

**Mid-Iowa Planning Alliance for Community Development
Executive Committee**

**10 a.m., Friday, January 26, 2024
420 Watson Powell Jr. Way, Suite 200
Des Moines, IA 50309**

Online Meeting Link Option : Zoom

[Click here to join the meeting](#)

Meeting ID: 834 3346 7222

Tentative Agenda

- 1. Call to Order**
- 2. VOTE: Approval of Agenda**
- 3. VOTE: Approval of Meeting Minutes.....** Page 2
 - Consider approval of the November 17th, 2023, meeting minutes.
- 4. CONSENT and VOTE: Contracts and Expenses.....** Page 3
- 5. REPORT: Planning Services and Administration Agreement with CIRTPA** Page 4
 - Report on the ongoing discussion with CIRTPA to provide planning and administrative services.
- 6. REPORT and VOTE: Transition Plan.....** Page 6
 - Report on the draft transition plan; consider approval.
- 7. REPORT and VOTE: Job Descriptions and Hiring of Staff** Page 7
 - Report on draft job descriptions and a committee to hire staff; consider approval.
- 8. REPORT: FY 2025 Work Program and Budget Development** Page 9
 - Report on the process to develop the upcoming work program and budget for FY 2025.
- 9. REPORT: Update on Board Representatives and Officers Selection.....** Page 10
 - Report on the process for soliciting board representatives and the selection of officers.
- 10. REPORT: Update from MIPA Staff** Page 11
 - Report on the status of MIPA work activities.
- 11. Other Non-Action Items of Interest to the Committee**
- 12. Next Meeting Date**
 - February 23, 2024
- 13. Adjournment**

ISSUE: Meeting Minutes

VOTE: Consider approval of the November 17th, 2023 MIPA Board meeting minutes.

BACKGROUND:

[Click here for a copy of the November 17th, 2023 MIPA Board meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the November 17th, 2023, MIPA Board meeting.

STAFF CONTACT:

Andrew Collings
acollings@dmampo.org
515.334.0075

ISSUE: Contracts and Expenses

CONSENT and VOTE: Report on contracts and expenses in accordance with MIPA's (MPO's) policies and procedures manual; consider approval.

BACKGROUND:

Below are contracts and expenses in amounts that require approval of the MIPA Executive Committee per MIPA's (MPO's) Policy and Procedures.

Contracts			
VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
City of Norwalk	Implementation of the City of Norwalk's Owner-Occupied Repair Program	Click here for a copy of the contract.	Up to \$10,000.00

Expenses			
VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Denman & Company LLC	Progress billing for the FY 2023 audit.	Cost included in annual budget. Click here for a copy of the invoice.	\$3,000.00

RECOMMENDATION:

Approve the slate of contracts and expenses.

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Andrew Collings
acollings@dmampo.org
515.334.0075

ISSUE: Planning Services and Administration Agreement with CIRTPA

REPORT: Report on the ongoing discussion with CIRTPA to provide planning and administrative services.

BACKGROUND:

At the November CIRTPA meeting, CIRTPA voted to enter negotiations with MIPA for planning and administrative services. Later that month, MIPA also voted to enter negotiations with CIRTPA to provide those services.

MIPA staff sent an email to Iowa DOT Systems Planning staff on December 1st to update them of the potential change with CIRTPA. Due to the holidays a meeting with Systems Planning staff was held on January 3rd. Systems Planning and District 1 staff were present to continue discussion of what action steps are needed to transition administrative duties to MIPA by April 1st. Below is a summary of that conversation:

- Beyond Systems Planning and District 1 staff, other departments were identified that needed to be brought into the discussion. Those include:
 - *Program Management* – To ensure project funding will continue to be programmed
 - *External Audits* – To ensure that CIRTPA's UPWP and cost structure are DOT compliant
 - *Finance* – To ensure MIPA is setup correctly in the DOT's system
- Additional items from the DOT side will need to be reviewed, such as the funding agreement between CIRTPA and the DOT
- CIRTPA staff identified April 1 as the transition date
- The general consensus is that there are no identified barriers to the transition for the April 1 date

At another meeting on January 23rd with the DOT and all identified departments it was determined that the April 1 transition deadline is attainable. The two items that were requested are a transition plan that Systems Planning staff will review and certification from EDA on indirect costs.

