



AGENDA

Tuesday, July 8, 2014 - 5:30 PM
Cedar County Courthouse Meeting Room
400 Cedar Street, Tipton

- 1. Call to Order – 5:30 PM**
- 2. Roll Call**
- 3. Agenda Additions/Agenda Approval**
- 4. Communications**
 - a. Grant Elliott – IowaWorks
 - b. Unscheduled
- 5. Consent Agenda (1 motion to approve all * items)**
 - a. *Approve Minutes
 - b. *Approve Financial Reports
- 6. Unfinished/Old Business**
 - a. Executive Director position
 - b. Insurance 501(c)3
- 7. New Business discussion and possible action on**
 - a. Other
- 8. Announcements**
 - a. Next Board meeting date – August 12
 - b. Other
- 9. Reports**
 - a. **Office Manager/ Marketing Assistant**
 - i. Latta Harris installation of QuickBooks 07/08
 - ii. CCEDCO fair booth 07/09-07/13
 - iii. Vacation day Friday, August 8
 - iv. Plastic Products in West Branch possible expansion
 - v. Cedar County, IA, is #18 in Country for Income Equality
- 10. City Reports**

Adjourn

Please report CCEDCO Board meeting information to your councils, thank you.

Cedar County Economic Development Commission

June 10, 2014

5:30 PM

Meeting Minutes

Roll Call

Board Members Present: Pam Spear (Board Chair-Tipton), Greg Wagner (Vice Chair-Stanwood), Jon Bell (Cedar County Board of Supervisors), Betty Ellerhoff (Cedar County Board of Supervisors), Wayne Deerberg (Cedar County Board of Supervisors), Charlene Myers (Bennett Representative), Pat Hasenbank (Clarence), Doug Beland (Durant), Joe Wenndt (Lowden)

Staff Present: Lisa Decker (Office Manager/Marketing Assistant)

Guests: Leanne Zearley (Alternate-Tipton), Joyce Coppess (ISU Extension Office), Jean Driscoll, and Linda Jacobson (ISU Extension Council)

Chair Pam Spear called the meeting to order at 5:30 PM.

Agenda Additions/Agenda Approval

- Greg Wagner made a motion to approve the Agenda, seconded by Doug Beland. Motion carried.

Communications

- There were no communications.

Consent Agenda

- The May minutes and financial reports were presented. A motion was made by Doug Beland, seconded by Greg Wagner to approve. Motion carried.

Unfinished/Old Business

- There was no old business.

New Business

- Chair Spear announced Shelise Parsley has resigned as CCEDCO Executive Director effective June 16, 2014. An Interim Director will need to be appointed until a new Executive Director is hired. Greg Wagner said last time an Interim Director was appointed, CCEDCO was not in a partnership with ISU, but would they have to be involved now? Chair Spear said that would be a question for Tim Borich from ISU. Pat Hasenbank asked when the contract expires with ISU. Chair Spear responded it expires June 2015. Chairman Spear commented the Board needs to have a discussion and have questions ready for Tim. Doug Beland asked if additional duties could be assigned to the Office Manager without a change in title. Betty Ellerhoff commented CCEDCO should step up when/if the Office Manager is taking on additional duties. Greg Wager said CCEDCO probably could not offer additional funds at this time. Pat Hasenbank and Wayne Deerberg commented that it was done in the past. Chair Spear asked if anybody remembered what the compensation was last time. If not, they will look back at the minutes. Spear asked if everyone agreed the present Office Manager should do what she feels most comfortable with and will research on compensating for it.

After reviewing past minutes, in 2012 the Office Manager was appointed Interim Director and given a 15% pay raise. Doug Beland asked how long an Interim Director should be appointed and what an increase in pay should be. Wayne Deerberg suggested appointing an Interim Director for 60 days and then evaluate at that time. Betty Ellerhoff made a motion to appoint Lisa Decker, Office Manager, as Interim Director for 60 days with a pay increase of 15%, effective June 17. The motion was seconded by Pat Hasenbank. Motion carried.

Jon Bell asked about having the Executive Director's name and access removed from all accounts. The Office Manger responded that she has already taken steps for changes on all accounts effective June 17.

