



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, July 20, 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: May Meeting MinutesPage 2**
 - Report on the May 18, 2026 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 2027 Budget Amendment #1.....Page 5**
 - Report on the proposed budget amendment for FY 2027; consider approval.
- 7. REPORT and VOTE: Bookkeeper/Program Administrator Position Documentation.....Page 7**
 - Report on the proposed Bookkeeper/Program Administrator position and associated documentation; consider approval.
- 8. REPORT and VOTE: Prepaid Asset Policy.....Page 8**
 - Report on the proposed Prepaid Asset Policy; consider approval.
- 9. Other Non-Action Items of Interest to the Committee**
- 10. Next Meeting Date**
 - Monday August 17th at 2 PM
- 11. Adjournment**



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July 2026
Item No. 3

ISSUE: Meeting Minutes

VOTE and VOTE: Report on the May 18, 2026 meeting minutes; consider approval.

BACKGROUND:

[Click here for a copy of the May 18th, 2026 MIPA Executive Committee meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the May 18, 2026 MIPA Executive Committee meeting.

STAFF CONTACT:

Andrew Collings
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515.304.3524



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July 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 June 2026 Transactional Detail](#)

Bank Reconciliations will be included in the email to Executive Committee Members.

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACT:

Ethan Wherry
ewherry@midiowaplanning.org
515.304.3524

July 2026
Item No. 5

ISSUE: Invoices and Contracts

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

BACKGROUND:

Contract: CIRHA - \$1,000 *Revenue

CIRHA is planning to make improvements to properties in Madrid. MIPA would complete the NEPA process for the project.

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

Contract: Central Iowa PY25 WIOA Local Grant Recipient Agreement with Iowa Workforce Development- \$2,599,672 * Revenue

WIOA Title 1 workforce program year funding on behalf of the Central Iowa Local Workforce Development Board (CILWDB). Funding is up \$549,111 from the previous year with \$54,911 of the increased funding available for administrative purposes.

[Click here for a copy of the proposed Contract with the Iowa Workforce Development](#)

Contract: Great River Road Subcontractors - \$48,000 *Expense - Budgeted

MIPA is entering the second and final year of its contract with the American Lung Association to support clean fuel and clean vehicle technology awareness in eastern Iowa along the Great River Road. As part of that agreement, contractors are needed to provide local services. The four COGs that encompass the Great River Road in Iowa have been selected to provide those local services.

[Click here for a copy of the proposed contract with the Great River Road Subcontractors](#)

RECOMMENDATION:

Approve the proposed invoices and contracts.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
515.304.3524

July 2026
Item No. 6

ISSUE: FY 2027 Budget Amendment #1

REPORT and VOTE: Report on the proposed budget amendment for FY 2027; consider approval.

BACKGROUND:

With the additional contracts that have been signed by MIPA, including the funding from the WIOA Title 1 program, there is now money available to hire a bookkeeper/program administrator. For this year, MIPA has an additional \$54,911 in WIOA administrative revenue that was not previously anticipated. The WIOA program has historically run at an administrative surplus and has approximately \$110k in available administrative revenue from prior years. This budget amendment would include an additional \$105,263 in WIOA revenue to offset the cost of the bookkeeper/program administrator position. This would leave approximately \$60k left in excess WIOA administrative revenue for the future.

It is anticipated that additional revenue will be generated in future years that will offset the need to continue to program funding out of the WIOA budget to fully fund this bookkeeper/program administrator position. For example, Polk County CDBG Administration responses are due in August, and if MIPA is selected, it would change how much additional WIOA funding is ultimately needed.

MIPA also anticipates moving to an online payroll and timekeeping system this year. Staff has begun working with our payroll company to implement the new system and additional expenses have been added to the Payroll and Bank Fees category to reflect this change.

The Great River Road contract was signed last year, with \$80,000 in revenue. However, without the Iowa Clean Cities Coalition position hired, MIPA was unable to complete any work. Now that there is staffing available, MIPA can collect the contract's revenue and incorporate the subcontractor's cost into the budget.

The following are proposed changes to the budget:

- Salaries and wages - **\$48,816**
- Fringe Benefits - **\$42,717**
- Non-Personnel Costs - **\$2,500**
- Direct Project Costs - **\$48,000**
- Revenues - **\$184,763**
- Balance - **\$42,730**

[Click here for a copy of the proposed FY 2027 Budget Amendment #1](#)



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RECOMMENDATION:

Approve the proposed FY 2027 Budget Amendment #1.

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**July 2026
Item No. 7**

ISSUE: Bookkeeper/Program Administrator Position Documentation

REPORT and VOTE: Report on the proposed Bookkeeper/Program Administrator position and associated documentation; consider approval.

BACKGROUND:

With the significant growth in activities that MIPA has undertaken, there is a need for a dedicated administrative position within the office to handle many of the administrative tasks that are currently divvied out to various staff members. This would free up a significant amount of time for current staff to complete upcoming work that MIPA foresees and existing work that MIPA has.

Below are links to updated position documentation. They include a new bookkeeper/program administrator position description and an updated MIPA Hierarchy.

[Click here for a copy of the bookkeeper/program administrator position description](#)

[Click here for a copy of the updated MIPA Hierarchy](#)

RECOMMENDATION:

Approve the bookkeeper/program administrator position and associated documentation.

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July 2026
Item No. 8

ISSUE: Prepaid Asset Policy

REPORT and VOTE: Report on the proposed Prepaid Asset Policy; consider approval.

BACKGROUND:

As part of MIPA's accounting procedures, a Prepaid Asset Policy was recommended by the auditor to identify prepaid expenses as an asset and set a policy that they will be expensed in the month in which the value/benefit applies to.

The policy will be reviewed annually.

[Click here for a copy of the Prepaid Expense Policy](#)

RECOMMENDATION:

Approve the Prepaid Expense Policy.

STAFF CONTACT:

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