Below is a revised timeline for a potential transition to MIPA based on DOT discussion:

- **October 25:** CIRTPA Administration Subcommittee recommendation vote
- **November 16:** CIRTPA Technical and Policy Committee vote to enter into negotiations with MIPA for administrative services
- **November 17:** MIPA Executive Committee vote to enter into negotiations with CIRTPA for administrative services
- **December through February 2024:** Iowa DOT reviews and provides comments on a potential agreement between CIRTPA and MIPA. There is not a required timeline for review, therefore this is time for DOT staff to review necessary materials. This step may take longer given Iowa DOT staff turnover at key positions, however existing

- DOT staff is aware of this transition
- **February 22:** CIRTPA Board approves the administrative contract
 - **February 23:** MIPA Board approves the administrative contract
 - **February 26:** CIRTPA gives the MPO 30 days notice to terminate the existing administrative contract
 - **April 1:** Effective date of the administrative contract with MIPA

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings
acollings@dmampo.org
515.334.0075

ISSUE: Transition Plan

REPORT and VOTE: Report on the draft transition plan; consider approval.

BACKGROUND:

The MPO Board has indicated that MIPA must transition away from the MPO as the MPO Board intends to end all contracts with MIPA by the end of FY 2024 (June 30, 2024).

Current Scenario – MIPA contracts with the MPO for most services. Current services include:

- Rent, printing, and other office necessities
- Budgeting, accounting, and payroll
- Staffing support for projects

This situation will end at the end of FY 2024, if not earlier. There is no option to continue contracting with the MPO in any capacity.

In conjunction with the ongoing negotiations with CIRTPA to provide planning and administrative services, the transition date away from the MPO has been identified as April 1.

At the October MIPA Executive Committee Meeting staff presented on the various transition scenarios available to MIPA. To provide additional information for the Board, staff has prepared a transition report that takes the previously identified scenarios and adds additional context and information.

[Click here for a copy of the draft Transition Report.](#)

RECOMMENDATION:

Approve moving forward with Scenario #2d and hiring a 0.75 FTE bookkeeping position.

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Andrew Collings
acollings@dmampo.org
515.334.0075

ISSUE: Job Descriptions and Hiring of Staff

REPORT and VOTE: Report on draft job descriptions and a committee to hire staff; consider approval.

BACKGROUND:

Since its inception, the MPO has been assisting MIPA in the hiring of employees. MIPA employees are currently split with the MPO 80/20 in order for the MPO to provide insurance and other employee benefits.

To ensure consistency and equity in MIPA's hiring process, MIPA should approve new job descriptions and post them to relevant hiring websites.

By having existing staff reapply for available positions, it allows both the employee and MIPA the opportunity to affirm the upcoming employment arrangement. Existing employees were hired with certain expectations that are no longer relevant. It also allows for a more transparent hiring process. Staff has prepared descriptions for the following positions:

- [Executive Director](#)
- [Bookkeeper](#)
- [Senior Planner – Housing Focus](#)
- [Senior Planner – Community Development Focus](#)
- [Senior Planner – Transportation Focus](#)
- [Associate Planner](#)

For the planner positions, both a senior and associate option will be made available for each position to account for entry level candidates that may apply.

A hiring committee can be established to perform interviews and make recommendations to the Executive Committee.

Below is a proposed hiring timeline:

- **January 26 MIPA Executive Committee Meeting** – Approve of job descriptions and hiring process and establish a hiring committee.
- **Last week of January** – Post jobs on relevant hiring websites
- **February 23 MIPA Executive Committee Meeting** – Review candidate applications and schedule interviews
- **Early to Mid-March** - Hold candidate interviews.
- **March 29 MIPA Executive Committee Meeting** – Approve the hiring of staff.

RECOMMENDATION:

Approve the proposed job descriptions and proceed with the hiring process.

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Andrew Collings
acollings@dmampo.org
515.334.0075

ISSUE: FY 2025 Work Program and Budget Development

REPORT: Report on the process to develop the upcoming work program and budget for FY 2025.

BACKGROUND:

MIPA staff is beginning to develop the Fiscal Year 2025 work program and budget, which will document all planning activities that MIPA will perform from July 1, 2024, through June 30, 2025. It is a best practice to identify MIPA's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities.

MIPA staff asks for input from member governments and participating agencies on planning tasks for FY 2025 throughout the development of the work program and budget. MIPA staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

RECOMMENDATION:

None. Report and discussion only.

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515.334.0075

ISSUE: Update on Board Representatives and Officers Selection

REPORT: Report on the process for soliciting board representatives and the selection of officers.

BACKGROUND:

MIPA staff will send member representative forms to communities who have not already submitted their board representative. Staff will also work with communities to select representatives for the Executive Committee and MIPA officers.

The Executive Committee is selected from the members of the MIPA Board of Directors. Each county in the MIPA area selects three representatives, two public and one private, to serve on the Executive Committee.

RECOMMENDATION:

None. Report and discussion only.

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ISSUE: Update from MIPA Staff

REPORT: Report on the status of MIPA work activities.

BACKGROUND:

MIPA staff will present on recent work activities and upcoming work items.

RECOMMENDATION:

None. Report and discussion only.

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