

AGENDA
Thursday, February 28, 2019

6:30pm – Personnel Meeting

(Lorie Carlson, Bob Stiens, Doug Sutton, Adam Stanton, Ben Lipiec, Regan Nonneman)

7:00pm – Regional Council OPEN Board Meeting

RCOG Office, 114 West Third Street, Maryville, MO 64468

Posted February 22, 2019

- I. Call to Order
- II. Roll Call
- III. Approve Agenda
- IV. Approve December 12, 2018 Minutes
- V. Approve December 2018 and January 2019 Treasurer’s Reports
- VI. Personnel Committee Report
 - a. Update from Personnel Committee
 - b. Discuss and Approve Personnel Committee’s Recommendation – Staff Handbook
- VII. Old Business
 - a. FY 18-19 Budget Revisions
- VIII. New Business
 - a. Workforce Development Rent/Lease Facilities Discussion
 - b. Approve HHW Vendor Pick-up Overage - (Action Agenda Item #1)
 - c. Approve City of Parnell Administrative Contract - \$28,800 – (Action Agenda Item #2)
 - d. Approve Gentry County Environmental Review for Bridge Replacements - \$5,000 – (Action Agenda Item #3)
 - e. Approve Nodaway County Environmental Review for Bridge Replacements - \$5,000 – (Action Agenda Item #4)
 - f. Approve Worth County Environmental Review for Bridge Replacement - \$5,000 – (Action Agenda Item #5)
 - g. Approve Gentry County Administration Contract for Bridge Replacements - \$19,400 – (Action Agenda Item #6)
 - h. Approve Nodaway County Administration Contract for Bridge Replacements - \$25,900 – (Action Agenda Item #7)
 - i. Approve Worth County Administration Contract for Bridge Replacement - \$13,800 – (Action Agenda Item #8)
- IX. Staff Reports
- X. Interim Director’s Report
- XI. Closed Session (If needed)
(The board of directors of the Northwest Regional Council of Governments may vote to close the meeting pursuant to RSMo 610.21 (1), 610.021 (2), or 610.021 (3))
- XII. Adjourn

*If you require any accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify this office at 660.582-5121 no later than 48 hours prior to the commencement of the meeting.

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS
RCOG Open Board Minutes
February 28, 2019, 7:00pm

RCOG Conference Room, Maryville, MO

Call to Order

Lorie Carlson, Chairperson called the meeting to order at 7:10pm at the Regional Council Conference Room in Maryville, MO.

Roll Call

There were 11 members present, constituting a quorum.

Approve Agenda

Approve Jubal Summers as a Worth County TAC member (Action Agenda Item #9), Approve Tom Bullock as a Holt County TAC member (Action Agenda Item #10) and Approve Carla Markt as a Holt County voting TAC member (Action Agenda Item #11) were added to the agenda. Adam Stanton motioned to approve the February agenda with the additional Action Agenda Item #9, #10 and #11, seconded by Regan Nonneman. Motion passed (11 ayes; 0 nays).

Approve December 12, 2018 Minutes

The December 12, 2018 minutes were previously emailed to the members and made available at the meeting. Adam Stanton motioned to approve the December 12, 2018 minutes, seconded by Ryan Kingery. Motion passed (11 ayes; 0 nays).

Approve December 2018 and January 2019 Treasurer's Reports

RCOG Fiscal Officer, Alice Schieffer reported the agency is currently running at a deficit of \$21,874.86. The two programs that we anticipate more revenues from before the end of the year are Grant Administration and Atchison County Hazard Mitigation Plan. We have incurred around \$4,000 in expenses on the Hazard Mitigation plan but can't invoice until 25% of match is met. Alice does expect the deficit to turn into a surplus by the end of the fiscal year. Jerri Dearmont, Interim Executive Director, shared that the weather is keeping some projects from closing out and has delayed final payments from being made. Bob Stiens made a motion to accept the December 2018 and January 2019 Treasurer's Reports, seconded by Pat Walter. Motion passed (11 ayes; 0 nays).

Personnel Committee Report

Bob Stiens reported the Personnel Committee met prior to the Executive Board meeting. The Personnel Committee discussed and decided to begin the search for a new Executive Director now instead of April. The application deadline has been set for March 29, 2019.