Chair Spear asked the Board how they felt about the contract/relationship with ISU, and if they are interested in continuing it. Jon Bell asked if we first need to find out if ISU is interested in continuing the agreement. Chair Spear said a conference call can be made to Tim Borich from ISU, but we will need to decide first what we want to do. Betty Ellerhoff added she is interested in knowing how ISU Extension feels about the relationship with CCEDCO. Joyce Coppess, ISU Extension representative, commented the Extension Board has not discussed it. Chair Spear informed the Board that ISU Extension is expanding with more employees in the near future and asked how they feel about continuing housing CCEDCO. Joyce Coppess said if they are willing and want to continue, the current contract agreement with ISU Extension is for another year. Jon Bell added he would like to review the contract with ISU and discuss any issues. Greg Wagner said he does not feel CCEDCO is getting as much information as ISU does about the Executive Director. Jon Bell commented there are privacy issues and Betty Ellerhoff added there are also employment law issues. Chair Spear said these are some of the issues to address with Tim at ISU. Jon Bell added even though there are privacy issues the Executive Director could have voluntarily released information to the Board, because we are in an awkward position of what can and cannot be done. Pat Hasenbank asked if anybody knows if ISU is interested in continuing the relationship. Betty Ellerhoff informed the Board that CCEDCO could request to terminate the contract with 90 days' notice if they are not happy with the current contract.

Doug Beland said if we are going to stay with ISU the hiring process needs to move along. Chair Spear agreed saying Lowden and West Branch have recently rejoined CCEDCO and we need to get a new Director as soon as possible. Chair Spear clarified questions/issues to be asked of Tim Borich:

- o Does ISU, or can CCEDCO appoint someone as Interim Director?
- o Does ISU have any issues with the title Interim Director?
- o Can CCEDCO be kept informed of vacation and sick time Executive Director has available?
- o Can we have a proposed estimate of time for the hiring process?

Chair Spear said if CCEDCO wanted to end their relationship with ISU there would be additional expenses, like rent, utilities, and computer. In the current agreement for Executive Director expenses ISU pays 10%, Extension 10%, and CCEDCO 80%. However, we do not have access to timesheets, vacation, or sick time. Joe Wenndt said he would like to see the Board have more say and input, because there is too much gray area. Jon Bell added the Executive Director needs to be more forthcoming with information and ISU/HR be more open with the Board. Chair Spear said these issues could be added to the conversation with Tim from ISU.

A conference call was made to Tim Borich from ISU asking if they want to continue the partnership once the contract expires in June 2015; ISU said they would want to. They also have no issues with appointment of an Interim Director. He added that they could change the contract to read if the Executive Director requests sick or vacation leave from ISU, they will also request it from CCEDCO. Chair Spear added we would also like to be able to review timesheets. Betty Ellerhoff agreed adding vacation and sick balances also be made available for review. She then asked if ISU grants compensation time, which Borich responded there is no compensation time.

Chair Spear asked for a timeline for hiring. Tim Borich responded ISU would like to wait a month or two, announce it and rewrite the contract, but then asked if CCEDCO wants it done quicker. Jon Bell added with all the time and effort needed for the matrix and job description he would like to see it proceeded with right away. Tim Borich suggested they look at the job description from last time and consult with Joyce Coppess to see if Extension is still on board with the agreement. Betty Ellerhoff asked what happens if Extension chooses not to participate. Tim Borich responded he thinks the location is good for partnership, but needs to ask Extension what they think. Greg Wagner wanted to clarify that ISU will proceed immediately with the hiring process, so he can keep people informed. Tim Borich responded that ISU would start the process right away. Chair Spear commented she felt pleased with the answers to their questions.

Chair Spear asked Joyce Coppess if she knows how the Extension Board feels, with one year left on the contract with CCEDCO; she said they would have to discuss it at council meeting. Betty Ellerhoff feels the council is supportive, but wants to make sure they feel they are getting something out of it, and maybe state clear expectations for the new Executive Director. Wayne Deerberg said if Extension Board is paying part of the Executive Director's wages, they should be welcomed to attend CCEDCO meetings. The Office Manager will invite Extension Council members to all future CCEDCO meetings.

Betty Ellerhoff suggested a follow up e-mail be done with Tim Borich on Wednesday and ask for weekly updates to the hiring process. Greg Wagner made a motion to immediately start the hiring process for an Executive Director and Jon Bell seconded. Motion carried.

