



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
Tentative Agenda
Executive Committee Meeting
2 p.m., Monday, May 18, 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

- 1. Call to Order
2. VOTE: Approval of Agenda
3. REPORT and VOTE: February and April March Meeting MinutesPage 2
4. REPORT and VOTE: Financial Statements.....Page 3
5. REPORT and VOTE: Invoices and Contracts.....Page 4
6. REPORT and VOTE: FY 2026 Budget Amendment #3Page 6
7. REPORT and VOTE: FY 2027 Budget.....Page 7
8. REPORT and VOTE: Executive Director Review.....Page 9
9. REPORT and VOTE: FY 2026 – FY 2028 Audit RFPPage 10
10. REPORT and VOTE: CIWDB Title I Youth Provider Procurement.....Page 12
11. REPORT and VOTE: CIWDB FY 2027 BudgetPage 13
12. REPORT and VOTE: CIWDB FY 2027 Program Budget Transfer Request.....Page 14
13. REPORT and VOTE: Board of Directors Meeting AgendaPage 15
14. Other Non-Action Items of Interest to the Committee
15. Next Meeting Date
16. Adjournment



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**May 2026
Item No. 3**

ISSUE: Meeting Minutes

VOTE and VOTE: Report on the February 25 and April 20, 2026 meeting minutes; consider approval.

BACKGROUND:

[Click here for a copy of the February 25th, 2026 MIPA Executive Committee meeting minutes.](#)

[Click here for a copy of the April 20th, 2026 MIPA Executive Committee meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of February 25 and April 20, 2026 MIPA Executive Committee meetings.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
515.304.3524



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May 2026
Item No. 4

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.

[Click here for a copy of the April 2026 Financial Statements.](#)

Bank Reconciliations will be provided prior to the meeting.

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACT:

Ethan Wherry
ewherry@midiowaplanning.org
515.304.3524



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**May 2026
Item No. 5**

ISSUE: Invoices and Contracts

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

BACKGROUND:

Contract: Perry Chamber of Commerce - \$2,000 *Revenue

The Perry Chambe has grant funding to update a bike map used in a community brochure. MIPA has offered to develop the map for the community's use.

[Click here for a copy of the proposed Contract with the Perry Chamber of Commerce](#)

Contract: City of Carlisle Capital Improvement Plan (CIP) Development - \$5,000 *Revenue

MIPA proposes to develop a CIP for the City of Carlisle. The City Council approved the contract on May 11.

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

Contract: CIWDB Small Grant Award - \$5,000 *Expense

The CIWDB periodically provides small grant awards for one-off projects. The proposed project with Children and Families of Iowa (CFI) for the Development of Curriculum for "Mind and Money After Brain Injury" and Workshop Delivery.

[Click here for a copy of the proposed contract with CFI](#)

Contract: CIWDB Small Grant Award- \$4,350*Expense

The CIWDB periodically provides small grant awards for one-off projects. The proposed project with Easter Seals Iowa is for the Accessibility and Assistive Technology Initiative.

[Click here for a copy of the proposed contract with Easter Seals Iowa](#)

Invoice: City Model Code of Ordinances- \$1,758.71*Expense

The Iowa Association of Council of Governments (ICOG) with its member COGs jointly develops a model City Code of Ordinances each year. ICOG hires Dorsey & Whitney to provide the updates based on changes to State Code.

[Click here for a copy of the Model Code of Ordinances Invoice](#)



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RECOMMENDATION:

Approve the proposed invoices and contracts.

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May 2026
Item No. 6

ISSUE: FY 2026 Budget Amendment #3

REPORT and VOTE: Report on the proposed budget amendment for FY 2026; consider approval.

BACKGROUND:

With the additional contracts that have been signed by MIPA, there is additional work that needs to be completed. Particularly, the contract with the State of Iowa for the Iowa Clean Cities Coalition. Staff would like the flexibility to hire up to 3 summer interns. There is also funding allocated for the purchase of the 2026 City Model Code.

The following are proposed changes to the budget:

- Salaries and wages - \$5,892
- Non-Personnel Costs - \$1,759
- Revenues - \$0
- Balance - -\$7,651

[Click here for a copy of the proposed FY 2026 Budget Amendment #3](#)

RECOMMENDATION:

Approve the FY 2026 Budget Amendment #3.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
515.304.3524

ISSUE: FY 2027 Budget

REPORT and VOTE: Report on the FY 2027 Budget; consider approval.

BACKGROUND:

Staff has developed and updated the FY 2027 Budget which documents expected income and expenses from July 1, 2026, through June 30, 2027.

At the March and April meetings, staff presented a budget that showed the committed as well as the expected revenues and expenses for FY 2027. Staff has updated those budgets.

[Click here for a copy of the updated FY27 MIPA Committed Budget](#)

[Click here for a copy of the updated FY27 MIPA Expected Budget](#)

The changes between the committed and expected budget are highlighted in yellow on the expected budget and include:

- Federal Home Loan Bank Housing Programs - \$20,000 Revenue
 - MIPA is applying for \$300,000 in funding from the FHLB of Des Moines to provide supplemental funding for MIPA administered owner-occupied repair programs. Approximately \$40,000 in admin funding would be available, \$20,000 of which would be in FY 2027. MIPA has a reasonable expectation of receiving the funding.
- EDA Project/CDBG - \$25,000 Revenue
 - At some point in FY 2027, MIPA will most likely receive an EDA or CDBG grant to administer. MIPA could receive more but this is a reasonable expectation.
- Comprehensive Plan - \$15,000 Revenue
 - MIPA has a reasonable expectation of working on a comprehensive plan in FY 2027. Not all of the work may be done in FY 2027 so the amount is less than what MIPA would typically charge to reflect that fact.
- Polk County CDBG Administration - \$100,000 Revenue
 - Polk County has now received their 3rd year of allocation of funding and now needs to begin spending the funds. The County may begin allocating funding in communities and may need a 3rd party administrator to assist.