The Personnel Committee reviewed and discussed changes to the Employee Handbook. The Personnel Committee noted the changes with the RCOG board and recommended that the changes to the Employee Handbook be approved. Alice Schieffer stated most of the revisions were from the request of the Workforce Development Board. Bob Stiens motioned to accept the changes to the Employee Handbook, seconded by Ben Lipiec. Motion passed (11 ayes; 0 nays).

Old Business

FY 18-19 Budget Revisions

RCOG Fiscal Officer Alice Schieffer distributed a revised budget to each member. Alice stated things are looking much better than they were when we approved the budget in June 2018. Grant Administration budget has changed. We are looking at bringing in \$29,000 more than what was originally budgeted. The Nodaway-Holt Feasibility Study, which was \$9,800, was approved after July 1 so it was not in the original budget. Overall, we are looking at an additional \$18,672 for the year compared to the original budget. Expenses have decreased by \$63,559. Part of that is due to not hiring an Executive Director to finish out the year. With the revised budget we are looking at a surplus of \$22,686 at the end of the fiscal year. Adam Stanton made a motion to accept the revised budget, Pat Walter seconded. Motion passed (11 ayes; 0 nays).

New Business

Workforce Development Rent/Lease Facilities Discussion

Alice Schieffer discussed a request from the Workforce Development Board (WDB) to change how we charge rent to our programs. The agreed upon contract has the WDB paying \$500/month to RCOG for rent. We will continue like this to finish out the contract through June 30, 2019. A discussion was held and to make sure things are done fairly, the Regional Council will look at charging rent based on square foot used per program. Currently, Workforce is the only program paying rent.

Approve HHW Vendor Pick-up Overage – (Action Agenda Item #1)

The Regional Council received a grant from the Solid Waste District to do household hazardous waste pickup. We had requested from DNR and approved a budget of \$11,242. Clean Harbors came in twice to pick up waste and the total of those invoices was \$12,067.74 which is over the budget. To account for the extra expenses, the Regional Council created a revised budget, proposing to pay \$825.74 in cash match. Alice and Cassie discussed changes that can be made to ensure overages moving forward do not occur again. Adam Stanton motioned to approve RCOG to pay the HHW Vendor Pick-Up Overage of \$825.74 to Clean Harbors, seconded by Pat Walter. Motion passed (11 ayes; 0 nays).

Approve City of Parnell Administrative Contract - \$28,800 – (Action Agenda Item #2)

The City of Parnell was awarded a Community Development Block Grant and has selected Northwest Missouri Regional Council of Governments as their Grant Administrator. Per the new requirements with CDBG, if the City is in good standing with paying their local assessments with their RPC, procurement is waived, and the City may select their RPC to administer the grant. There must be approval to enter into a contract with the City of Parnell and allow the interim executive director to sign the contract. Gary Carlson motioned to approve the contract in the amount of \$28,800, seconded by Bob Stiens. Motion passed (11 ayes; 0 nays).

Approve Gentry County Environmental Review for Bridge Replacements - \$5,000 – (Action Agenda Item #3)

Bob Stiens made a motion to approve the Gentry County Environmental Review for Bridge Replacements in Miller Township - \$5,000, seconded by Regan Nonneman. Motion passed (11 ayes; 0 nays).

Approve Nodaway County Environmental Review for Bridge Replacements - \$5,000 – (Action Agenda Item #4)

Adam Stanton made a motion to approve the Nodaway County Environmental Review for Bridge Replacements in Jackson Township - \$5,000, seconded by Tyler Paxson. Motion passed (11 ayes; 0 nays).

Approve Worth County Environmental Review for Bridge Replacement - \$5,000 – (Action Agenda Item #5)

Adam Stanton made a motion to approve the Worth County Environmental Review for Bridge Replacement in Smith Township- \$5,000, seconded by Pat Walter. Motion passed (11 ayes; 0 nays).

Approve Gentry County Administration Contract for Bridge Replacements - \$19,400 – (Action Agenda Item #6)

The County of Gentry was awarded a Community Development Block Grant and has selected Northwest Missouri Regional Council of Governments as their Grant Administrator. Per the new requirements with CDBG, if the county is in good standing in paying their local assessments to their RPC, procurement is waived, and the county may select their RPC to administer the grant. Bob Stiens made a motion to approve the Gentry County Administration Contract for Bridge Replacements in Miller Township - \$19,400, seconded by Adam Stanton. Motion passed (11 ayes; 0 nays).

