



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., Thursday, January 22, 2026

In person:

939 Office Park Road, Suite 306
West Des Moines, IA 50265

Virtual: Teams

[Join the meeting now](#)
Meeting ID: 284 258 898 572 9
Passcode: KQ2w2qK6

Tentative Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes.....Page 2
 - Consider approval of the November 17th, 2025 meeting minutes.
4. PRESENTATION: MIPA Insurance CoveragePage 3
 - Presentation on MIPA's current insurance coverage.
5. REPORT and VOTE: Financial Statements.....Page 4
 - Report on the financial statements; consider approval.
6. REPORT and VOTE: Invoices and Contracts.....Page 5
 - Report on invoices and contracts for MIPA; consider approval.
7. REPORT and VOTE: MIPA Depository List and Autopay VendorsPage 7
 - Report on the various financial institutions where MIPA keeps financial deposits and vendors on the Autopay list; consider approval.
8. Other Non-Action Items of Interest to the Committee
9. Next Meeting Date
 - Monday February 16th at 2 PM
10. Adjournment



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January 2026
Item No. 3

ISSUE: Meeting Minutes

VOTE: Consider approval of the November 17th, 2025, MIPA Executive Committee meeting minutes.

BACKGROUND:

[Click here for a copy of the November 17th, 2025 MIPA Executive Committee meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of November 17th, 2025, MIPA Executive Committee meeting.

STAFF CONTACT:

Andrew Collings
acollings@midowaplanning.org
515.304.3524



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January 2026
Item No. 4

ISSUE: MIPA Insurance Coverage

PRESENTATION: Presentation on MIPA's current insurance coverage.

BACKGROUND:

As MIPA has increased the size and scope of work that the organization has undertaken, the need for additional insurance coverages has grown. To that end, MIPA worked with Jester Insurance to identify deficiencies in coverage and secured additional insurance to ensure current operations are adequately covered. Below is a summary of MIPA's insurance from 2024 before it was reviewed and a summary of MIPA's insurance from 2025 when coverage was expanded.

[Click here for a copy of MIPA's 2024 Insurance Coverage Summary](#)

[Click here for a copy of MIPA's 2025 Insurance Coverage Summary](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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January 2026
Item No. 5

ISSUE: Financial Statements

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

BACKGROUND:

MIPA staff continuously monitors the organization's finances and prepares monthly statements summarizing its financial status.

Copies of the November and December 2025 Financial Statements and Transactional Detail will be provided prior to the meeting

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACT:

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January 2026
Item No. 6

ISSUE: Invoices and Contracts

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

BACKGROUND:

Contract: NEPA Process for the 2025-2029 CIRHA 5-Year Plan - \$14,000 *Revenue

The Central Iowa Housing Authority (CIRHA) helps low-income families in Boone, Dallas, Jasper, Madison, Marion (excl. Knoxville/Pella), & Story counties with housing, offering Section 8 Vouchers for private rentals, a Home Ownership Program to buy houses with voucher help, and an Owned Housing Program with affordable rent/purchase options for various units (apartments, homes) in specific towns. CIRHA needs assistance in completing National Environmental Policy Act (NEPA) documentation for proposed work in the CIRHA 2025-2029 5-Year Plan. MIPA is able to provide these services to help CIRHA meet HUD requirements for repair work on CIRHA owned rental properties throughout the MIPA region.

[Click here for a copy of the proposed Contract with CIRHA](#)

Contract: City of Indianola EECBG Administration- \$3,500 *Revenue

The City of Indianola has received a grant from the Iowa Energy Office for the installation of DC Fast Charging Stations in the city's downtown. MIPA has expertise in federal grant administration and would administer the grant on behalf of the City.

[Click here for a copy of the proposed Contract with the City of Indianola](#)

Invoice: Cincinnati Insurance - \$5,178 *Expense

Invoice for Management Liability Coverage provided by Cincinnati Insurance.

[Click here for a copy of the Cincinnati Insurance Invoice](#)

Invoice: Denman CPA LLP - \$5,000 *Expense

Progress billing for the FY 2025 MIPA Audit.

[Click here for a copy of the Denman Invoice](#)



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RECOMMENDATION:

Approve the proposed invoices and contracts.

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January 2026
Item No. 7

ISSUE: MIPA Depository List and Autopay Vendors

REPORT and VOTE: Report on the various financial institutions where MIPA keeps financial deposits and vendors on the Autopay list; consider approval.

BACKGROUND:

Financial Institution List

According to MIPA's Investment Policy "All MIPA funds deposited and held in a depository shall be in depositories approved by the MIPA Executive Committee." To ensure compliance, MIPA asks that the Executive Committee approve the list of financial institutions where money shall be held.

A copy of the proposed list of depository financial institutions will be provided prior to the meeting

Autopay Vendors

Various vendors that MIPA utilizes and are billing on a routine basis are set up to use Autopay. Below are the list of vendors that utilize the Autopay system:

[Click here for a copy of the vendors utilizing Autopay](#)

RECOMMENDATION:

Approve the proposed list of financial institutions and vendors on Autopay.

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