- In other new business, Governor Terry Branstad and Lieutenant Governor Kim Reynolds will be in Tipton Wednesday, June 18, touring CDS Global.
- CCEDCO will have a booth at the Cedar County Fair June 9-13. If any Board member is interested in volunteering to help at the booth contact the Office Manager. Also, if any business in Cedar county is interested in having coupons or promotions items at the booth, contact CCEDCO office.
- Chair Spear asked if CCEDCO is interested in moving forward to become a 501(c)3. Jon Bell asked if this was something to act on without a current Executive Director. Betty Ellerhoff suggested tabling this until a new Executive Director is hired. Doug Beland asked if there was a big benefit for it, considering the cost of insurance. Jon Bell said insurance is for protecting the organization. Joyce Coppess asked if CCEDCO By-laws has anything referring to Board not being held liable. Pat Hasenbank suggested find out how much a policy would cost. The Office Manager will contact their insurance company for quotes.

Announcements

- Next Board meeting is July 8. Because of fair week, an alternate meeting place will be needed. The Office Manager will check into it.

City Reports

- There were no city reports.

Executive Director Report

- There was no report.

Office Manager/Marketing Assistant Report

- Congressman Dave Loebsak visited businesses in Lowden and Bennett June 5.
- Lt. Governor Kim Reynolds visited CDS Global Wednesday, June 18.
- Preparing for booth at Cedar County Fair
- New links are completed on website

Adjourn

- With no further business, a motion was made by Pat Hasenbank and seconded by Jon Bell to adjourn at 6:50 PM.

Board Chair

Preparer of Minutes

CCEDCO

Checking Account Summary June 2014

Checking Account Balance as of June 1, 2014 \$ 3,804.12

Income/Deposits

<u>Date</u>	<u>Transaction</u>	<u>Description</u>	<u>Amount</u>
06/03/14	Transfer in	From Marketing/ Web Hosting -June	\$ 16.95
06/04/14	Deposit	Schroeder restitution	\$ 50.00
06/12/14	Transfer in	From Marketing	\$ 2,000.00
		Total Deposits	\$ 2,066.95

Expenses

05/28/14	1552	IPERS	May - Decker	\$ 351.54
06/03/14	1553	F&B Communications	Web Hosting	\$ 16.95
06/04/14	1554	Tipton Conservative	May legal notice	\$ 14.69
06/11/14	1555	Lisa Decker	Salary 05/26-06/06	\$ 608.39
06/11/14	1556	Visa	Pizza Hut - \$42.00; Wal-Mart \$6.70 (Board training 06/10)	\$ 48.70
06/16/14	Auto w/d	IRS	May Federal w/h - Decker	\$ 503.10
06/16/14	1557	Windstream	Phone & DSL	\$ 184.01
06/25/14	1558	Lisa Decker	Salary 06/09-06/20	\$ 647.09
			Total Expenses	\$ 2,374.47

Checking Account Balance as of June 30, 2014 \$ 3,496.60

Outstanding Checks

06/25/14	1559	Wilton-Durant Advocate	Newspaper subscription	\$ 33.00
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CCEDCO
Marketing Fund Summary
 January 2014 - June 2014

Marketing Fund balance as of January 1, 2014 \$ 4,167.36

Income / Deposits

<u>Date</u>	Description of Transaction	Amount
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TOTAL DEPOSITS

Expenses

Date

01/23/14	Transfer to Checking	F&B Web hosting - January	\$ 16.95
02/28/14	Transfer to Checking	F&B Web hosting - February \$16.95; cedarcountry.org domain renewal \$59.98	\$ 76.93
03/28/14	Transfer to Checking	F&B Web hosting - March	\$ 16.95
04/02/14	Transfer to Checking	F&B Web hosting - April	\$ 16.95
05/01/14	Transfer to Checking	Cedar County Fair booth & banner	\$ 250.00
05/01/14	Transfer to Checking	F&B Web hosting - May	\$ 16.95
06/01/14	Transfer to Checking	F&B Web hosting - June	\$ 16.95

