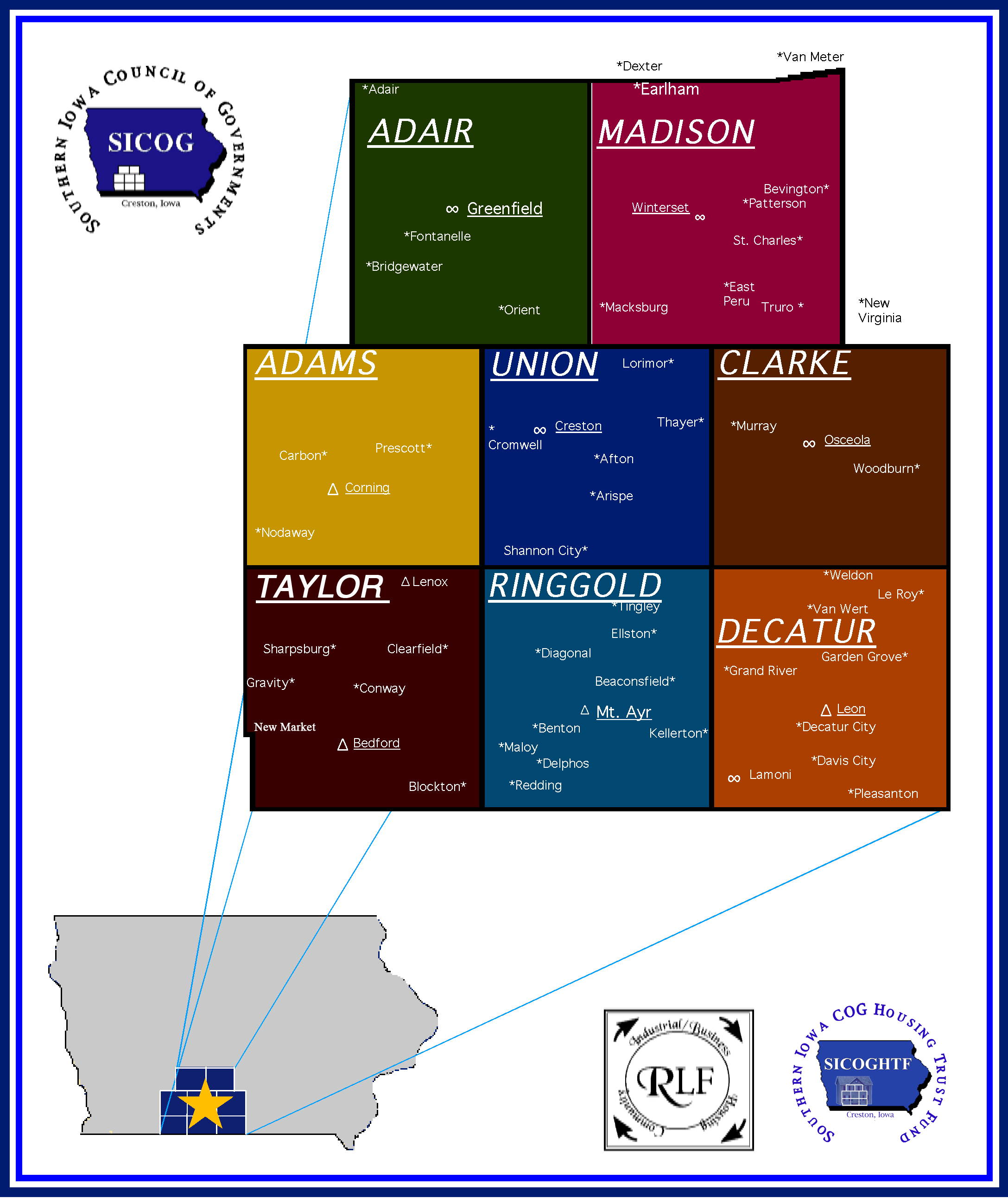
Southern Iowa Council of Governments

Official Board Manual 2019-2020



SICOG is your source for economic development, housing, community development, planning, transportation, and facilitation in south central Iowa.

