

ECIA COUNCIL MEETING SECRETARIAL NOTES

DATE: Wednesday, January 15, 2025
TIME: 5:30 pm Meeting
PLACE: Zoom/Phone/7600 Commerce Park, Dubuque, Iowa

ECIA COUNCIL

MEMBERS PRESENT:

* = Alternate

= Present

Cedar County: Vacant B. Gaul Laughlin
 Ness Kaufmann*
 Wagner Oberbreckling

Clinton County: Sander-Welzien Kelly Lindner*
 Hasenmiller Maddasion Thiltgen*
 George Wiese Dan Srp*

Delaware County: Bergan L. Gaul Helmrichs
 Behnken Maurer Madlom
 Vick*

Dubuque County: Neises Bonz-v-chair Pothoff
 Ernst Burbach Niehaus
 Kenniker*

Jackson County: Willey-chair Steines VACANT*
 Tranel Boldt Weinschenk
 Ganzer Schwenker* Messerli*

OTHERS PRESENT:

STAFF PRESENT:

McPherson Specht
 Berning Schnier
 Ravada Fox
 Stoffel Walker
 Kennedy

*A quorum was present

Call to order and introductions

Chair Willey called the meeting to order at 5:31 p.m. Introductions were made at this time.

REVIEW/ACTION ON THE AGENDA FOR WEDNESDAY JANUARY 15, 2025, MEETING

Motion by Hemrichs, second by Pothoff to approve the agenda for Wednesday January 15, 2025, meeting. The motion passed unanimously.

COMMENTS FROM THE PUBLIC ON AN ITEM THAT DID NOT APPEAR ON THE AGENDA

No discussion of this item due to zero members from the public online or at the meeting.

REVIEW/ACTION ON MINUTES AND SECRETARIAL NOTES OF THE NOVEMBER 20, 2024, MEETING

Motion by Pothoff, second by Bonz to approve the minutes and secretarial notes from the November 20, 2024 meeting. The motion passed unanimously.

REVIEW/ACTION ON CONSENT AGENDA ITEMS AS RECOMMENDED BY THE EXECUTIVE COMMITTEE

- a. **Financial Status Report (enc.2)**
- b. **Contracts**
 - i. **Community Solutions of Eastern Iowa Continuum of Care Program (CDFA #14.267) grant agreement - \$254,556.00**
 - ii. **Amendment to the contract between ECIA and City of Maquoketa for East Façade Rehabilitation**
 - iii. **7-County Lead and Healthy Home Program contract with HUD - \$5,750,000**
 - iv. **7-County Lead and Healthy Home Program Environmental Review**
 - v. **2024 HUD LEAD Hazard Reduction Grant program subrecipient agreement between ECIA and the City of Clinton**
 - vi. **Amendment to the contract between ECIA and City of Maquoketa for Wastewater Treatment Facility**
 - vii. **Addendum to the contract between ECIA and HUD to accommodate Build America and Buy America requirements for the City of LaMott project**
 - viii. **ECIA and RTA building weekly cleaning service contract with Sparkling Clean - \$1,300/month**

Motion by Hemrichs, second by Bonz to approve the consent agenda items as recommended by the Executive Committee. Motion passed unanimously.

REVIEW/RECOMMEND ECIA EMPLOYEE CONFIDENTIALITY AGREEMENT

Ravada informed the board that the employee confidentiality agreement has been reviewed by ECIA legal and executive committee. Ravada requested changes or comments.

Motion by Steines, second by Neihaus to approve the ECIA employee confidentiality agreement. The motion passed unanimously.

REVIEW/RECOMMEND REQUEST FOR PROPOSAL FOR A CONSULTANT SELECTION PROCESS FOR ANNUAL AUDIT SERVICES

Stoffel reminded the board that our previous auditors have retired and no longer will be auditing ECIA. Therefore, ECIA needs to send an RFP for a consultant selection process for audit services. Our previous auditor Mike Temp reviews our RFP to make sure it covers everything ECIA is in need of and the full scope of services.

Ravada stated the goal is to have a new auditor by the end of March. Ravada stated the new auditors would be in contact with our old auditors.

Discussion followed,

Motion by Srp, second by Bonz to approve the request for proposal for a consultant selection process for annual audit services. The motion passed unanimously.

REVIEW/RECOMMEND EXTENSION ON THE LINE OF CREDIT

Stoffel stated this line of credit is \$300,000.00 for two years. This line of credit is for ECIA to use if there is a government shut down.

Motion by Steines, second by Pothoff to approve the extension on the line of credit. The motion passed unanimously.

UPDATE ON THE EXECUTIVE DIRECTOR SEARCH

Bonz informed the board that the job description went live today. The application deadline is February 14th. It will take about 2 weeks for the consultant team to review all the applications and narrow it down to around 10 candidates to be brought to the hiring committee. The first round of interviews will be phone interviews with those 10 candidates and then narrowing it down to about 2-3 candidates for in-person interviews.

Willey stated Peterson explained to the board that the initial process to narrow it down to 10 candidates will consist of background checks and reference checks. Willey feels Peterson and his team have a good process.

Steines asked who would be conducting the interviews.

Bonz stated she will be sending out an email to a small group of people off the board for the virtual interviews. Bonz stated for the in-person interviews, she will open those up to the whole board who would like to attend.

Discussion followed.

OTHER BUSINESS

No other business at this time.

Adjournment

Motion by Pothoff, second by Hemrichs to adjourn the meeting at 5:47 p.m. The motion passed unanimously.

Respectfully submitted,

Chandra Ravada
Interim-Executive Director
Secretary