TOTAL EXPENSES

\$ 411.68

Marketing Fund Balance as of June 30, 2014

\$ 3,755.68

CCEDCO

Interest Bearing Account

2013-2014

July 1, 2013 to June 30, 2014

<u>Date</u>	<u>Description</u>	<u>Transfer Out</u>	<u>Transfer In</u>	<u>Balance</u>
Beginning Balance 2013-2014 Fiscal Year				\$ 115,647.62
07/01/13	Transfer to checking	\$ (1,000.00)		\$ 114,647.62
07/03/13	Transfer to checking	\$ (3,000.00)		\$ 111,647.62
07/31/13	Interest		\$ 47.49	\$ 111,695.11
08/06/13	Board Dues (All)		\$ 80,000.00	\$ 191,695.11
08/19/13	Transfer to checking	\$ (2,000.00)		\$ 189,695.11
08/31/13	Interest		\$ 75.57	\$ 189,770.68
09/19/13	Transfer to checking	\$ (2,000.00)		\$ 187,770.68
09/30/13	Accrued Interest		\$ 77.66	\$ 187,848.34
10/07/13	Transfer to checking	\$ (2,000.00)		\$ 185,848.34
10/21/13	Transfer to checking	\$ (12,000.00)		\$ 173,848.34
10/31/13	Interest		\$ 77.28	\$ 173,925.62
11/25/13	Transfer to checking	\$ (1,000.00)		\$ 172,925.62
11/30/13	Interest		\$ 71.39	\$ 172,997.01
12/26/13	Transfer to checking	\$ (2,000.00)		\$ 170,997.01
12/31/13	Interest		\$ 73.03	\$ 171,070.04
01/13/14	Transfer to checking	\$ (2,000.00)		\$ 169,070.04
01/30/14	Transfer to checking	\$ (3,000.00)		\$ 166,070.04
01/31/14	Interest		\$ 72.04	\$ 166,142.08
02/28/14	Interest		\$ 63.73	\$ 166,205.81
03/07/13	Transfer to checking	\$ (2,000.00)		\$ 164,205.81
03/31/14	Interest		\$ 69.90	\$ 164,275.71
04/01/14	Transfer to checking	\$ (2,000.00)		\$ 162,275.71
04/14/14	Transfer to checking	\$ (2,000.00)		\$ 160,275.71
04/28/14	Transfer to checking	\$ (15,000.00)		\$ 145,275.71
04/30/13	Interest		\$ 65.61	\$ 145,341.32
05/31/14	Interest		\$ 61.72	\$ 145,403.04
06/12/14	Transfer to checking	\$ (2,000.00)		\$ 143,403.04
06/30/14	Interest		\$ 59.23	\$ 143,462.27
Current Balance as of June 30, 2014				\$ 143,462.27

CCEDCO

Financial Summary for June 2014

CURRENT ASSETS

Checking

Liberty Trust Checking Account	\$	3,496.60
Liberty Trust Marketing Account	\$	3,755.68

CD/Money Market

Liberty Trust, Interest Bearing Account	\$	143,462.27
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TOTAL CURRENT ASSETS \$ 150,714.55

NON-CURRENT ASSETS

Loans

Clarence Development (Original Loan 2/26/92 \$20,000.00)

0% Interest			\$	20,000.00			
2001	1st payment	\$	1,000.00	\$	19,000.00		
07/2002		\$	1,000.00	\$	18,000.00		
08/2003		\$	1,000.00	\$	17,000.00		
10/2004		\$	1,250.00	\$	15,750.00		
11/2005		\$	1,250.00	\$	14,500.00	\$	4,500.00
07/2006		\$	1,250.00	\$	13,250.00		
08/2007		\$	1,250.00	\$	12,000.00		
07/2008		\$	1,250.00	\$	10,750.00		
07/2009		\$	1,250.00	\$	9,500.00		
07/2010		\$	1,250.00	\$	8,250.00		
07/2011		\$	1,250.00	\$	7,000.00		
07/2012		\$	1,250.00	\$	5,750.00		
07/2013		\$	1,250.00	\$	4,500.00		

Clarence Development (Original Loan 7/01/93 \$15,000.00)

0% Interest			\$	15,000.00			
07/2002	1st payment	\$	1,000.00	\$	14,000.00		
08/2003		\$	1,000.00	\$	13,000.00		
10/2004		\$	1,000.00	\$	12,000.00		
11/2005		\$	1,000.00	\$	11,000.00		
07/2006		\$	1,000.00	\$	10,000.00	\$	3,000.00
08/2007		\$	1,000.00	\$	9,000.00		
07/2008		\$	1,000.00	\$	8,000.00		
07/2009		\$	1,000.00	\$	7,000.00		
07/2010		\$	1,000.00	\$	6,000.00		
07/2011		\$	1,000.00	\$	5,000.00		
07/2012		\$	1,000.00	\$	4,000.00		
07/2013		\$	1,000.00	\$	3,000.00		

