

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

2:00 p.m., Monday, April 21, 2025  
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 2:00 p.m. April 21, 2025. 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  
Linda Murken, Vice-Chair  
Glenn Lyons, Secretary/Treasurer  
Craig Armstrong  
Gerald Buydos  
John Cook  
Jeff Davidson  
Aaron DeJong  
Jessica Drake  
Carla Eysink  
Bob Lane  
Stacie LoVan  
Ryan Moffatt  
Luke Parris  
Steve Schainker

**Staff Present:**

Zhi Chen  
Andrew Collings  
Ethan Wherry  
Lucas Young

**MIPA Board Members Absent:**

Anthony Brown  
Jennifer Brown  
Shawn Bryant  
Rachel Gocken  
Margaret Liston  
Greg Piklapp  
Rachel Wacker  
Wade Wagoneer

**Other Attendees**

None

**1. Call to Order:**

Chair Dryer called the meeting to order at 2:03 pm. A quorum was present.

**2. Vote – Approval of the Agenda:**

**MOTION:** A motion was made by Armstrong to approve the April 21<sup>st</sup>, 2025 MIPA Executive Committee meeting agenda. Seconded by Murken.

**MOTION CARRIED**

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

**MOTION:** Staff was directed to make corrections to the March 11<sup>th</sup>, 2025 minutes. A motion was made by LoVan to approve the March 11<sup>th</sup>, 2025 MIPA Executive Committee meeting minutes with corrections. Seconded by Cook.

**MOTION CARRIED**

**4. Report and Vote – Financial Statements**

Collings reported on the status of MIPA’s financial statements list of autopay vendors.

**MOTION:** A motion was made by Lyons to approve of the reported financial statements and approved list of autopay vendors. Seconded by Moffatt.

**MOTION CARRIED**

**5. Report and Optional Vote – Iowa Clean Cities and Communities Coalition Job Description:**

Collings provided an update regarding the CC&C job posting. Applications are due May 9<sup>th</sup>, 2025. Position will not be filled until grant has been awarded. Staff considered approval.

**MOTION:** A motion was made by Lyons to approve the Iowa Clean Cities Coalition job description. Seconded by Armstrong.

**MOTION CARRIED**

**6. Report and Optional Vote – MIPA Handbook Amendment:**

Collings proposed an amendment to the MIPA Employee Handbook to increase the employer contribution to employee Health Savings Account (HSA) to provide up to the IRS limit immediately following the hire of all regular, full-time employees. Discussion followed.

**MOTION:** A motion was made by Lyons to approve the amendment to the MIPA Employee Handbook. Seconded by Murken.

**MOTION CARRIED**

**7. Report – Central Iowa Local Workforce Development Board (CILWDB)/ MIPA Agreements:**

Collings provided an update on the upcoming agreements that will be entered by MIPA and CILWDB as contracts move from Polk County to MIPA.

**No Vote**

**8. Report – IRS Redesignation**

Collings informed the board on the differences between 501c(4) (MIPA’s current IRA designation) and 501c(3). Staff recommend MIPA redesignates as a 501c(3) for the greater number of grant opportunities that would benefit the CC&C program and CILWDB.

**No Vote**

**9. Report – FY 2026 Budget Draft Update**

Collings reported on the budget item changes, including the removal of the EDA partnership funding, bookkeeper position, and addition of 2 new comprehensive plan contracts.

**No Vote**

**10. Other Items of Interest**

Annual MIPA Board of Directors Meeting – June 16, 2:00 p.m.

New Executive Committee Members:

Dallas County – John Cook, City of Dallas Center

Dallas County – Jessica Drake, City of Van Meter

Warren County – Councilmember Bob Lane, City of Indianola  
Warren County – Councilmember George Meinecke, City of Norwalk

**11. Next meeting Date**

May 19th at 2 PM.

**12. Adjournment:**

Chair Dryer declared the meeting adjourned at 2:28 pm