



Mid-Iowa Planning Alliance for
Community Development
939 Office Park Road · Suite 306
West Des Moines, IA 50265 · 515-304-3524
www.midiowaplanning.org

Mid-Iowa Planning Alliance for Community Development

Executive Committee Meeting 2 p.m., Monday, April 21, 2025

In person:

420 Watson Powell Jr Way
Suite 200
Des Moines, IA 50309

Virtual:

Go To Meeting
[Click here to join the meeting](#)

Phone:

Phone #: (872) 240-3212
Meeting ID: 760-911-109

Tentative Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes.....Page 2
 - Consider approval of the March 11th, 2025 meeting minutes.
4. REPORT and VOTE: Financial Statements.....Page 3
 - Report on the financial statements; consider approval.
5. REPORT and OPTIONAL VOTE: Iowa Clean Cities and Communities Coalition Job DescriptionPage 4
 - Report on the proposed Iowa Clean Cities and Communities (CC&C) Coalition Job Description; consider approval.
6. REPORT and OPTIONAL VOTE: MIPA Handbook AmendmentPage 5
 - Report on the proposed amendment to the MIPA Handbook; consider approval.
7. REPORT: Central Iowa Local Workforce Development Board (CILWDB)/MIPA Agreements ...Page 7
 - Report on the potential CILWDB/MIPA agreements.
8. REPORT: MIPA IRS RedesignationPage 8
 - Report on the potential change to MIPA's IRS designation from a 501(c)4 to a 501(c)3.
9. REPORT: FY 2026 Budget Draft UpdatePage 9
 - Report on the Updated FY 2026 Budget Draft.
10. Other Non-Action Items of Interest to the Committee
11. Next Meeting Date
 - Monday, May 19th at 2 PM
12. Adjournment



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April 2025
Item No. 3

ISSUE: Meeting Minutes

VOTE: Consider approval of the March 11th, 2025, MIPA Executive Committee meeting minutes.

BACKGROUND:

A copy of the March 11th, 2025 MIPA Executive Committee meeting minutes will be provided prior to the meeting.

RECOMMENDATION:

Approve the minutes of the March 11th, 2025, MIPA Executive Committee meeting.

STAFF CONTACT:

Andrew Collings
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April 2025
Item No. 4

ISSUE: Financial Statements

REPORT and VOTE: Report on the Financial Statements; consider approval.

BACKGROUND:

MIPA staff continually tracks MIPA's finances and prepares monthly statements detailing the financial status of the organization.

[Click here for a copy of the January-March 2025 Transaction List](#)

[Click here for a copy of the March Balance Sheet](#)

[Click here for a copy of the March Statement of Financial Position](#)

[Click here for a copy of the List of Approved Vendors on Autopay](#)

RECOMMENDATION:

Approve the Financial Statements.

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April 2025
Item No. 5

ISSUE: Iowa Clean Cities and Communities Coalition Job Description

REPORT and OPTIONAL VOTE: Report on the proposed Iowa Clean Cities and Communities Coalition (CC&C) job description; consider approval.

BACKGROUND:

At the March Meeting, the Executive Committee approved MIPA serving as the host entity for the Iowa CC&C program. To move forward with hiring a CC&C Director, an official job description is needed.

[Click here for a copy of the proposed CC&C Director Job Description.](#)

RECOMMENDATION:

Approve of the proposed CC&C Director Job Description.

STAFF CONTACT:

Andrew Collings
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515.304.3524

April 2025
Item No. 6

ISSUE: MIPA Handbook Amendment

REPORT and OPTIONAL VOTE: Report on the proposed amendment to the MIPA Handbook; consider approval.

