

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Executive / Finance Committee
Thursday, June 30, 2016
7:00 a.m.
Kahill's Restaurant
Marina Inn Conference Center, 4th and B Streets, South Sioux City, Nebraska

PRESENT:

Mark Monson, Supervisor, Woodbury County, Iowa – Chair
Dan Moore, City Council, City of Sioux City, Iowa – Secretary
Oscar Gomez, City Council, City of South Sioux City, Nebraska
Lance Hedquist, City Administrator, City of South Sioux City, Nebraska

STAFF:

Michelle Bostinelos, Executive Director
Bill Cole, Finance Director
Sharon Burton, Executive Assistant

GUESTS:

Deb Burnight, Professional Training & Coaching

The Executive/Finance Committee met at 7:00 a.m. on Thursday, June 30, 2016 at Kahill's Restaurant located in the Marina Inn Conference Center, 4th and B Streets, South Sioux City, Nebraska.

Chair Mark Monson called the meeting to order at 7:00 a.m.

1. **APPROVAL OF THE AGENDA:** Chair Monson asked if there were any corrections to the June 30, 2016 agenda.

Dan Moore moved to approve the June 30, 2016 agenda as presented, seconded by Lance Hedquist. Motion carried.

2. **APPROVAL OF THE MINUTES:**
Chair Monson asked if there were any corrections to the minutes of the May 12, 2016 regular meeting.

Oscar Gomez moved to approve the minutes of the May 12, 2016 meeting as presented, seconded by Lance Hedquist. Motion carried.

3. **FINANCIAL UPDATE, APRIL 30, 2016:** Bill Cole reported as of April 30, 2016 revenues totaled \$4,470,120 and expenditures \$4,353,482 for an excess of \$116,638. Overall financials for fiscal year 2016 are on track with the exception of one-time expenses for accounting services and the purchase of new accounting software. Discussion followed.

Lance Hedquist moved to accept the April 30, 2016 financial update as presented, seconded by Dan Moore. No further discussion. Motion carried.

a. Directors and Officers Insurance Policy Renewal, 6/30/2016 to 6/30/2019: Mr. Cole reviewed the quotation received from The Cincinnati Insurance Company for renewal of their Non-Profit Organization Blue Chip Policy. The proposed policy renewal is for a three-year period with an annual cost of \$9,651 (directors and officers liability coverage \$7,110 plus \$2,541 employment practices liability). Coverage did increase by \$1,178 due to an increase in employee count over the last three years. Agencies within SIMPCO's umbrella are included in the policy and

the liability limit is currently \$2,000,000 for both directors and officers liability and employment practices liability. Discussion followed.

Lance Hedquist moved to accept the renewal quotation from The Cincinnati Insurance Company for directors and officers liability and employment practices liability as presented, seconded by Oscar Gomez. No further discussion. Motion carried.

Lance Hedquist suggested looking into cyber protection insurance coverage.

4. **FY 2017 SALARY SCHEDULE:** Mr. Cole presented an outline showing the FY 2015 approved salary ranges, FY 2016 and FY 2017 ranges with a 3% increase and current employee rates. Michelle Bostinelos and Mr. Cole discussed increasing the salary structure by 10% to gain a competitive edge in attracting and retaining employees, particularly with Planner positions. Members discussed whether project funding supports the proposed 10% range increase.
5. **PROPOSED PLANNER POSITION LEVELS:** Ms. Bostinelos discussed establishing specific job descriptions for Planner I, Planner II and Senior Planner positions so employees understand criteria for promotions.

Mark Monson moved to table agenda items 4 and 5 due to meeting time constraints, seconded by Dan Moore. Members requested staff present at the next meeting a salary schedule with 10% increases in each category, an explanation supporting accountability of the proposed increases and a summary of employees currently eligible for overtime under the new Fair Labor Standards Act. No further discussion. Motion carried.

