
Thursday, November 19, 2020

Members Present: Duane Hildebrandt, Linda Laylin, Bonita Davis, Gary Gissel, Rob Green, Quentin Hart, Mark Schildroth, Larry Young, Steve Geerts, and Kevin Blanshan. The meeting was held via videoconference.

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

Chair Hildebrandt asked for any additions to the agenda. It was moved by Gissel, seconded by Geerts, to approve the agenda as presented. The motion carried unanimously.

The minutes of the October 15, 2020 Executive Committee meeting were reviewed. It was moved by Green, seconded by Gissel, to approve the minutes as presented. The motion carried unanimously.

The September INRCOG and RTC financials were then presented. It was moved by Schildroth, seconded by Laylin, to approve the financials as presented. The motion carried unanimously.

Under Human Resources, Blanshan informed the Committee that Lisa Ahern, Community Development Specialist has resigned. Her last day will be December 2nd. They are in the process of finding her replacement.

Blanshan then presented the recommendation relating to the CARES-EDA Economic Resiliency Proposals. The review committee is recommending the following awards:

Buchanan County Economic Development	\$10,000
Buter-Grundy Development Alliance	\$20,000
GROW Cedar Valley	\$10,000
New Hampton Economic Development	\$10,000
Waverly Economic Development	<u>\$10,000</u>
Total	\$60,000

It was moved by Gissel, seconded by Hart to approve the CARES-Regional Economic Resiliency funding as presented. The motion carried unanimously.

The proposals relating to CARES-Digital Regional Resiliency Toolkit and Website were then presented. Blanshan noted that this is part of a Statewide ICOG initiative. Two proposals were received for this work.

Capture Management Solutions	\$5,000
Hellman	\$36,992.45

It was moved by Young, seconded by Davis to award the contract to Capture Management Solutions. The motion carried unanimously.

An update relating to COVID-19 was then provided. Blanshan noted that Executive Committee meetings will continue via teleconference for the foreseeable future. Also, due to rising COVID-19 cases and the Governor’s recent Proclamation, most staff will be working remotely. Access to the building will be limited, however, administrative staff will be in to answer the phones and the transit service will continue to operate. This will continue until at the middle of January 2021, at which time they will reevaluate office operations.

An amendment to the Depository Resolution was then presented. This resolution temporarily waves the requirement of two signatures on checks over \$100, until January 21, 2021. It was moved by Young, seconded by Schildroth to approve the resolution as presented. The motion carried unanimously.

The next meeting of the Executive Committee will be on December 17, 2020.

With no further business, it was moved by Davis, seconded by Gissel to adjourn the meeting. The motions carried unanimously.

Respectfully Submitted,

Kevin Blanshan, Acting Secretary