BACKGROUND:

On April 1, there was an increase in the Maximum Out of Pocket and Deductible amounts for MIPA's health insurance plan for single (\$5,500 to \$6,000) and family (\$11,000 to \$12,000) insurances. To offset this increase, the amounts deposited into a Health Savings Account (HSA) for employees, currently \$4,000 for single and \$8,000 for families, is proposed to increase to the IRS limit. The current IRS limit is \$4,300 for single coverage and \$8,550 for family coverage. Below is the proposed language change in the MIPA Handbook:

6.A.1. Health Savings Account (HSA)

Following ~~sixty (60) days of continuous employment~~ their hiring, all regular, full-time, ~~and permanent part-time~~ employees are eligible to participate in the MIPA's Health Savings Account (HSA), which allows employees to contribute pre-tax dollars to a health savings account to pay for eligible medical and dependent care expenses.

MIPA will provide up to ~~\$4,000~~ the IRS limit for single employees and ~~\$8,000~~ for employees with families per year as a deposit into an HSA ~~subject to contribution limits established by the IRS.~~

For specific information regarding this benefit, please see the Executive Director.



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

RECOMMENDATION:

Approve the proposed changes to the MIPA Handbook.

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**April 2025
Item No. 7**

ISSUE: Central Iowa Local Workforce Development Board (CILWDB)/MIPA Agreements

REPORT: Report on the potential CILWDB/MIPA agreements

BACKGROUND:

As MIPA continues towards being the grant recipient on behalf of the CILWDB, MIPA will need to execute agreements with the WIOA Title I providers that implement WIOA Title I funding. Polk County currently has the agreements with the providers on behalf of the CILWDB. Below are the current contracts Polk County has for the CILWDB:

- [Central Iowa Core Partners Consortium](#)
- [National Able Network](#)
- [Youth & Shelter Services](#)
- [IWD WIOA Grant Subrecipient](#)

At the May meeting, contracts similar to those above will be presented to the Executive Committee for approval.

RECOMMENDATION:

None. Report and discussion only.

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April 2025
Item No. 8

ISSUE: MIPA IRS Redesignation

REPORT: Report on the potential change to MIPA's IRS designation from a 501(c)4 to a 501(c)3.

BACKGROUND:

MIPA is currently designated a 501(c)4 by the IRS. 501(c)(3) and 501(c)(4) are both tax-exempt organizations, but their purposes and allowable activities differ. 501(c)(3)s focus on charitable, religious, educational, scientific, or literary purposes, and donations to them are tax-deductible. 501(c)(4)s are for social welfare, civic leagues, or local employee associations, and donations to them are generally not tax-deductible. Additionally, 501(c)(4)s can engage in more lobbying and political activities than 501(c)(3)s.

MIPA staff believes it would be advantageous to explore switching from a 501(c)4 to a 501(c)3 for the following reasons:

- There are a greater number and variety of grant opportunities that requires being a 501(c)3 rather than a 501(c)4. This would allow MIPA to apply for more grants on behalf of communities.
- Being tax exempt would be beneficial for several of the new programs that MIPA is undertaking, specifically the CC&C program and the CILWDB. Being tax exempt would allow for an expanded ability to fundraise, which would benefit these programs.
- MIPA currently undertakes very limited lobbying and is restricted to the housing trust funds that it manages. Those costs amount to around \$2k a year. MIPA is currently under the cap placed on 501(c)3s for lobbying (\$150k) and will be for the foreseeable future.

RECOMMENDATION:

None. Report and discussion only.

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April 2025
Item No. 9

ISSUE: FY 2026 Budget Draft Update

REPORT: Report on the Updated FY 2026 Budget Draft.

BACKGROUND:

Staff has updated the Fiscal Year 2026 Budget Draft which documents all expected income and expenses MIPA will have from July 1, 2025, through June 30, 2026. Due to the fluctuation in federal grant funding available, the following changes have been made since the last budget was presented:

- The EDA Partnership Grant Funding of \$70,000 has been removed
- The bookkeeper position has been removed
- 2 new comprehensive plan contracts have been added (\$15,000 each)

The expected net revenue is \$69,646 or 6.9% of total revenue.

[Click here for a copy of the updated FY 2026 Budget Draft](#)

RECOMMENDATION:

None. Report and discussion only.

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