

**Minutes**  
**Siouxland Interstate Metropolitan Planning Council (SIMPCO)**  
**Executive/Finance Committee**

**Wednesday, September 4, 2019, 7:30 a.m.**  
**SIMPCO, 1122 Pierce Street, Sioux City, Iowa**

**Members Present:**

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, IA
Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, IA
Lesa Croyley, <i>Secretary</i>	Council Member	North Sioux City, SD
Aaron Lincoln	City Administrator	Sergeant Bluff, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA

**Staff Present:**

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Transit/Facilities Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

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 September 4, 2019, regular meeting agenda.

***Dan Moore moved to approve the September 4, 2019 regular meeting agenda as presented, seconded by Mark Monson. Motion carried with all ayes.***

2. **APPROVAL OF MINUTES**

**a. August 7, 2019:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

***Dan Moore moved to approve the August 7, 2019 regular meeting minutes as presented, seconded by Lesa Croyley. Motion carried with all ayes.***

3. **DIRECTOR REPORT:** Executive Director Michelle Bostinelos provided an overview of the report included in the meeting packet. She noted the Midstates Community and Economic Development Conference will be held Thursday, September 5 at the Delta Hotels by Marriott in South Sioux City.

4. **SIMPCO STRATEGIC WORK ELEMENTS 2019:** Ms. Bostinelos reviewed the strategic work elements developed at the Board of Directors visioning session held on August 8, 2019. She reported a 3-year strategic framework was built around three E's - *Engagement, Environment and Excellence*. Strategic priorities identified were engagement of directors and members, a positive internal environment which includes a premier facility and successful staff development and delivery of excellence by promoting regional growth and sustaining quality membership services. Discussion followed.

***Dan Moore moved to recommend to the Board of Directors approval of the Strategic Work Elements as presented, seconded by Aaron Lincoln. No further discussion. Motion carried with all ayes.***

**5. FINANCE:**

**a. July 31, 2019 Financial Reports:** Finance Director Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$313,314 and expenditures \$99,463 for a balance of \$213,851 as of July 31, 2019. Discussion followed.

Mr. Cole noted King Reinsch Prosser is scheduled to start the FY 2019 audit fieldwork next week.

**Dan Moore moved to recommend to the Board of Directors approval of the July 31, 2019 financial reports as presented, seconded by a Mark Monson. No further discussion. Motion carried with all ayes.**

Dan Moore exited the meeting at 8:18 a.m.

**6. HOUSING PROGRAM ANALYSIS:** Michelle Bostinelos reported at the last meeting, sizeable growth within the housing program was brought forward for discussion along with consideration of an added position. For further discussion, the Committee asked staff to bring back more detailed information including a cost projection and staffing proposal.

Bill Cole provided an overview of the housing programs analysis included in the meeting packet. He reviewed each program's cash flow, funding breakdown, actual revenue and expenditures for fiscal year 2019, labor costs and potential funding sources. Also provided in the meeting packet was a sample Housing Rehabilitation Technician job description. Discussion followed on promotion of the current Housing Specialist to Housing Manager based on performance and creating a Rehabilitation Technician position.

**Mark Monson moved to create a Housing Rehabilitation Technician position with an annual salary range of \$48,000 to \$60,000, seconded by Lesa Cropley. No further discussion. Motion carried with all ayes.**

**Aaron Lincoln moved to promote the current Housing Specialist to Housing Manager with an annual salary of \$54,000 and to conduct performance reviews in six months and one year, seconded by Lesa Cropley. No further discussion. Motion carried with all ayes.**

**7. CONTRACTS:** No contracts were presented at this time.

**8. BUILD COMMITTEE AND GRANT UPDATE:** Transit Director Curt Miller updated members on progress being made toward execution of the grant. Discussion followed.

**9. OTHER COMMENTS:** Ms. Bostinelos reported the next meeting is scheduled for Wednesday, October 2, 2019 at 7:30 a.m. Delta Hotels/Kahill's renovations should be completed so we will resume meeting at their location, 385 East 4th Street, South Sioux City, Nebraska.

**10. ADJOURNMENT:** **Lesa Cropley moved to adjourn the meeting, seconded by Aaron Lincoln. Motion carried with all ayes.** Chair Winkel adjourned the meeting at 8:56 a.m.