



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

## Mid-Iowa Planning Alliance for Community Development

### Joint Executive Committee and Board of Directors Annual Meeting

2 p.m., Monday, June 16, 2025

#### In person:

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

#### Virtual:

Teams

[Click here to join the meeting](#)

#### Meeting ID:

Meeting ID: 220 261 587 135 6

Meeting Passcode: Gj2mZ2UQ

### Tentative Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes.....Page 2
  - Report on the June 24, 2024 meeting minutes; consider approval.
4. REPORT and VOTE: Financial Statements.....Page 3
  - Report on the financial statements; consider approval.
5. REPORT and VOTE: Invoices and Contracts.....Page 4
  - Report on invoices and contracts for MIPA; consider approval.
6. REPORT and VOTE: FY 2024 Audit .....Page 5
  - Report on the FY 2024 Audit; consider acceptance.
7. REPORT and VOTE: FY 2026 Budget.....Page 6
  - Report on the proposed FY 2026 Budget; consider approval.
8. REPORT and VOTE: Executive Director Review.....Page 7
  - Report on the Executive Director's Review; consider approval.
9. REPORT and VOTE: Central Iowa Local Workforce Development Board (CILWDB) MOU and Recipient Agreements and Services Agreements .....Page 8
  - Report on the proposed contracts with the CILWDB and Subrecipients; consider approval.
10. REPORT and VOTE: MIPA IRS Redesignation to a 501(C)3 .....Page 11
  - Report on the potential change to MIPA's IRS designation from a 501(c)4 to a 501(c)3; consider approval.
11. REPORT and VOTE: MIPA Handbook Amendment .....Page 12
  - Report on the proposed amendment to the MIPA Handbook; consider approval.
12. REPORT: MIPA Year in Review.....Page 14
  - Report on the accomplishments of MIPA for FY 2025.
13. Other Non-Action Items of Interest to the Committee
14. Next Meeting Date
  - TBD – Fall 2025
15. Adjournment



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**June 2025**

**Item No. 3**

**ISSUE: Meeting Minutes**

VOTE: Consider approval of the June 24<sup>th</sup>, 2024, MIPA Board of Directors meeting minutes.

**BACKGROUND:**

[Click here for a copy of the June 24<sup>th</sup>, 2024 MIPA Board of Directors meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the June 24<sup>th</sup>, 2024, MIPA Board of Directors meeting.

**STAFF CONTACT:**

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**June 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 May 2025 Transaction List](#)

[Click here for a copy of the May Budget vs. Actual FY 2025](#)

[Click here for a copy of the May Statement of Activity](#)

[Click here for a copy of the May Statement of Financial Position with the Metro Home Improvement Program](#)

[Click here for a copy of the May Statement of Financial Position without the Metro Home Improvement Program](#)

**RECOMMENDATION:**

Approve the Financial Statements.

**STAFF CONTACT:**

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**June 2025**

**Item No. 5**

**ISSUE: Invoices and Contracts**

REPORT and VOTE: Report on invoices and contracts; consider approval.

**BACKGROUND:**

**Contract: GRATUS Development NEPA - \$5,000**

MIPA works with the Iowa Economic Development Administration (IEDA) on various federally funded projects and completes the NEPA requirements for member communities. Because of this relationship, IEDA desires to work with MIPA on other similar federally funded projects, such as development projects funded with HOME dollars. GRATUS Development has such a project and was connected to MIPA through IEDA NEPA personnel. This contract would strengthen MIPA's relationship with IEDA and help in future dealings with other community projects.

[Click here for a copy of the GRATUS Development Contract](#)

**Contract: City of Baxter Comprehensive Plan - \$23,000**

The City of Baxter needs a new Comprehensive Plan for the community and reached out to several organizations, including MIPA, to determine who would be best to create the plan. MIPA submitted a proposal to Council. Ultimately, MIPA was chosen, and the proposal was approved by the City.

[Click here for a copy of the City of Baxter Comprehensive Plan Contract](#)

**RECOMMENDATION:**

Approve the proposed contracts.

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**June 2025**

**Item No. 6**

**ISSUE: FY 2024 Audit**

REPORT and VOTE: Report on the FY 2024 Audit; consider acceptance.

**BACKGROUND:**

In May, Denman & Company, LLP completed a draft version of the *Fiscal Year (FY) 2024 Audit* of the CIRTPA's Finances.

[Click here for a copy of the draft FY 2024 Audit report.](#)

A copy of the Final FY 2024 Audit report will be made available prior to the meeting

No instances of non-compliance were found.

**RECOMMENDATION:**

Accept and file the FY 2024 Audit.

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**June 2025**  
**Item No. 7**

**ISSUE: FY 2026 Budget**

REPORT and VOTE: Report on the FY 2026 Budget; consider approval.

**BACKGROUND:**

Staff has compiled the Fiscal Year 2026 Budget which documents all expected income and expenses MIPA will have from July 1, 2025, through June 30, 2026.

MIPA expects total revenue to be \$899,766 and total expenses to be \$832,970. The expected net revenue is \$66,796 or 7.4% of total revenue.

This budget accommodates 5 FTEs, including a new staff position to accommodate the Central Iowa Local Workforce Development Board.

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

The Executive Committee voted for approval at the May Executive Committee Meeting.

**RECOMMENDATION:**

Approve the FY 2026 Budget.