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**SUPPLEMENTAL DOCUMENTS**

EMPLOYEE HANDBOOK Web Site

DISASTER PLAN Web Site

First let me try to put some clarity to our organization and membership. SICOG has 4 levels of “members”. By members I mean organization that we serve and or receive revenue.

1. MEMBERS - SICOG members are cities or counties that pay and annual assessment (“dues). SICOG dues are $1.01 per capita. SICOG uses 2010 census official figures (65,677).

2. Associate members - I have attached the parameters/criteria to be considered by the board. All services as if they were a member. Dues for Associate member are 1.5 times the annual assessment ($1.52) We currently have 4 cities that are in this category. NOT included in Article or By-Laws — no voting rights.

3. Partnership members - This subcategory is for the groups that we work with on a daily basis that benefit from what SICOG does.  Identified groups/ organizations include but not limited to: financial institutions, schools, industries, engineering firms, real estate agents, developers, hospitals, public utilities, local development corporations, tourism groups, insurance, farmers and contractors.  This revenue stream is based on defined levels ($2,500, $1,500 $1,000 $500 $250). This is an annual giving by each organization or group. NOT included in Article or By-Laws — no voting rights..

4. Non-member members - This subgroup includes all others. We will prepare applications for Not For Profit Organizations or For-Profit and Partner Members. This group will be charge a fee whereas there are no fees charged to MEMBERS. I have attached the fee structure. Basically we charge the organization hourly and incidental expenses and receive 5.0% of grant amount up to $50,000 and 2.5% on grants over $50,000, if awarded, for grant writing services. NOT included in Article or By-Laws — no voting rights.

#1 & #2 funds are general revenue

#3 funds are special reserves and segregated (currently this fund equal about $150,000) The fund is used primarily for equipment and extra repairs (copy machine, car, replacement of all lights to LED, new heat system and the likes.

#4 funds are general revenue but a portion is distributed back to staff as a “Bonus” at the end of each year. I have attached the breakdown of fund distribution.

Additionally, I throw this in as a clarifier for how we generate revenue.

All grantsmanship is Free to members

Any activity that requires more than 10 hours of concentrated work a contract is signed between them and us. (CDBG administration, comp plans, Zoning, hazard mitigation,

   surveys, environmental, etc.)

Also, please remember that there are currently three (3) corporations under the SICOG umbrella: Southern Iowa Council of Governments, Southern Iowa Development Group and Southern Iowa COG Housing Trust Fund. The last two purchase services from SICOG.

I have heard that the State Legislature is going to provide each COG in NE with $500,000, I would have thought that would solve your problem.:)

Finally the complexity of the organization and nuance might dictate that we might want to meet for a day so I can pick your brain and vice versa. Let me know if you have any questions.

Revision date: April 2019

What is SICOG?

A brief history

In 1968 Governor Harold E. Hughes signed Executive Order # 11 establishing the planning districts in Iowa. The Executive Order created regional plan­ning commissions upon the action of local governments.

These organizations were formed by counties and cities to serve local governments, and citizens in the regions across the State of Iowa. COG's address issues facing local government on a cooperative basis, and provides coordination of services delivery, planning, advocacy, technical assistance, and project development. Councils are formed through provisions of Chapter 504, 28E, and 28H of the Code of Iowa.

Birth of SICOG/ First meeting

Local government leaders from each county in the re­gion -Adair, Adams, Clarke, Decatur, Ringgold, Taylor, and Union Counties - first met on Sept. 13, 1973, in the Lion’s Hall in Clearfield, to organize the Southern Iowa Planning organization. They chose Rodger Blobaum, Chairman; Will Raiser, Vice chair; and Frank Davis, Secretary. Seven representa­tives from each county were chosen to form bylaws, and an executive committee, made up of a representative from each county, was also formed.

