

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

10 a.m. Friday, March 29, 2024  
420 Watson Powell Jr. Way, Suite 200  
Des Moines, IA 50309

The Executive Committee (the “Board”) of the Mid-Iowa Planning Alliance for Community Development (“MIPA”) held a hybrid in-person/virtual meeting at 10 a.m. March 29, 2024. Notice of the meeting, including a meeting agenda, was delivered to Executive Committee members in accordance with MIPA bylaws.

**ATTENDANCE**

**MIPA Board Members Present:**

Brenda Dryer, Chair  
Charlie Dissell, Secretary  
Aaron DeJong  
Rachel Fusco  
Stacy LoVan  
Margret Liston  
Glenn Lyons  
Linda Murken  
Ryan Moffatt  
Luke Parris  
Wade Wagoner

**MIPA Board Members Absent:**

Craig Armstrong  
Anthony Brown  
Jennifer Brown  
Shawn Bryant  
Gerald Buydos  
Jeff Davidson  
Carla Eysink  
Greg Piklapp  
Steve Schainker  
Rachel Wacker

**Staff Present:**

Andrew Collings  
Caleb Knutson  
Lucas Young

**Guests Present:**

AJ Mumm  
Pete DeKock  
Alex Pfaltzgraff  
Sonia Sundberg  
Rita Conner  
Mark Snell  
Mike Jones  
David Wilwerding  
Shari Buehler  
Len Murray

**1. Call to Order:**

MIPA Chair Dryer called the meeting to order at 10:09 a.m. A quorum was present.

**2. Vote – Approval of the Agenda:**

**MOTION:** A motion was made by Murken to approve the March 29, 2024 MIPA Executive Committee meeting agenda. Seconded by Fusco.

**MOTION CARRIED**

**3. Vote – Approval of Meeting Minutes:**

**MOTION:** A motion was made by Lyons to approve the February 23, 2024 MIPA Executive Committee meeting minutes. Seconded by Liston.

**MOTION CARRIED**

**4. Report and Vote – Des Moines Area MPO Invoice to MIPA for the 2<sup>nd</sup> Quarter of Fiscal Year 2024:**

Collings reported on the invoice from the MPO to MIPA for costs associated with staffing and contractual efforts. Discussion ensued.

**MOTION:** A motion was made by Lyons to approve the invoice and payment to the MPO. Seconded by Fusco.

**MOTION CARRIED**

**5. Report and Vote – MIPA Handbook and Policies and Procedures Manual:**

Collings reported on the draft MIPA employee handbook and MIPA policies and procedures manual. Discussion ensued.

**MOTION:** A motion was made by LoVan to approve the employee handbook and the policies and procedures manual as presented. Seconded by Lyons.

**MOTION CARRIED**

**6. Report and Vote – Title VI Plan:**

Collings reported on the federal requirements for a Title VI Plan. Collings presented a draft Title VI Plan for review. Discussion ensued.

**MOTION:** A motion was made by Lyons to approve the Title VI Plan as presented. Seconded by Liston.

**MOTION CARRIED**

**7. Report and Vote – Equipment and Software Agreement:**

Collings reported on an equipment and software agreement with CIRTPA. The intent of the agreement is to allow MIPA to purchase equipment and software at reduced rates via government contracts. Discussion ensued.

**MOTION:** A motion was made by Murken to approve the agreement with CIRTPA as presented. Seconded by Moffatt.

**MOTION CARRIED**

**8. Vote – Enter Closed Session to Discuss Personnel Matters:**

**MOTION:** A motion was made by Liston to enter closed session to discuss personnel matters. Seconded by Lyons.

**MOTION CARRIED**

**9. Vote – Exit Closed Session Following a Discussion on Personnel Matters:**

**MOTION:** A motion was made by Murken to exit closed session following a discussion on Personnel Matters. Seconded by Dissell.

**MOTION CARRIED**

**10. Vote – Action in Public Session Following a Discussion on Personnel Matters:**

**MOTION:** A motion was made by Murken to hire Andrew Collings as Interim Executive Director and transfer supervision of staff effective April 1, 2024 with a salary increase effective July 1, 2024 subject to final approval by the full board Seconded by Lyons.

**MOTION CARRIED**

**11. Report – MIPA Transition Report**

Collings reported on the status of the MIPA transition away from the MPO. Discussion ensued. No action taken.

**12. Other Non-Action Items of Interest Business:**

None.

**13. Adjournment:**

Chair Dryer declared the meeting adjourned at 10:52.