Approve Nodaway County Administration Contract for Bridge Replacements - \$25,900 – (Action Agenda Item #7)

The County of Nodaway was awarded a Community Development Block Grant and has selected Northwest Missouri Regional Council of Governments as their Grant Administrator. Per the new requirements with CDBG, if the county is in good standing in paying their local assessments to their RPC, procurement is waived, and the county may select their RPC to administer the grant. Adam Stanton motioned to approve the Nodaway County Administration Contract for Bridge Replacements in Jackson Township - \$25,900, seconded by Pat Walter. Motion passed (11 ayes; 0 nays).

Approve Worth County Administration Contract for Bridge Replacement - \$13,800 – (Action Agenda Item #8)

The County of Worth was awarded a Community Development Block Grant and has selected Northwest Missouri Regional Council of Governments as their Grant Administrator. Per the new requirements with CDBG, if the county is in good standing in paying their local assessments to their RPC, procurement is waived, and the county may select their RPC to administer the grant. Bob Stiens motioned to approve the Worth County Administration Contract for Bridge Replacement in Smith Township - \$13,800, seconded by Adam Stanton. Motion passed (11 ayes; 0 nays).

Approve Jubal Summers as a TAC member representing Worth County – (Action Agenda Item #9)

There was a Worth County vacancy on TAC since Ted Findlay didn't run for re-election. The Worth County Commission has recommended new Presiding Commissioner, Jubal Summers to fill this vacancy. Adam Stanton motioned to approve Jubal Summers as the new TAC member representing Worth County, seconded by Regan Nonneman. Motion passed (11 ayes; 0 nays).

Approve Tom Bullock as a TAC member representing Holt County – (Action Agenda Item #10)

There was a Holt County vacancy on TAC since Mark Sitherwood didn't run for re-election. The Holt County Commission has recommended new Presiding Commissioner, Tom Bullock to fill this vacancy. Regan Nonneman motioned to approve Tom Bullock as the new TAC member representing Holt County, seconded by Bob Stiens. Motion passed (11 ayes; 0 nays).

Approve Carla Markt as a voting member of TAC representing Holt County – (Action Agenda Item #11)

There is a Holt County vacancy on TAC following Hugh Wallace's resignation. The Holt County Commission has recommended changing Carla Markt from a non-voting TAC member to a voting member to fill this vacancy. Gary Carlson motioned to approve Carla Markt as a voting member, representing Holt County, on TAC, seconded by Regan Nonneman. Motion passed (11 ayes; 0 nays).

Staff Reports

The Staff Report was available in the board packet to each member in attendance. Rita Wallinga introduced Julia Lynn, the new Employment Specialist in the Job Center. Julia gave a brief introduction of herself and her goals for the youth programs. Kim Mildward reported that the Comprehensive Economic Development Strategy (CEDS) update has been approved by EDA.

Interim Executive Director's Report

Jerri Dearmont presented the Regional Council's new website to the board to view. The new website will hopefully be launched next week, and Jerri invited the board members to view it. Jerri is working on filling vacancies on the Regional Council and Development Corporation boards. Jerri shared that she attended the Statewide Transportation Planners meeting in Jefferson City and gave a short presentation on the BUILD grant the Regional Council assisted the city of Maryville write.

Closed Session

No closed session was needed.

Adjourn

With no other business, Adam Stanton motioned to adjourn the meeting at 7:55pm, seconded by Pat Walter. Meeting adjourned (11 ayes; 0 nays).

Lorie Carlson, Chairman

Regan Nonneman, Secretary

Members Present

Bob Stiens
Tyler Paxson
Tom Bullock
Jubal Summers
Ben Lipiec
Gary Carlson
Lorie Carlson

Staff Present

Jerri Dearmont
Kim Mildward
Rita Wallinga
Julia Lynn
Alice Schieffer
Amy Dowis

Regan Nonneman
Ryan Kingery
Adam Stanton
Pat Walter

Members Absent

Curtis Livengood
Duane Nauman
Greg Book
Derek Brown
Martin Weatherd
Jack Baldwin
Ben Abplanalp

Guest

Lindsay Stapley