

ECIA Executive Committee Meeting
Minutes
Wednesday, January 21, 2026 – 4:30 PM
7600 Commerce Park, Dubuque and by Zoom

Members Present:

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Cedar County:

Clinton County:

Delaware County:

Dubuque County:

Jackson County/RTA:

DMATS:

RPA:

EIRHA:

At Large:

Brian Wagner

Jeremiah Wiese

Connie Behnken

Beth Bonz

Jack Willey

Brad Cavanagh

Scott Maddasion

Chuck Niehaus

Mike Steines

Others Present:

None

Staff Present:

Stoffel, Hingtgen, Klootwyk

*A quorum was present.

Call to Action

The meeting was called to order by Chair Bonz at 4:33 p.m.

Review/Action on the Agenda for the Wednesday, January 21, 2026, Meeting

Motion by Behnken, second by Steines to approve the agenda for the Wednesday, January 21, 2026. The motion passed unanimously.

Review/Action on Minutes of the December 3, 2025 Executive Committee Meeting

Motion by Behnken, second by Willey to approve the minutes. The motion passed unanimously.

Review/Recommendation on Financial Status Reports

Stoffel referred board members to the Statement of Net Position ending FY26 first quarter which lists a comparison from November 2024 to November 2025: Cash at \$599,844.11; Accounts Receivable at \$1,011,496.26; Prepaid Insurance at \$27,630.09; Land is at \$214,432.00; Building at \$661,915.05; Solar Panel System at \$74,677.18; and Property and Equipment at \$1,001,221.71. Total Assets are \$2,671,910.55. Total Liabilities are \$1,723,946.65 including Accounts Payable at \$529,742.43; and the Building Loan Payable at \$336,667.68. Net Position is \$947,963.90 and Total Liabilities and Net Position equals \$2,671,910.55.

The Statement of Revenue and Expenditures-Governmental Funds ending November 30, 2025, tracks the income and expenses of the budget for Fiscal Year 2025 with agency expenditures currently at 43.2% of the budget, YTD (41.7%). The agency is over the projected year-to-date budget of \$11,117 currently.

Cash disbursements for November 1 – December 31, 2025 Stoffel noted the payment of \$15,685 to the University of Northern Iowa for the Strategic Plan, \$114,349.25 and \$131,525.32 to Parsons Transportation Group - SMART Grant.

The Accounts Receivable list as of January 16, 2026 totals \$297,259.76, with \$44,084.18 at 91days and over.

Motion by Maddason, second by Wiese to recommend to the ECIA Council Board approval of the Financial Status Reports. The motion passed unanimously.

Review/Recommendation on Contracts

Hintgen reviewed contracts:

- I. 21st Century Grant - \$5,000
- II. Dubuque Initiatives – \$5,000
- III. Hawkeye Area Community Action Association – NTE \$60,000
- IV. The Iowa Finance Authority - \$100,531
- V. City of Miles - \$2,000
- VI. Kirkham, Michael & Associates, Inc. Consultant - \$111,003.06
- VII. All Class Cleaning - \$1,972/mo.
- VIII. Miscellaneous Contracts

Motion by Behnken, second by Willey to recommend to the ECIA Council Board approval of the contracts. The motion passed unanimously.

Review/Recommendation on Contract Signing Authority Policy

Hingtgen presented the Contract Signing Authority Policy including committee input from the last meeting and ECIA legal counsel review and recommendations. The policy includes specific criteria for contract signing authority delegated to the Executive Director, Executive Director with Council Chair, and Full Council.

Motion by Wagner, second by Wise to recommend to the ECIA Council Board approval of Contract Signing Authority Policy. The motion passed unanimously.

Update/Discussion on Staff

Hingtgen shared Jennifer Walker, Special Programs Coordinator is retiring in March and the Executive Director will oversee the department until the end of the fiscal year. This will allow Hingtgen to learn more about the daily operations of this department to be able to make a recommendation at budget for a more permanent plan.

Review/Recommendation on ECIA Bylaws Amendment

Hingtgen noted two minor changes in the bylaws that do not change context but referred to sections that have changed location in the document. These changes were to Section IV Committees B. Membership from Section VI. B to IV E(1) and D. Duties from Section VI. B to IV E(1).

Motion by Steines, second by Willey to recommend to the ECIA Council Board approval of the ECIA Bylaws Amendment. The motion passed unanimously.

Review/Recommendation on Technology Integrations Evaluation Final Report

Hingtgen gave an overview of the Technology Integrations Evaluation Final Report that was completed by a focus group comprised of ECIA staff gathering information across all departments, from all employees and technology partners working with ECIA.

The evaluation was based on a Backwards Design model that identified desired results, determined acceptable evidence, strategies, and recommendations. Highest priority recommendations were identified with goal dates. The FY27 Proposed Technology Expenses for the recommended priorities is \$130,477, a reduction from the FY26 budget of \$8,823.44.

No Motion due to time of ECIA Council meeting. Consideration and approval to be provided by the full council.

Other Business

None

Adjournment

Motion by Wiese, second by Behnken to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 5:34 p.m.

Respectfully submitted,

Mae Hingtgen
Executive Director