

**Mid-Iowa Planning Alliance for Community Development  
Joint Executive Committee and Board of Directors**

**10 a.m., Friday, March 29, 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: 851 7368 2078**

**Tentative Agenda**

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **VOTE EXECUTIVE COMMITTEE ONLY: Approval of Meeting Minutes** ..... Page 2
  - Consider approval of the February 23<sup>rd</sup>, 2024, meeting minutes.
4. **VOTE BOARD OF DIRECTORS ONLY: Approval of Meeting Minutes** ..... Page 3
  - Consider approval of the June 16<sup>th</sup>, 2023, meeting minutes.
5. **REPORT and VOTE: Des Moines Area MPO Invoice to MIPA for the 2<sup>nd</sup> Quarter of Fiscal Year 2024**..... Page 4
  - Report on the MPO's Invoice to MIPA for the 2<sup>nd</sup> Quarter of Fiscal Year 2024; consider approval.
6. **REPORT and VOTE: MIPA Handbook and Policies and Procedures Manual Drafts** ..... Page 5
  - Report on the MIPA Handbook and Policies and Procedures Manual; consider approval.
7. **REPORT and VOTE: Title VI Plan** ..... Page 6
  - Report on the Title VI Plan; consider approval.
8. **REPORT and VOTE: Equipment and Software Agreement**..... Page 7
  - Report on the Equipment and Software purchase agreement with CIRTPA; consider approval.
9. **VOTE: Enter Closed Session to Discuss Personnel Matters** ..... Page 8
  - Consider action to enter closed session in accordance with Iowa Code Chapter 21.5(j) to discuss personnel matters.
10. **VOTE: Action in Public Session Related to Personnel Matters** ..... Page 9
  - Consider action, if any, related to the closed session discussion on personnel matters.
11. **REPORT: MIPA Transition Report**..... Page 10
  - Report on the progress to date on MIPA's transition away from the MPO.
12. **Other Non-Action Items of Interest to the Committee**
13. **Next Meeting Date – Executive Committee Only**
  - Friday, April 26, 2024 at 10:00 AM
14. **Adjournment**

**ISSUE: Meeting Minutes**

VOTE: Consider approval of the February 23<sup>rd</sup>, 2024, MIPA Executive Committee meeting minutes.

**BACKGROUND:**

[Click here for a copy of the February 23<sup>rd</sup>, 2024, MIPA Board meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the February 23<sup>rd</sup>, 2024, MIPA Board meeting.

**STAFF CONTACT:**

Andrew Collings  
[acollings@dmampo.org](mailto:acollings@dmampo.org)  
515.334.0075

**ISSUE: Meeting Minutes**

VOTE: Consider approval of the June 16<sup>th</sup>, 2023, MIPA Board of Directors meeting minutes.

**BACKGROUND:**

[Click here for a copy of the June 16<sup>th</sup>, 2023, MIPA Board of Directors meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the June 16<sup>th</sup>, 2023, MIPA Board meeting.

**STAFF CONTACT:**

Andrew Collings  
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515.334.0075

**ISSUE: Des Moines Area MPO Invoice to MIPA for the 2<sup>nd</sup> Quarter of Fiscal year 2024**

REPORT and VOTE: Report on the on the FY24 2<sup>nd</sup> quarter invoice from the Des Moines Area MPO; consider approval.

**BACKGROUND:**

The MPO bills MIPA for work conducted on MIPA's behalf on a quarterly basis. The MPO's 2<sup>nd</sup> Quarter FY24 invoice covers work conducted for the period October 1, 2023 through December 31, 2023. If approved, MIPA staff will proceed with reimbursing the MPO.

[Click here for more a copy of the MPO 2<sup>nd</sup> Quarter FY24 Invoice.](#)

**RECOMMENDATION:**

Approve payment tot eh Des Moines Area MPO for the 2<sup>nd</sup> Quarter FY24 invoice, October 1, 2023 through December 31, 2023.

**STAFF CONTACT:**

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**ISSUE: MIPA Handbook and Policies and Procedures Manual Drafts**

REPORT and VOTE: Report on the draft MIPA Handbook and Policies and Procedures Manual; consider approval.