What planning is

Gov. Hughes’ Executive Order explained regional planning as a means whereby municipalities and counties may work cooperatively to solve problems and to plan the future devel­opment of human, natural, and economic resources of a re­gion and referred it as an indispensable guide to local units in accomplishing a coordinated and efficient development of the region which will best promote the public health, safety, general welfare and economic prosperity in accordance with existing and future needs. According to state statutes, re­gional planning commissions "may conduct all types of re­search studies, collect and analyze data, prepare maps, charts and tables and conduct all necessary studies for the accom­plishment of its other duties... In matters relating to comprehensive planning, a COG ... may enter into a contract and cooperate with any federal, state or local unit including other planning commissions.”

The early days

In the early days, the commission was run without a staff and without an office. The board members handled the busi­ness of organizing, and the Chairman took care of the organization’s daily business.

Monthly meetings were held at the Lion’s Hall. Funding came from the dues of member governments, which was set initially at 10 cents per capita.

Eventually, the commission received federal planning grants and then needed to hire a staff to do the work.

In March of 1973, the commission hired its first director, Patrick Lana, and a few months later rented its first office over a storefront in downtown Creston.

By 1978, the SICOG staff had moved into an office at 215 North Elm Street in Creston. In March of 1998, the SICOG board voted to purchase a building to better accommodate the growing organization, and soon thereafter the SICOG’s headquarters was moved to its cur­rent location at 101 East Montgomery in Creston.

In April 1983, the SICOG hired its **fifth and current di­rector,** Timothy Ostroski

Economic development

A federal law, the Public Works and Economic Develop­ment Act, enacted in 1965, makes the SICOG Region eli­gible for federal aid because of the area's relatively high un­employment and low family income levels. The law is de­signed to help stimulate the area's economy by providing funding for community services. But the region wasn't certi­fied as a bona fide federal Economic Development District until 1973. Once the certification was made, the SICOG member governments became eligible for more public investments to improve the local economy.

Addition of Madison County

On Nov. 13, 1985, Gov. Terry E. Branstad signed a letter that officially realigned SICOG's boundaries to include Madison County. This was the first boundary change in the organization's 12 year history. In 1985, the U.S. De­partment of Commerce Economic Development Administra­tion admitted Madison County to the Southern Iowa Economic De­velopment District, making it eligible for economic devel­opment investments like other SICOG communitiesandcounties.

The mission

SICOG's mission, as revised by its board, is to be an active voluntary council of local govern­ments and community leaders working together to enhance the quality of life for the people in the SICOG Region. Its goals are:

• To promote community and economicdevelopment;

• To serve as an advocate of the region;

• To provide a forum for common concerns and issues;

• To maximize resources;

