

**Minutes**  
**Siouxland Interstate Metropolitan Planning Council (SIMPCO)**  
**Executive / Finance Committee**  
**Thursday, October 12, 2017**  
**7:30 a.m.**  
**Kahill's Restaurant**  
**Delta Hotels by Marriott, 385 East 4<sup>th</sup> Street, South Sioux City, Nebraska**

**PRESENT:**

Jon Winkel, Mayor, City of Sergeant Bluff, Iowa - *Chair*  
Oscar Gomez, Council Member, City of South Sioux City, Nebraska – *Vice Chair*  
Aaron Lincoln, City Administrator, City of Sergeant Bluff, Iowa  
Dan Moore, Council Member, City of Sioux City, Iowa

**STAFF:**

Michelle Bostinelos, Executive Director  
Bill Cole, Finance Director  
Curt Miller, Transit Director and Facilities Manager  
Sharon Burton, Executive Assistant

The Executive/Finance Committee met at 7:30 a.m. on Thursday, October 12, 2017 at Kahill's Restaurant, 385 East 4<sup>th</sup> Street, South Sioux City, Nebraska.

Chair Jon Winkel called the meeting to order at 7:30 a.m. A quorum was present.

1. **APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the October 12, 2017 regular agenda.

***Dan Moore moved to approve the agenda as presented, seconded by Oscar Gomez. Motion carried.***

2. **APPROVAL OF MINUTES:** Chair Winkel asked if there were any additions or corrections to the September 14, 2017 regular meeting minutes.

***Oscar Gomez moved to approve the minutes as presented, seconded by Dan Moore. Motion carried.***

3. **FINANCE:**

**a. July 31/August 31/September 30, 2017 Financial Reports:** Finance Director Bill Cole provided members with updated financials that included September 30, 2017. He provided an overview of each fund balance and discussed variances from FY 2017 and FY 2018. As of September 30, revenues of all divisions total \$1,752,073 with expenditures of \$1,498,522 for a balance of \$253,551. Discussion followed. Mr. Cole noted King, Reinsch, Prosser & Co., L.L.P. is planning to begin the FY 2017 audit field work next week.

***Dan Moore moved to recommend to the Board of Directors approval of the July, August and September 2017 financial reports as presented, seconded by Oscar Gomez. No further discussion. Motion carried.***

**b. ADP Payroll and Timekeeping Software:** Mr. Cole provided an overview of the current payroll process and potential advances in efficiency and accuracy with the implementation of ADP payroll and timekeeping software.

Currently finance staff manually inputs timesheet data into Blackbaud Financial Edge accounting software, which is time intensive. Staff researched possible improvements and learned Blackbaud has partnered with ADP as an approved software provider that can integrate their payroll and timesheet software and export data directly into the Blackbaud system without manual input. ADP has computer applications allowing the employee to enter time through their desktop computer, cellphones, laptops or tablets. ADP products also include applications to administer the payroll process, issuing direct deposits to the employee's bank account, tracking payroll taxes, employee withholdings, year-end W2 and 1099 reporting and Human Resources management.

The quote received from ADP includes a one-time implementation fee of \$6,400. Costs to use the products are based on a charge per employee for each payroll processed and a charge per employee for month-end and year-end processing. Based on the current number of employees, the total estimated annual cost is \$15,727. This equals an approximate total annual cost of \$174.72 per employee or \$6.72 per pay period. All costs would be allocated back to SIMPCO, SRTS and SEDC based on each entity's number of employees.

Staff is recommending accepting the quote from ADP for implementation of their payroll and timekeeping software along with applications to administer payroll processing and Human Resources. The goal would be to start processing payroll through ADP as of January 1, 2018 so there would be a complete year of data for tax and payroll reporting. Discussion followed. The ADP service contract does not require an upfront fee. Payment for implementation is due after the first payroll is processed and the service can be cancelled at any time.

**Aaron Lincoln moved to recommend to the Board of Directors approval to proceed with implementation of ADP payroll and timekeeping software, administration of payroll processing and Human Resources management, seconded by Oscar Gomez. No further discussion. Motion carried.**

**c. Health Insurance Renewals (Calendar Year 2018):** Mr. Cole reported health insurance renews on January 1, 2018. A.J. Gallagher has been the third-party health insurance administrator; however, other insurance policies have been transitioned to IBC based on competitive bids. To proceed with quotes from Wellmark staff proposes naming IBC as Agent of Record (AOR). **The general consensus of the Committee was for staff to proceed with naming IBC as AOR.**

Chair Winkel revisited the open Regional Planner II position discussed at the September 14, 2017 Committee meeting. **The general consensus of the Committee was for staff to proceed with hiring a planner at an advanced level for succession planning.**

4. **EMPLOYEE GREEN CARD PROCESS/JOB POSTING:** Executive Director Michelle Bostinelos reported an employee has requested assistance in obtaining permanent resident status or a "green card" to stay in the United States on a permanent basis. She provided an overview of a memo from an attorney outlining the steps in Labor Certification and the "green card" process. At a minimum the process can take one to five years and

requirements include posting the job to test the U.S. labor market in order to prove there are not enough American workers to fill the position of the foreign worker. Regulations require the employer pay all costs associated with the Labor Certification process including attorney fees and employment ads. The employee is permitted to pay remaining attorney fees as well as the USCIS filing fees. Total employer costs are estimated at \$10,000 to \$15,000.

