

**IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE**

**THURSDAY, DECEMBER 19, 2024
11:30 A.M.**

**INRCOG Office
229 E. Park Avenue
3rd Floor Board Room
Waterloo, Iowa**

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of November 21, 2024, Executive Committee Minutes
4. Financials:
 - a. INRCOG
 - b. RTC/On Board Public Transit
5. Executive Director's Report:
 - a. Staff Evaluations
 - b. Human Resources
 - c. Grants/Contracts
 - d. 229 E. Park Avenue
6. 2025 INRCOG Officer Elections
7. Other Business
8. Adjourn.

INRCOG meetings are open to all individuals. Any person requesting reasonable accommodation to participate in this meeting must contact INRCOG at (319) 235-0311 at least two business days in advance of this meeting.

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)

**229 E. Park Ave.
Waterloo, Iowa 50703**

**Executive Committee Meeting Minutes
Thursday, December 19th, 2024**

The members present were Duane Hildebrandt, Mark Schildroth, Danny Laudick, Greg Barnett, and Lisa Smock.

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:35 a.m. by Duane Hildebrandt, Chair.

Chair Hildebrandt asked for any additions or changes to the agenda. There were none offered. It was moved by Barnett, seconded by Smock, to approve the agenda as presented. The motion carried unanimously.

The minutes of November 21st, 2024 were emailed to all members prior to this meeting. It was moved by Barnett, seconded by Schildroth, to approve the minutes as presented. The motion carried unanimously.

The November 2024 Financial Reports, for both INRCOG and RTC/On Board were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements and provided spreadsheet summaries for both entities. The Committee discussed RTC/OB expenses causing budget overruns, specifically those associated with vehicle maintenance and the new scheduling/dispatching software. It was moved by Schildroth, seconded by Laudick, to approve the November 2024 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, staff evaluation recommendations for Dan Schlichtmann and Isaiah Corbin were presented for consideration. It was moved by Smock, seconded by Laudick, to approve the performance evaluation recommendations as presented. The motion carried unanimously.

Regarding Human Resources, Schoon updated members about the hiring processes for the community and transportation planners, noting the hiring of Vincent Ruggiere to fill the community planner position. He will begin with INRCOG on January 21st, 2025. INRCOG staff are continuing to work toward filling the transportation planner position.

Schoon presented the updated FY 2025 Grants and Contracts sheet for the committee. He noted the changes to the reports since the November meeting, highlighting the approval of three Local Housing Trust Fund grant applications for Cedar Falls, Waterloo, and the balance of the INRCOG region.

Regarding the INRCOG building, 229 East Park Avenue, Schoon informed the committee about the completion of the required boiler shutoff valve, which was identified as part of a mandatory building safety inspection.

Hildebrandt presented a slate of potential INRCOG Officers for Calendar Year 2025. Said officers will serve as such for both the Board of Directors and Executive Committee. He also noted the nominations for five additional members of the Executive Committee. There were no further nominations offered by the committee. It was moved by Barnett, seconded by Schildroth, to recommend approval of the 2025 INRCOG Slate of Officer and Executive Committee members as presented. The motion carried unanimously.

Schoon indicated that we hope to have the Fiscal Year 2024 INRCOG Audit for the February meeting. Also, he informed those present that INRCOG is in the process of enrolling in the State of Iowa's Setoff Program, which is administered by the Department of Revenue and is intended to help our agency recoup unpaid debts.

There being no further business, it was moved by Schildroth, seconded by Laudick, to adjourn the meeting at 11:55 a.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on January 16th, 2025.

Respectfully Submitted,



Brian Schoon, Acting Secretary