• To promote and encourage leadershipdevelopment**;**

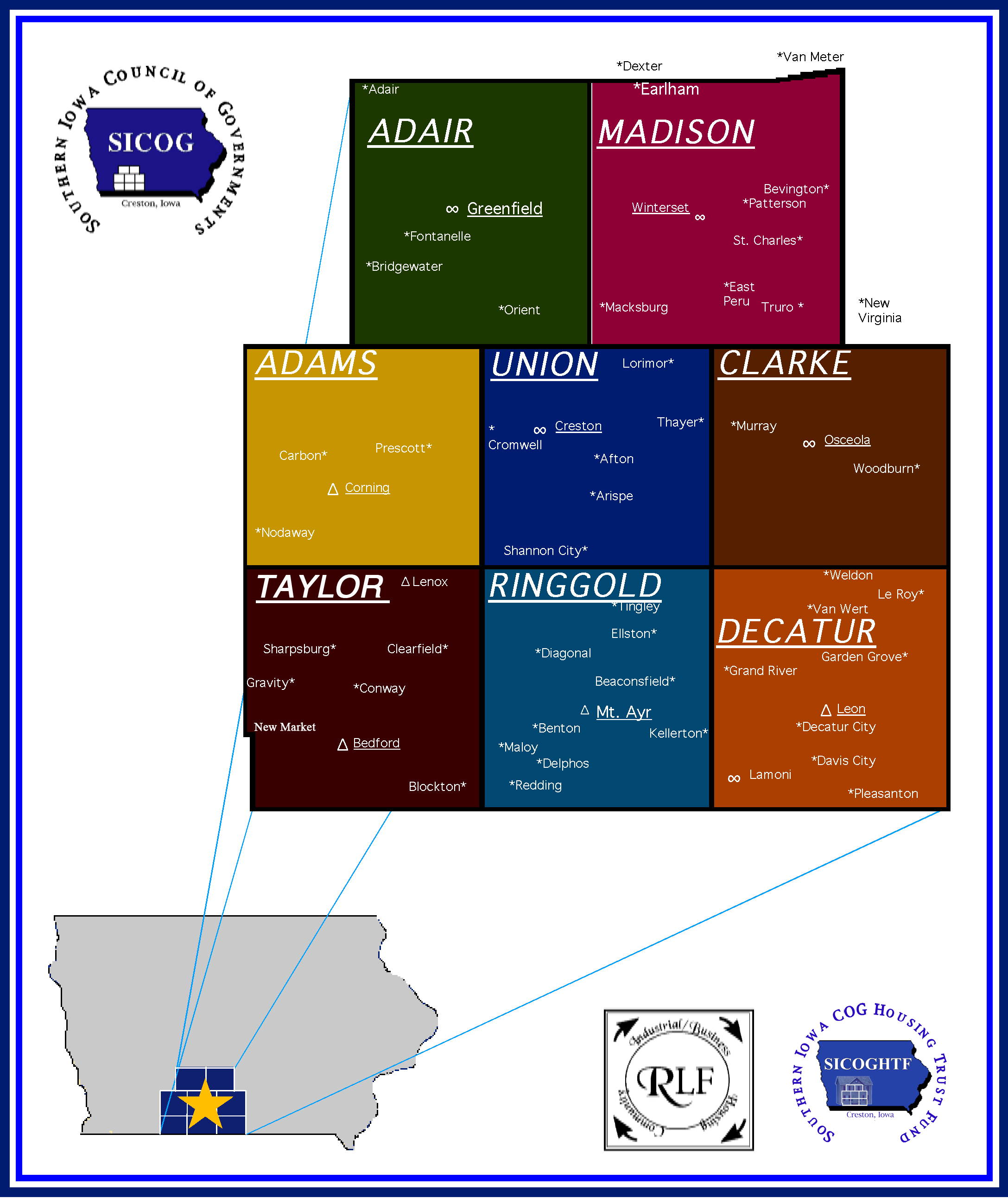
• To use the best technologies and practices, and;

• To provide skilled professional staff.

All activities carried forth by SICOG should meet at least one of these goals. These goals are accomplished jointly by the board, which sets the policy direction for the organiza­tion, and by the staff, who carries it out.

