

A G E N D A

EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION - EXECUTIVE COMMITTEE -

DATE: **Wednesday, July 21, 2021**

TIME: **4:30 p.m.**

PLACE: **In-Person at ECIA, 7600 Commerce Park, Dubuque**

OR Zoom/Phone:

<https://zoom.us/j/96850738309?pwd=N3NiNHVjT0ZqUm1QNC9SWEtXNVhDUT09>

Meeting ID: 968 5073 8309 Passcode: 231631 Phone: 1-312-626-6799

Followed by: 5:00 pm – Dinner/5:30 pm – ECIA Council Meeting

1. Call to Order
2. Review/Action on Minutes and Secretarial Notes of the May 19, 2021 meeting (enc. 1)
3. Review/Recommendation on Financial Status Report (enc. 2)-year-end closing–reports at Sept. mtg
4. Review/Recommendation on Contracts
 - a. Keep Iowa Beautiful Hometown Pride - \$100,000 + \$25,000 match
 - b. City of Asbury Building Code Inspection Contract
 - c. City of Peosta Building Code Inspection Contract
 - d. Clinton CDBG Wastewater Admin - \$23,000
 - e. City of Dubuque REAP Grant - \$1500 City/\$1500 EDA CARES
 - f. City of Dubuque State Rec Trails Grant - \$1500 City/\$1500 EDA CARES
 - g. Eastern Iowa Community College–Clinton–EDA PW grant-\$2500 College/\$2500 EDA CARES
 - h. Insperity HR Business Solutions – Software Contract for employee reviews and personnel handbooks - \$2335.50 one-time year one fee and \$1800 annual support fee year two and after
 - i. Upper Explorerland CDBG/HTF contract for up to \$21,000
 - j. Miscellaneous Contracts
5. Review/Recommendation on Personnel Updates – Updated Organizational Chart (enc. 3)
 - a. Director of Human Resources and Program Development (revised Manager of Special Programs) - Grade 32 (enc. 4)
 - b. Grant Writer and Program Development Coordinator (was Special Projects Advocate position) – Grade 16 (enc. 5)
 - c. Special Programs Manager (revised Manager of Special Programs) – Grade 22 (enc. 6)
 - d. Planner I – updated and hiring a new person - Grade 16 (enc. 7)
 - e. Mobility and Outreach Specialist – Grade 14 (enc. 8)
 - f. Lead Teambuilding and Diversity, Equity and Inclusion (add one step) (enc. 9)
6. Review/Recommendation on Executive Committee Members and Election of Officers for FY 22 (enc. 10)
7. Other Business
8. Adjournment

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Visit the ECIA Website at www.ecia.org

Please call/e-mail the ECIA office to RSVP. (563) 556-4166 or 800-942-4648 or snesteby@ecia.org