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- Administrative Position - \$99,682 Expense
 - Should MIPA receive the CDBG contract from Polk County, MIPA would hire an administrative position to assist with bookkeeping and other administrative duties which would free up other personnel to complete CDBG services.

RECOMMENDATION:

Recommend approval of the FY 2027 Budget to the Board of Directors.

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May 2026
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

RECOMMENDATION:

Accept the recommendation of the Review Committee.

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May 2026
Item No. 9

ISSUE: FY 2026 – FY 2028 Audit RFP

REPORT and VOTE: Report on the responses to the Audit RFP; consider approval.

BACKGROUND:

Earlier this year our current audit and 990 provider, Denman CPA LLP, notified staff that their pricing was increasing. Denman provides services for MIPA, CIRTPA, CIHTF, and the DCLHTF. Combined we were paying \$24,400 in fees and for 2026 it was proposed to increase to \$50,000. Approximately \$7,000 of the increase was due to MIPA needing to have a Single Audit completed each year moving forward, but that represented an increase of \$18,600 for the standard services that were being provided.

At the March meeting the Executive Committee reviewed the Audit and 990 RFP, which was subsequently distributed to local firms.

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

13 agencies received a copy of the RFP.

4 companies provided a response. Denman, Forvis Mazars, Mauldin & Jenkins, and Trustpoint LLP.

Copies of the responses will be provided prior to the meeting.

In addition to the 4 organizations that we currently are responsible for audit and 990 services, the Story County Housing Trust (SCHT) uses a different firm for services but the organization was included as a possible add-on to see what prices would be in case there could be some cost savings.

The responses were scored by staff

[Click here for a copy of the scoring sheet from staff](#)



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2026 prices for all 5 organizations were as follows:

- Trustpoint - \$36,000
- Denman - \$60,000
- Forvis Mazars - \$64,500
- Mauldin & Jenkins - \$66,000

Removing the cost for the SCHAT, the Trustpoint quote is \$31,000. This is in line with the current costs that MIPA pays plus the need for a single audit moving forward.

Based on the scores that staff has provided, staff recommends selecting Trustpoint to provide auditing and 990 services for the next 3 years. Within the RFP there is the option to do interviews with firms however staff recommends not conducting interviews.

Trustpoint currently completes the SCHAT Audit and 990 and has been doing so since they were procured in 2020. MIPA staff has had a good experience working with the firm and they are local. They have three locations in Bondurant, Ames, and Fort Dodge.

RECOMMENDATION:

Approve the audit response from Trustpoint.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
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May 2026
Item No. 10

ISSUE: CIWDB Title I Youth Provider Procurement

REPORT and VOTE: Report on the on the proposed change in Title I Youth Providers; consider approval.

BACKGROUND:

The CIWDB contracts with other agencies to implement Title I Youth, Dislocated Worker, and Adult programming. The CIWDB decided to release an RFP to identify a new provider for Youth programming. An RFP was issued March 2 with responses due April 3.

Three agencies responded. They are:

- National Able Network
- LifeSkills Connection
- Lutheran Services in Iowa

The CIWDB created a review committee that recommended approving the National Able Network’s response. The CIWDB subsequently approved of selecting the National Able Network as the Title I Youth provider with concurrence from the Chief Local Elected Official Supervisor Heddens.

[Click here for a copy of an overview of the RFP process](#)

RECOMMENDATION:

Approve the National Able Network response to be the Title I provider for FY 2027.

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**May 2026
Item No. 11**

ISSUE: CIWDB FY 2027 Budget

REPORT and VOTE: Report on the proposed CIWDB FY 2027 Budget; consider approval.

BACKGROUND:

Every year, the CIWDB must develop a budget for the activities of the Local Workforce Development Board. A budget has been created that shows how Title I revenues and costs will be allocated. This does not include the administration funding available as that has been incorporated into MIPA's organizational FY 2027 budget.

[Click here for a copy of the proposed budget](#)

RECOMMENDATION:

Approve the proposed CIWDB FY 2027 Budget.

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May 2026
Item No. 12

ISSUE: CIWDB FY 2027 Program Budget Transfer Request

REPORT and VOTE: Report on the proposed transfer of funds from Dislocated Worker to Adult programs; consider approval.

BACKGROUND:

Based on the anticipated funding availability and costs for FY 2027, the Adult program will be negative \$103,134. The CIWDB is proposing to request a transfer from the Dislocated Worker program to cover the negative balance. If approved, the transfer request would be forwarded on IWD and the DOL.

[Click here for a copy of the proposed transfer request](#)

RECOMMENDATION:

Approve the proposed program transfer request.

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May 2026
Item No. 13

ISSUE: Board of Directors Meeting Agenda

REPORT and VOTE: Report on the proposed agenda for the Board of Directors Meeting in June; consider approval.

BACKGROUND:

Call to Order

VOTE: Approval of Agenda

VOTE: Approval of Meeting Minutes

REPORT and VOTE: Financial Statements

REPORT and VOTE: FY 2027 Budget

REPORT and VOTE: Executive Director Review

REPORT: COG Designation Update

REPORT: MIPA Year in Review

Other Non-Action Items of Interest to the Committee

Next Meeting Date

Adjournment

RECOMMENDATION:

Affirm the proposed agenda for the June Board of Directors Meeting.

STAFF CONTACT:

Andrew Collings

acollings@midiowaplanning.org

515.304.3524