**LOCATION OF SICOG**

**REGION**



**MEMBERSHIP ROSTER**

**Counties**

**Adair**

**Adams**

**Clarke**

**Decatur**

**Madison**

**Ringgold**

**Taylor**

**Union**

**Cities**

**Adair**

**Bridgewater**

**Fontanelle**

**Greenfield**

**Orient**

**Carbon**

**Corning**

**Nodaway**

**Prescott**

**Murray**

**Osceola**

**Woodburn**

**Davis City**

**Decatur City**

**Garden Grove**

**Grand River**

**Lamoni**

**Leon**

**Le Roy**

**Pleasanton**

**Van Wert**

**Weldon**

**Bevington**

**Earlham**

**East Peru**

**Macksburg**

**Patterson**

**St. Charles**

**Truro**

**Winterset**

**Beaconsfield**

**Benton**

**Delphos**

**Diagonal**

**Ellston**

**Kellerton**

**Maloy**

**Mt. Ayr**

**Redding**

**Tingley**

**Bedford *\* non-member***

**Blockton*****\* non-member***

**Clearfield**

**Conway*****\* non-member***

**Gravity**

**Lenox**

**New Market**

**Sharpsburg*\* non-member***

**Afton**

**Arispe**

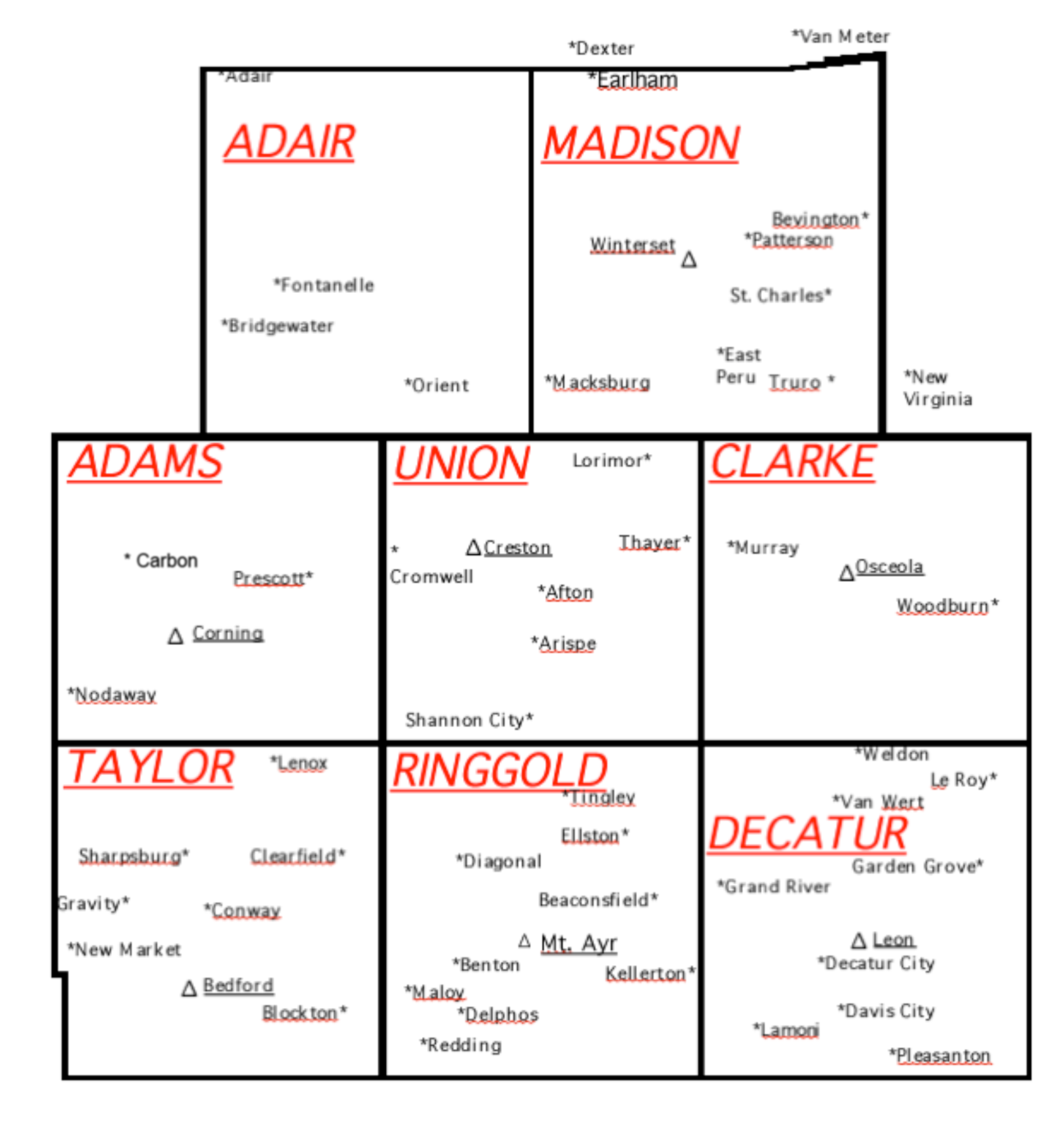
**Creston**

**Cromwell**

**Lorimor**

**Shannon City**

**Thayer**



**Associate Members**

**Dexter**

**New Virginia**

**Van Meter**

### *MISSION STATEMENT:*

### *Southern Iowa Council of Governments (SICOG) IS A NON-PROFIT ORGANIZATION THAT PROVIDES AND COORDINATES COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES PRIMARILY THROUGH THE DELIVERY OF PLANNING SERVICES, TECHNICAL PROGRAM ASSISTANCE, GRANT WRITING AND GRANT ADMINISTRATION TO ASSIST LOCAL GOVERNMENTS AND OTHERS IN THEIR EFFORTS TO IMPROVE THE SOCIAL AND ECONOMIC WELL-BEING OF ITS EIGHT COUNTY SERVICE AREA.*

### *Annual Priorities*

Regional Development Priorities for 2019

(As approved at the Annual Meeting March 26, 2019)

**Priority 1: Housing**

Ensure adequate housing for all citizens of the region, with emphasis on housing for persons of low and moderate income, elderly, and special needs. While sliding slightly in ranking, housing remains a very important issue. Key issues of the region continue to be rehabilitation, housing development, purchase assistance, and demolition of dilapidated housing. Funding for regional and local housing programs is being sought.

**Priority 2: Economic Development**

Invigorate the regional economy through local development. Economic development is vital to the image and quality of life of the region. Although the region has continually worked to seek development of new and expanded economic opportunities, this priority continues to evolve. Traditional needs such as retail, industrial, and workforce development remain strong. However, entrepreneurism, tourism, job creation, capital development, alternative energy, business clusters and high-technology industries are being discussed.