Ms. Bostinelos noted for privacy the employee requested a closed session for this agenda item at the Board of Directors meeting today. Discussion followed. ***The general consensus of the Committee was not to participate in the Labor Certification and "green card" process due to the significant cost when the employee is under no obligation to continue employment.*** Members requested staff remove this item from the Board of Directors agenda and start the process of developing an immigration assistance policy that addresses these concerns.

5. ***PARTNERSHIP PROGRAM:*** Ms. Bostinelos discussed initiating a Partnership Program as an opportunity for private, non-government businesses and organizations to invest in local services provided as the region's Council of Governments. She presented as an example the Region XII Council of Governments Partnership Program. Their program brings in approximately \$10,000 additional revenue annually. Discussion followed. ***The Committee asked staff to put together a draft program showing membership levels and associated costs for review and approval at a future meeting.***

6. ***CONTRACTS:***

- a. *Nebraska Department of Economic Development, Economic Development District Act Grant Funds, Total \$67,745.24*  
*July 1, 2017 through June 30, 2018 \$33,872.62*  
*July 1, 2018 through June 30, 2019 \$33,872.62*

Ms. Bostinelos noted this is the second award received from the Nebraska Department of Economic Development for Economic Development District planning projects. Several successful projects were completed with the 2016/2017 funding, and Dakota County has expressed interest in utilizing the 2018/2019 funding for a county rural economic development study.

- b. *Western Iowa Community Improvement Regional Housing Trust Fund (WICIRHTF) to administer the State Housing Trust Fund \$293,810 (State \$233,810, Local \$60,000) beginning January 1, 2018 to December 31, 2019.*

***Aaron Lincoln moved to recommend to the Board of Directors approval of contracts a. and b. as presented, seconded by Oscar Gomez. Motion carried.***

7. ***LEGISLATIVE FORUM PROPOSAL:*** Ms. Bostinelos reported SIMPCO's Regional Policy and Legislative Committee have recommended hosting a legislative forum on December 1, 2018 at Western Iowa Tech Community College in Sioux City. The forum would include regional legislative representatives from Iowa, Nebraska and South Dakota. SIMPCO staff will give 5 to 10 minute presentations on legislative priorities that include: infrastructure, economic development, workforce development, housing and quality of life. Following the presentations legislators would be invited to provide feedback or remarks. SIMPCO members and the general public would be invited to attend, however,

they would not be provided the opportunity to speak or ask questions of the legislators. Discussion followed.

**Aaron Lincoln moved to recommend to the Board of Directors approval of the legislative forum proposal as presented, seconded by Oscar Gomez. No further discussion. Motion carried.**

8. **DRAFT BYLAWS:** Ms. Bostinelos reported based on previous discussions all recommended revisions have been made to the bylaws included in the meeting packet. She noted the foremost amendment to the current bylaws is merging the Council of Officials and the Board of Directors into one policy and governing body.

The final draft of the amended bylaws will also be presented to the Board of Directors at their meeting today. Following that meeting, staff will proceed with sending ballots to all members. To be approved, the amendment requires a sixty percent vote of the Council of Officials/Board of Directors.

9. **DIRECTOR REPORT:** Ms. Bostinelos provided an overview of her report included in the meeting packet. She reported staff has been assisting South Sioux City with a request to the Nebraska Department of Transportation for reclassification of Veteran's Drive. Staff successfully prepared and submitted Missouri River Historical Development (MRHD) Special Grants for the cities of Oto, Lawton and Kingsley. Staff is facilitating planning committee meetings to coordinate updates to the county-wide multi-jurisdictional Hazard Mitigation Plans which includes transitioning to a regional format.

Ms. Bostinelos noted SIMPCO is facilitating a meeting on October 23 in Merville with Woodbury County mayors to discuss issues and concerns relating to the loss of Siouxland Paramedics emergency medical services at the end of this year.

10. **OTHER COMMENTS:** Ms. Bostinelos reported the next meeting is scheduled for 7:30 a.m. on Thursday, December 14, 2017 at Kahill's Restaurant, 385 East 4<sup>th</sup> Street in South Sioux City.
11. **ADJOURNMENT:** Chair Winkel adjourned the meeting at 8:57 a.m.