6. **EMPLOYEE ANNUAL REVIEWS: TITLE/SALARY RECOMMENDATIONS:** Ms. Bostinelos discussed performance reviews for the following employees and recommended adjustments as shown:

Bernice Beaulieu, Family Self-Sufficiency Coordinator
Annual Review, increase from \$45,323 to \$49,855, effective June 27, 2016

Bill Cole, Finance Director
Six-month Review, increase from \$75,000 to \$80,000, vacation increased from 3 weeks annually to 4 weeks, effective June 27, 2016

Jacob Heil, Transportation Planner I
Annual Review, promotion to Regional Planner II, increase from \$40,019 to \$47,500, effective June 27, 2016

Dawn Kimmel, Mobility Manager
Annual Review, assuming additional duties as Regional Planner I, current salary of \$48,755 is concurrent with this position, vacation increased from 2 weeks annually to 3 weeks, effective June 27, 2016

Curt Miller, Facilities/Transit Director
Six-month Review, increase from \$70,000 to \$80,000, effective June 27, 2016

Kevin Randle, Transportation Planner I
Annual Review, promotion to Regional Planner II, increase from \$41,219 to \$47,500, effective June 27, 2016

Dan Moore moved to approve all employee adjustments as recommended by the Executive Director, seconded by Mark Monson. Retro pay will not be included. Motion carried.

a. Fair Labor Standards Act: Discussion was included with Agenda Item 5, Proposed Planner Position Levels.

7. CONTRACTS:

- a. Iowa Department of Transportation, Urban Transportation Planning: FHWA PL \$167,970 Federal, FTA 5305d \$96,418 Federal, \$66,097 Local, \$330,485 Total; July 1, 2016 to June 30, 2017
- b. Nebraska Department of Roads, Urban Transportation Planning: FHWA PL \$64,217 Federal, \$16,054 Local, \$80,271 Total; July 1, 2016 to June 30, 2017
- c. South Dakota Department of Transportation, Urban Transportation Planning: FHWA PL \$42,236 Federal, FTA 5305d \$10,177 Federal, \$11,544 Local, \$63,957 Total; July 1, 2016 to June 30, 2017
- d. Iowa Department of Transportation, Rural Transportation Planning: FHWA STP \$59,282 Federal, FTA 5311 \$23,812 Federal, SPR \$23,808 State, \$26,726 Local, \$133,628 Total; July 1, 2016 to June 30, 2017
- e. Keep Northeast Nebraska Beautiful (KNNB) to administer a public education grant from the Nebraska Department of Environmental Quality program for a total cost of \$36,480 beginning January 1, 2016 to December 31, 2016
- f. City of Le Mars to provide grant writing services, five applications for a total cost of \$10,000, June 2016 through June 2017
- g. City of South Sioux City to administer Community Development Block Grant #15-H0-35074, \$61,200 Housing Management (estimated \$37,200 Management, \$22,500 Lead Testing and Abatement, \$1,500 City of South Sioux City for Title Searches), \$30,000 Administration (\$28,500 Administration, City of South Sioux City for drawdowns, mailings, etc. \$1,500)

Lance Hedquist moved to recommend to the Board of Directors approval of contracts a. through g. as presented, seconded by Dan Moore. Motion carried.

- 8. DIRECTOR REPORT:** The director report included in the meeting packet stood as read. Ms. Bostinelos noted she has met with the fourteen communities in Woodbury County to discuss membership and received favorable responses.

9. OTHER COMMENTS:

- a. Next Meeting Date:* The next meeting will be held Thursday, July 14, 2016.

Mark Monson moved to turn the meeting over to Deb Burnight, Professional Training & Coaching, seconded by Dan Moore. Motion carried.

Deb Burnight led members in a pre-meeting for the upcoming Board of Directors visioning session on August 4, 2016. Issues brought forward included regional leadership, employee retention, trust and expertise. As part of the session the Committee recommended initiating a three-year goal plan with one-year strategic priorities.

- 10. ADJOURNMENT:** Chair Monson adjourned the meeting at 8:45 a.m.