**Priority 3: Transportation**

Develop the regional transportation system to enhance regional economic development and stability. All modes of transportation play an important role in the development and stability of the region. The transportation system continues to evolve. Interest in Transportation Enhancement (non-highway related projects) activities that promote community livability are developing increasing support. Continued street and bridge reconstruction needs also boost the rating as counties and cities fall behind in their abilities to adequately maintain infrastructure. Foster effective transportation access.

**Priority 4: Local Planning and Management**

Expand and improve the functions of local governments and regional service groups related to community development. Not to be confused with comprehensive and strategic planning (another priority), this priority includes such things as budget-related issues, grant programs, assistance to and development of local development organizations, tax incentive programs, geographic information systems (GIS) implementation, and related capacity-building efforts.

**Priority 5: Recreation**

Develop new and enhance existing recreational facilities. Recreation is seen as a means to greater economic development in today’s regions and communities. As state and national efforts lead toward “destination parks”, and as major lakes and casinos develop in the state and region bring about increased tourism, this priority has become more prominent. New trends, such as skate parks, multi-purpose recreational trails, and lakes with modernized camping facilities and improved fishing are also creating energy in this area. Traditional favorites, such as public pools and playgrounds, are still vital, as the pool and park infrastructure is aging, is costly to operate, and antiquated facilities may even pose safety issues. Recreational opportunities enhance the regions livability.

**Priority 6: Community Services**

Improve and develop new social, cultural, and educational opportunities for southern Iowa residents. Communities are voicing a greater need to provide for community needs not typically addressed by economic development and public utilities. Growing in relevance to many of our members are things such as childcare centers, community buildings, fire stations, civic attractions, police and fire services, libraries, and historic preservation.

