

**ECIA EXECUTIVE COMMITTEE MEETING
SECRETARIAL NOTES**

DATE May 16, 2024
TIME 4:00 PM
PLACE Zoom/Phone/7600 Commerce Park, Dubuque, Iowa

MEMBERS PRESENT:

= Present

Cedar County: Brian Wagner
Clinton County: Jeremiah Wiese
Delaware County: Connie Behnken
Dubuque County: Beth Bonz
Jackson County: Jack Willey
DMATS: Brad Cavanagh
RPA: Scott Maddasion
EIRHA: Chuck Niehaus
At Large: Derek Olberding

Cori Burbach (Cavanagh alternate)
 Tim Vick (Behnken alternate)

OTHERS PRESENT: N/A

STAFF PRESENT: Ravada, Stoffel, Efferding

Call to Order and Introductions

The meeting was called to order at 4:04 p.m. by Chair Bonz.

The members of the Executive Committee are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa, and due to the limited agenda for this meeting, relatively short period of time that this meeting is expected to be held, the expense of transporting the board members in person is impractical. The meeting is being held by phone or internet means originating from the ECIA offices in Dubuque. It is open to the public and those in attendance can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

Review/Action on Minutes and Secretarial Notes of the March 20, 2024 Executive Committee Meeting

Motion by Burbach to approve minutes and secretarial notes of the March 20, 2024 Executive Committee Meeting, seconded by Behnken. Motion carried. (Unanimous)

Review/Action on Financial Status Reports

Ravada referred board members to the Fiscal Year 2024 Statement of Net Position ended January 31, 2024 which lists a comparison from January 2023 to January 2024: Cash at \$365,192.22; Accounts Receivable

at \$536,890.40; Total Assets are \$2,001,559.13. Total Liabilities are \$1,301,955.14 including Accounts Payable at \$194,904.77. Net Position is \$699,603.99 and Total Liabilities and Net Position equals \$2,001,559.13.

The Statement of Revenue and Expenditures-Governmental Funds ending March 31, 2024 tracks the income and expenses of the budget for Fiscal Year 2024 with agency expenditures currently at 85.3% of the budget.

The Accounts Receivable list as of April 30, 2024 totals \$129,990.55 with \$16,753.72 at 91 Days and Over. Ravada explained staff is following up on these past due balances.

Ravada said the cash disbursements were normal and routine, and noted a large expense to DB&T for travel and training for staff.

Motion by Burbach, second by Maddasion to recommend approval of the Financial Status Reports to the ECIA Council. The motion passed unanimously.

Review/Recommendations on Contracts

Ravada reviewed three contracts with the board: City of Delhi Nuisance Abatement contract – up to \$2,000; City of Dubuque FY 24 USD; Farmers Market grant application – up to \$5,000; United Way grant contract for CSEI - \$40,000; United Way grant contract for RTA - \$20,000; City of Asbury contract for building inspection duties; City of Peosta contract for building inspection

Motion by Willey, second by Burbach to approve the contracts as presented and recommend to the full council for approval. (Unanimous)

Review/Discuss amendment to the Articles of Agreement

Discussion among board members regarding meeting attendance. The board discussed options for how to best word the articles of agreement to be as clear as possible. Bonz is going to work with Ravada to come up with a wording, and present back to the board at the next meeting for action on this change.

Review/Discuss Policy for Public Comments at the Board Meeting

The Executive Committee will return to this matter at the next meeting.

Review/Recommendation on Personnel Updates

a. Addition of Financial Accountant

Ravada informed the board about the necessity for this position. Currently, a part time staff is doing a lot of the work this position would become responsible for. Depending on this staff member long term is not viable, as they will be retiring. This position would be split between housing and ECIA. The position would be a grade 16, and offer a salary range from \$59,759 to \$83,057. Their position would be primarily on site with the option to work from home two days a week after 6 months.

b. Addition of Part Time Mechanic

Ravada informed the board about the necessity for this position. Because RTA requires specialized equipment but does not supply a large volume of business, third parties were not able to prioritize

RTA vehicles. Therefore, Cornwell Trucking informed RTA that they would be discontinuing service with RTA. The RTA staff surveyed other mechanics with the capabilities required to service RTA vehicles, and found costs ranging from \$110-\$145 per hour, significantly higher than the \$70 per hour Cornwell was contracted for. Because of this, hiring an ECIA staff Part Time Mechanic is a more cost-effective way to service vehicles. The position would be a grade 12, and offer an hourly rate of \$27.50-\$33.50. This position is estimated to cost ECIA about \$42,780.

Motion by Niehaus, seconded by Behnken to approve the addition of both a Financial Accountant and Part-Time Mechanic to the ECIA Personnel. Motion passed unanimously.

Review/Appointment of Executive Committee Members and Election of Officers for FY25

Board Chair Bonz reviewed the makeup of the board and Executive Committee to ensure all areas have representation. Because Bonz has served two consecutive terms as chair, a new board chair must be elected. Wagner informed the board he did not believe he would be able to attend to the board in the same manner as Bonz has, and therefore did not wish to be considered.

Motion by Pothoff, seconded by L. Gaul to elect Jack Willey as Board Chair and Beth Bonz as Vice Chair. Motion passed unanimously.

Review/Discuss ECIA Conflict of Interest and Confidentiality Agreement

The Executive Committee and Board Members will review the agreement, as will the attorney, before the next meeting. Bonz is looking into some training for the board on this matter.

Other Business

The Executive Committee had no other business to discuss.

Adjournment

Motion by Burbach, second by Olberding to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:49 p.m.

Respectfully submitted,

Elizabeth Bonz

ECIA Executive Committee Chair