TOTAL NON-CURRENT ASSETS \$ 7,500.00

TOTAL ASSETS \$ 158,214.55

CCEDCO

2013-2014 Expenses Vs. Budget - Quarterly Summary

Fiscal Year July 2013- June 2014

EXPENSES	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-March)	4th Quarter (April-June)	YTD	BUDGET	REMAINING	% REMAINING
Wages/benefits/taxes								
Director salary	\$ 10,131	\$ 10,360	\$ 10,359	\$ 10,359	\$ 41,210	\$ 42,553	\$ 1,343	3%
Fringe Benefits P&S @ 37%	\$ 3,140	\$ 3,087	\$ 3,257	\$ 3,404	\$ 12,888	\$ 15,332	\$ 2,444	16%
Travel/Operating (ISU Contract)	\$ 942	\$ 687	\$ 369	\$ 187	\$ 2,184	\$ 3,500	\$ 1,316	38%
Travel & Operating (CCEDCO)	\$ -	\$ 64	\$ 20	\$ 68	\$ 152	\$ 300	\$ 148	49%
Staff Wages	\$ 5,296	\$ 2,363	\$ 4,725	\$ 5,560	\$ 17,943	\$ 21,000	\$ 3,057	15%
Withholdings (Office Manager)	\$ 1,176	\$ 392	\$ 783	\$ 922	\$ 3,273	\$ 3,330	\$ 57	2%
Health Ins. (Office Manager)	\$ 721	\$ -	\$ -	\$ -	\$ 721	\$ 4,200	\$ 3,479	83%
Director Moving Expenses	\$ -	\$ -	\$ 1,299	\$ -	\$ 1,299	\$ 1,300	\$ 1	0%
Subtotal	\$ 21,406	\$ 16,952	\$ 20,813	\$ 20,499	\$ 79,671	\$ 91,515	\$ 11,844	13%
Office expense								
Office Supplies/ Hardware/ Software	\$ 361	\$ 476	\$ 213	\$ 653	\$ 1,703	\$ 1,750	\$ 47	3%
Accounting (Latta Harris & Annual Audit)	\$ 2,628	\$ 130	\$ 150	\$ 100	\$ 3,008	\$ 3,200	\$ 192	6%
Postage	\$ 46	\$ 3	\$ -	\$ 49	\$ 98	\$ 200	\$ 102	51%
Equipment Upgrades	\$ -	\$ 128	\$ 695	\$ -	\$ 823	\$ 1,000	\$ 177	18%
Insurance BOP & liability	\$ 198	\$ 262	\$ -	\$ 229	\$ 689	\$ 1,250	\$ 561	45%
Phone/DSL	\$ 644	\$ 651	\$ 564	\$ 546	\$ 2,405	\$ 2,500	\$ 95	4%
Newspaper/ads-dependent upon programming	\$ 151	\$ 150	\$ 48	\$ 78	\$ 427	\$ 500	\$ 73	15%
Subtotal	\$ 4,028	\$ 1,800	\$ 1,670	\$ 1,655	\$ 9,153	\$ 10,400	\$ 1,247	12%
Marketing/promotion								
Conference/Education/ Memberships	\$ 139	\$ 20	\$ 460	\$ 69	\$ 688	\$ 1,500	\$ 812	54%
Kirkwood(Grant)	\$ 925	\$ -	\$ 925	\$ -	\$ 1,850	\$ 925	\$ (925)	-100%
IWD Laborshed study (to complete in FY14/15)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Subtotal	\$ 1,064	\$ 20	\$ 1,385	\$ 69	\$ 2,538	\$ 2,425	\$ (113)	-46%
TOTAL	\$ 26,497	\$ 18,772	\$ 23,869	\$ 22,223	\$ 91,361	\$ 104,340	\$ 12,979	12%

COUNTY MARKETING FUND:

EXPENSES	JULY-SEPT	OCT-DEC	JAN-MARCH	APR-JUNE	YTD	BUDGET	REMAINING	% REMAINING
Web hosting (moved to Operating)	\$ 51	\$ 56	\$ 216	\$ 51	\$ 374	\$ 925	\$ 551	60%
Marketing Materials	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 500	\$ 250	50%
Promotion items	\$ 288	\$ -	\$ -	\$ -	\$ 288	\$ 500	\$ 212	42%
TOTAL	\$ 339	\$ 56	\$ 216	\$ 301	\$ 912	\$ 1,925	\$ 1,013	53%