



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, September 21, 2026**

In person:

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

Virtual: Teams

**[Join the meeting now](#)
Meeting ID: 257 661 577 767 641
Passcode: ay3oe7W9**

- 1. Call to Order**
- 2. VOTE: Approval of Agenda**
- 3. REPORT and VOTE: Meeting Minutes.....Page 2**
 - Report on the July 20, 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: WIOA Title 1 Invoices.....Page 6**
 - Report on the submittal of invoices to IWD for July and August; consider approval.
- 7. REPORT and VOTE: CIWDB MOUsPage 7**
 - Report on the updated MOUs with the CIWDB; consider approval.
- 8. REPORT: Employee Handbook and Policies and Procedures Manual Update.....Page 8**
 - Report on updating the Employee Handbook and Policies and Procedures Manual.
- 9. REPORT: COG DesignationPage 9**
 - Report on the efforts to designate MIPA a COG.
- 10. Other Non-Action Items of Interest to the Committee**
- 11. Next Meeting Date**
 - Monday October 19th at 2 PM
- 12. Adjournment**



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September 2026

Item No. 3

ISSUE: Meeting Minutes

REPORT and VOTE: Report on the July 20, 2026 meeting minutes; consider approval.

BACKGROUND:

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

RECOMMENDATION:

Approve the minutes of the July 20, 2026 MIPA Executive Committee meeting.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
515.304.3524



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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 FY 2026 Unaudited Financial Statements](#)

[Click here for a copy of the July – August Financial Statements](#)

[Click here for a copy of the July – August Transaction Detail](#)

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACT:

Ethan Wherry
ewherry@midiowaplanning.org
515.304.3524

September 2026

Item No. 5

ISSUE: Invoices and Contracts

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

BACKGROUND:

Contract: TEST Contract - \$81,100 *Revenue

Through the Iowa Clean Cities Coalition, MIPA is being offered the opportunity to partner on a Department of Energy (DOE) grant with the East Tennessee Clean Fuel Coalition to test Level 2 and DC fast charging (DCFC) stations across Iowa. Work would go through 2028 with project wrap-up in the Spring of 2029.

[Click here for a copy of the proposed EV TEST Contract](#)

Contract: City of Van Meter CIP- \$1,500 *Revenue

MIPA would help the City of Van Meter to complete a Capital Improvements Plan.

[Click here for a copy of the City of Van Meter CIP Contract](#)

Contract: Iowa Food System Coalition (IFSC) Food Systems - \$1,822 *Revenue

MIPA has received funding from the IFSC to integrate farm and food economy priorities into MIPA's CEDS. The work will strengthen the region's farm and food economy through regional economic development and cross-sector collaboration.

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

Contract: Complete Technology Solutions (CTS) - \$15,000 Annually *Expense - Budgeted

This contract would allow access to the CommUNITY Connections program which is a referral tool that helps manage referrals in the WIOA system. It has been in use since July 2024 and is a needed tool for the operations of the WIOA Title 1 grant. This contract is for the current fiscal year.

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



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Invoice: Benevate, LLC - \$8,676 *Expense - Budgeted

This invoice is for software that is utilized by several of the HTFs and other housing programs that MIPA administers to intake applications from homeowners and manage the income verification process.

[Click here for a copy of the Benevate, LLC Invoice](#)

RECOMMENDATION:

Approve the proposed invoices and contracts.

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Item No. 6

ISSUE: WIOA Title 1 Invoices

REPORT and VOTE: Report on the submittal of invoices to IWD for July and August; consider approval.

BACKGROUND:

The following are invoices from MIPA and the National Able Network (NAN) that are to be submitted to IWD for reimbursement.

[Click here for a copy of the proposed MIPA CIWD Admin Invoice July and August 2026](#)

[Click here for a copy of the proposed NAN July 2026 Adult, DW, Youth Invoices](#)

RECOMMENDATION:

Authorize the submittal of these invoices as amended.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
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September 2026

Item No. 7

ISSUE: CIWDB MOUs

REPORT and VOTE: Report on the updated MOUs with the CIWDB; consider approval.

BACKGROUND:

When MIPA became the recipient of WIOA funds on behalf of the CIWDB, MIPA approved two MOUs. One was a general agreement that provides a framework for the relationship between MIPA, the CIWDB, and the Chief Elected Board. The other MOU outlined the management of Ticket to Work Funds.

Both MOUs were reviewed and updated for FY 2027 to incorporate needed changes based on how the first year progressed. Updates generally provide clarification on items and incorporate needed changes, such as adding Lana Pol as the CIWDB Chair.

[Click here for a copy of the proposed General Agreement MOU](#)

[Click here for a copy of the proposed Ticket to Work Funds MOU](#)

RECOMMENDATION:

Approve the proposed updated MOUs.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
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September 2026

Item No. 8

ISSUE: Employee Handbook and Policies and Procedures Manual Update

REPORT: Report on updating the Employee Handbook and Policies and Procedures Manual

BACKGROUND:

MIPA first adopted the Employee Handbook and Policies and Procedures Manual in April of 2024, the first month that MIPA separated entirely from the Des Moines Area MPO. The Employee Handbook saw an update in June 2025 to provide minor updates and clarifications.

Both documents were heavily influenced by the existing policies of the MPO at that time. The idea being that carrying over the policies that MIPA had operated under from the MPO would help with the transition process. Now that MIPA has operated for several years under this framework it has become apparent that both documents need to be updated. The Policies and Procedures Manual was originally developed with U.S. DOT and local funding in mind; however, MIPA now works with a broader range of funding sources and federal and state partner agencies. Both documents should therefore be revised to reflect the organization's current funding environment and partnerships.

Over the next several months, staff will begin updating documents and bringing proposed changes back to the Executive Committee for review. Alternatively, an ad hoc committee could be created to guide the process prior to review by the Executive Committee.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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acollings@midiowaplanning.org
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September 2026

Item No. 9

ISSUE: COG Designation

REPORT: Report on the efforts to designate MIPA a COG.

BACKGROUND:

MIPA's Executive Director has been working with Mayor Richardson of the City of Indianola to identify a legislative champion to move forward with MIPA's COG designation. Representative Boden from House District 21 that serves Warren and Marion Counties, was identified as a potential partner.

MIPA's Executive Director, Mayor Richardson, and other Indianola officials met with Representative Boden on August 26 to discuss the COG designation request. Representative Boden indicated that she would be in favor of the idea and would help move the initiative forward.

MIPA's request is to be added to the list of COGs in Iowa Code 28H.1 with no other changes to the Code.

By making this request, it will give the legislature and the Legislative Serve Agency something to either approve or reject. Additional discussions may be needed by the Executive Committee and Board of Directors depending on the outcome.

Staff does not anticipate any movement with the request until after the current election cycle is over and we approach the session.

RECOMMENDATION:

None. Report and discussion only.

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