**BACKGROUND:**

Staff has prepared a draft MIPA Handbook and draft MIPA Policies and Procedures Manual. Many of these are carryover from the MPO and have been updated to incorporate various pieces of the MIPA organization.

[Click here for a copy of the draft MIPA Employee Handbook](#)

[Click here for a copy of the draft MIPA Policies and Procedures Manual](#)

**RECOMMENDATION:**

Approve the MIPA Employee Handbook and the Policies and Procedures Manual.

**STAFF CONTACT:**

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**ISSUE: Title VI Plan**

REPORT and VOTE: Report on the MIPA Title VI Plan; consider approval.

**BACKGROUND:**

Because MIPA will be administering CIRTPA, there are certain federal requirements that MIPA must follow. One requirement is that MIPA adopt a Title VI Plan.

A Title VI Plan defines the operating procedure for how Title VI of the 1964 Civil Rights Act is implemented locally. The plan is a public facing document that dictates how compliance with Title VI will be met.

A copy of the Title VI Plan and associated documents will be provided prior to the meeting

**RECOMMENDATION:**

Approve the Title VI Plan and associated documents.

**STAFF CONTACT:**

Andrew Collings  
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**ISSUE: Equipment and Software Agreement**

REPORT and VOTE: Report on the Equipment and Software Agreement with CIRTPA; consider approval.

**BACKGROUND:**

Due to CIRTPA's status as a 28E organization, it can access subscriptions and equipment purchases (including through the standard state contract) at a cheaper cost compared to MIPA. As the transition continues, staff will determine which items would benefit from being purchased through CIRTPA and work to secure those purchases. MIPA would reimburse CIRTPA for purchased equipment and services and pay an additional fee (5%).

At the CIRTPA meeting on March 21, 2024, the CIRTPA board unanimously approved the agreement.

[Click here for a copy of the Equipment and Software agreement with CIRTPA.](#)

**RECOMMENDATION:**

Approve the Equipment and Software agreement with CIRTPA.

**STAFF CONTACT:**

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**ISSUE: Enter Closed Session to Discuss Personnel Matters**

VOTE: Consider entering closed session in accordance with Iowa Code Chapter 21.5i to discuss personnel matters.

**BACKGROUND:**

The Board of Directors may enter into closed session to discuss personnel matters.

**RECOMMENDATION:**

Approve entering closed session in accordance with Iowa Code Chapter 21.5i to discuss personnel matters.

**STAFF CONTACT:**

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**ISSUE: Action in Public Session Related to Personnel Matters**

VOTE: Consider action, if any, related to the closed session discussion on personnel matters.

**BACKGROUND:**

Consider action related to the closed session discussion on personnel matters.

**RECOMMENDATION:**

None.

**STAFF CONTACT:**

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**ISSUE: MIPA Transition Report**

REPORT: Report on the status of the MIPA transition.

**BACKGROUND:**

Starting April 1, MIPA will transition away from the MPO for services and office space. MIPA will also begin administration of the Central Iowa Regional Transportation Planning Alliance (CIRTPA).

Below is a summary of the status of major MIPA transition items.

Transition Item	Status
<b>Payroll</b>	A payroll firm has been identified and funds set aside in the budget for services.
<b>Employee Insurance (Health, Dental, Vision)</b>	Employee insurance plans have been established.
<b>Deferred Compensation</b>	The deferred compensation and Health Savings Account (HAS) plans have been identified and funds incorporated into the budget.
<b>Accounting</b>	Hiring of a bookkeeper will move forward once an Executive Director has been identified.
<b>Computer Equipment and IT</b>	MMIT has been secured to provide necessary IT services.
<b>Office Space</b>	A Commercial Realty agent was used to analyze available office space in the Des Moines Metro including Ankeny, Clive, Johnston, Urbandale, West Des Moines, and Windsor Heights. Several spaces were toured, and a preferred alternative was identified. The office location has been selected of 939 Office Park Road, Suite 306, West Des Moines.

**RECOMMENDATION:**

None. Report and discussion only.

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