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**June 2025**

**Item No. 8**

**ISSUE: Executive Director Review**

REPORT and VOTE: Report on the Executive Director's Review; consider approval.

**BACKGROUND:**

The Review Committee, comprised of the MIPA Officers, completed an assessment of the Executive Director and met to discuss the Executive Director's review. Additional information will be provided at the meeting.

A copy of the Executive Director Review Summary will be provided prior to the meeting.

The Executive Committee voted for approval at the May Executive Committee Meeting.

**RECOMMENDATION:**

Accept the recommendation of the Review Committee.

**STAFF CONTACT:**

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**June 2025**

**Item No. 9**

**ISSUE: Central Iowa Local Workforce Development Board (CILWDB) MOU and Recipient Agreements and Services Agreements**

REPORT and VOTE: Report on the proposed contracts with the CILWDB and Subrecipients; consider approval.

**BACKGROUND:**

Over the last 10 months, MIPA Staff, Executive Committee, and the CILWDB have been in discussions regarding MIPA serving as the grant recipient and fiscal agent for the CILWDB and the funding it receives.

In Iowa, there are currently six different Local Workforce Development Boards who are a starting point for making policy decision about which workforce programs and resources should be priorities in each area. The local areas work with the State Workforce Development Board to make certain that each region has the resources necessary to support employment programs across the state. They also receive Title 1 funding as a sub-recipient from Iowa's State Workforce Development Board. In central Iowa, that is about \$2 Million a year.

The CILWDB is currently made up of eight counties in central Iowa. They are:

- Boone
- Dallas
- Jasper
- Madison
- Marion
- Polk
- Story
- Warren

The CILWDB currently has two boards. There is the Chief Elected Official Board which has a County Supervisor representative from each county. This board is financially responsible for the performance of the grant, oversees the grant administration, appoints local grant recipients, and appoints the Central Iowa Workforce Development Board which is the second board of record.

The Workforce Development Board is made up of regional stakeholders that certifies the Iowa WORKS Center, provides program oversight for the Workforce System, and provides program oversight for the Title 1 services.

Currently, the CILWDB is not an incorporated organization. Rather, the Chief Elected Official Board designates a Chief Elected Official who serves as the CEO. This role is currently filled by Supervisor Heddens from Story County.



There are several different entities serving different roles as required by the Workforce Grant that the CILWDB receives. Polk County is the grant recipient who then in turn contracts with Polk County Juvenile Detention Center for business support, including being the employer of record for Eric Kress who is the singular staff person that supports the entire CILWDB operation. The Fiscal Agent position is currently contracted with a CPA to provide those services.

MIPA has been contacted and identified as a potential partner to serve as the grant recipient and fiscal agent due to the significant overlap of area and MIPA member communities, the similar work that MIPA already undertakes through existing programming, and the ability to combine resources for both the CILWDB and MIPA to sustainably expand and improve the work that each entity does. MIPA has expertise in administering Federal and State funding, which is desired by the CILWDB.

Due to the way that Title 1 funding and the 28E agreement between the counties are structured, there is a shared liability agreement of the participating counties and they, not MIPA, would be responsible for any misspent funding or disallowed costs.

The CILWDB has had periodic issues with vendors who implement Title 1 programming and spending in the past. This includes the Central Iowa Employment and Training Consortium (CIETC) and Children and Families of Iowa. More information can be found [HERE](#) and [HERE](#).

Staff believe past issues have been rectified but this highlights the benefits that MIPA can provide for the CILWDB and the counties of central Iowa.

There are currently two different types of agreements that need to be approved to move forward. One is a Memorandum of Understanding (MOU) between MIPA and the CILWDB that outlines the roles and responsibilities for all the parties involved. The other are the sub-recipient agreements between MIPA and entities that perform the Title 1 work for the CILWDB.

[Click here for a copy of the MOU between MIPA and the CILWDB](#)

[Click here for a copy of the Subrecipient Agreement between MIPA and the National Able Network](#)

[Click here for a copy of the Subrecipient Agreement between MIPA and Iowa Workforce Development/Central Iowa Core Partners Consortium](#)

[Click here for a copy of the Subrecipient Agreement between MIPA and Youth & Shelter Services, Inc. \(YSS\)](#)

The subrecipient agreements are the same agreements that are currently in place between the current fiscal agent, Polk County Juvenile Detention Center, and subrecipients. They have been updated to reflect the new program year (July 1, 2025 – June 30, 2026) and with MIPA's information.



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The Executive Committee has previously voted to support the CILWDB to MIPA transition.

**RECOMMENDATION:**

Approve the proposed MOU and Subrecipient Agreements.

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**June 2025**  
**Item No. 10**

**ISSUE: MIPA IRS Redesignation**

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

**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

The Executive Committee voted for approval at the May Executive Committee Meeting.

**RECOMMENDATION:**

Change MIPA's IRS Tax Status to a 501(c)3.

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**June 2025**  
**Item No. 11**

**ISSUE: MIPA Handbook Amendment**

REPORT and 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 coverage and \$8,000 for family coverage, 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.

The Executive Committee voted for approval at the April Executive Committee Meeting.



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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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**June 2025**  
**Item No. 12**

**ISSUE: MIPA Year in Review**

REPORT: Report on the accomplishments of MIPA for FY 2025.

**BACKGROUND:**

At the meeting, staff will provide an overview of the organization's accomplishments for FY 2025.

**RECOMMENDATION:**

None. Report and discussion only.

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