

MEETING MINUTES
Mid-Iowa Planning Alliance for Community Development
Board of Directors

2:00 p.m. Monday, June 16, 2025
420 Watson Powell Jr. Way Suite 200
Des Moines, IA 50309

The Board of Directors (the “Board”) of the Mid-Iowa Planning Alliance for Community Development (“MIPA”) held a hybrid in-person/virtual meeting at 2 p.m. June 16, 2025. Notice of the meeting, including a meeting agenda, was delivered to the Board members in accordance with MIPA bylaws.

ATTENDANCE

MIPA Board Members Present

Brittany Sanquist
Steve Schainker
Lucas Battani
Marketa Oliver
Shawn Bryant
Greg Piklapp
Ondrea Elmquist
Deven Markley
Rita Conner
Alex Pfaltzgraff
Stacy Dreyer
Jeff Davidson
Dave Wilwerding
Glenn Lyons
Craig Armstrong
George Meinecke
Luke Parris
Len Murray
Chelsea Huisman
Linda Murken
Aaron DeJong
Jennifer Brown
Ryan Moffatt
Bryce Johnson

Adam Strait

MIPA Executive Committee

Stacie LoVan
Rachael Goecken

Staff Present

Andrew Collings
Zhi Chen
Ethan Wherry
Lucas Young

Guests Present

Eric Kress - CILWDB
Joe Sparks – Denman CPA & LLP

1. Call to Order

MIPA Chair Brenda Dryer called the meeting to order at 2:13 p.m. A quorum was present.

2. Vote: Approval of the Agenda

MOTION: A motion was made by Oliver to approve June 16th, 2025 MIPA Board of Directors meeting agenda. Seconded by Murray.

MOTION CARRIED

3. Vote: Approval of Meeting Minutes

MOTION: A motion was made by Bryant to approve the June 24th, 2024 MIPA Board of Directors meeting minutes. Seconded by Markley.

MOTION CARRIED

4. Report and Vote: Financial Statements

MOTION: A motion was made by Lyons to approve the financial statements as reported. Seconded by Murray.

MOTION CARRIED

5. Report and Vote: Invoices and Contracts

Andrew Collings presented on contracts with GRATUS Development and the City of Baxter. Staff recommended approval.

MOTION: A motion was made by Moffatt to approve of the presented contracts. Seconded by Oliver.

MOTION CARRIED

6. Report and Vote: FY 2024 Audit

Collings reported on MIPA's Fiscal Year 2024 financial audit. Joe Sparks from Denman CPA & LLP, the firm that conducted the audit, summarized the financial audit and findings. Discussion followed and recommendations were made by members to address findings from the audit, including increased separation of duties, signing of financial statements by Andrew after preparation and review of financials by the board.

MOTION: A motion was made by Lyons to approve the Fiscal Year 2024 audit. Seconded by Murray.

MOTION CARRIED

7. Report and Vote: FY 2026 Budget

Collings provided an update on the Fiscal Year 2026 budget. Staff recommended approval

MOTION: A motion was made by Markley to approve the Fiscal Year 2026 budget. Seconded by Armstrong.

MOTION CARRIED

8. Report and Vote: Executive Director Review

Collings and the Review Committee discussed the Executive Director Review. Staff recommends approving the recommendations made by the Review Committee.

MOTION: A motion was made by Goecken to approve the Executive Director Review. Seconded by Markley.

MOTION CARRIED

9. Report and Vote: Central Iowa Local Workforce Development Board (CILWDB) MOU and Recipient Agreements and Services Agreement

Collings and Eric Kress reported on the MOU Recipient Agreement and Services Agreement between CILWDB and MIPA. Staff recommended approval.

MOTION: A motion was made by Lyons to approve the contracts between MIPA and the CILWDB. Seconded by Wilwerding.

MOTION CARRIED

10. Report and Vote: MIPA IRS Redesignation to a 501 c 3

Collings informed the board on the benefits of MIPA changing from a 501 c 4 to a 501 c 3. Staff recommended approval.

MOTION: A motion was made by Davidson to approve the redesignation to a 501 c 3. Seconded by Markley.

MOTION CARRIED

11. Report and Vote: MIPA Handbook Amendment

Collings reported on the MIPA Handbook Amendment to increase the HSA contributions to match the IRS limit. Staff recommended approval.

MOTION: A motion was made by Markley to approve the amendments to the handbook. Seconded by Goecken.

MOTION CARRIED

12. Report: MIPA Year in Review

MIPA staff reported on accomplishments from Fiscal Year 2025

13. Next Meeting Date

TBD – Fall 2025

14. Adjournment

Dryer adjourned the meeting of the Board at 3:06 p.m.