**Priority 7: Sewer/Wastewater Treatment Systems**

Protect the environmental quality of life in southern Iowa. While more and more cities each year have central sewer systems, many systems continue to age and fall into disrepair, and many small cities and rural areas lack even basic central systems. Increasingly stringent federal and state regulations for pollution control and public health have brought about more urgency to improve sewer systems. Many cities and many of the county governments list this as a very high priority, while others do not list it as an issue at all. Until substantial funds come on-line to update systems and rate equities are resolved, the priority will remain high overall.

**Priority 8: Elderly**

Provide for the housing, transportation, and health care needs of elderly persons and groups in southern Iowa. The growing aging population of the region continues to increase the need to provide services directed to the elderly community. While the need for elderly support is generally high, such is often not the direct function of local governments, and thus the priority may be somewhat suppressed.

**Priority 9: Comprehensive Planning**

Develop and implement local and regional comprehensive planning practices. This priority varies in ranking tremendously as different cities and counties seek to develop long-range plans, strategic plans, housing plans, infrastructure studies, capital improvements plans, and ordinance updates (zoning, manufactured homes, etc.). Many local governments have woefully outdated land use plans and zoning ordinances, and many lack subdivision regulations. Grantors are increasingly looking at the planning status of communities when deciding which communities will receive grant funds. This is one reason municipalities and counties see the need for organized planning efforts and coordination of resources and equipment. Planning for future infrastructure, improvements and needs can greatly improve the abilities of communities to meet the needs of the future.

**Priority 10: Water Resources**

Complete a regional water supply mechanism to meet residential, commercial, industrial, and civic needs which enhances and protects the environment. Completion of the rural water system may have contributed to some of the declines in this priority. However, many municipal systems are aging or need to expand capacity. Therefore, the development of rural water supply lakes to ensure increased long-term capacity for all needs is still a priority.

**Priority 11: Youth**

Provide programs and facilities to enrich the lives of youth in southern Iowa. Providing a safe and stable community environment with opportunities for youth may attract new families and retain current residents. This mid-range priority continues to be vital as more effort occurs in the areas of recreation, education, and volunteerism. Generally, while the need for youth support is high, such is often not the direct function of local governments, and thus the priority may be somewhat suppressed.

**Priority 12: Solid Waste**

Reduce solid waste consumption to comply with Iowa environmental regulations in order to enhance and protect the environment. Changing solid waste regulations and issues connected to closure of area landfills continue to keep this a priority for cities and counties in the region. Variations in recycling trends, combined with more stringent landfill laws are necessitating more effort in this area, especially for targeted waste streams.

**Priority 13: Rural Health**

Improve access to and delivery of primary health services to all citizens in the region. This priority overall remains lower, mostly because local members do not have direct involvement with health care. However, local communities are concerned over the loss of services and lack of specialty and (increasingly) general medical and health staff. Recruitment, clinic sites, service retainage, and EMS services remain a concern in the region.

**Priority 14: Energy**

Encourage the conservation of energy and the use of alternative energy sources in southern Iowa. Increased franchising and more competition have stabilized energy sources, thus reducing this as a priority over most recent years. Conservation and efficiency remain a main priority, especially in the midst of high fuel prices. However, alternative energy sources need to be sought to reduce the depletion rate of natural resources. Wind energy has shown increasing interest over recent years and has even been implemented within the region. The emergence of ethanol and biodiesel as alternative energy sources has also been pursued in this region.

**Priority 15: Social Services**

Encourage the development and implementation of local education, training, and prevention programs to benefit the welfare of communities. While this priority is still vital to our communities, it is often not a direct municipal expenditure, other than for the operations of local police and fire departments.

**Priority 16: Value-added Agriculture**

Encourage the development of agriculture-related processing operations in southern Iowa. Agriculture and food supplies remain an important part of our region’s vitality. This priority remains of lower concern for many of the cities completing the survey, but counties see this as a larger priority.

**Priority 17: Other**

Provide assistance to communities in areas that are not currently addressed by other priorities. These can include many priorities, such as establishing community foundations, technical assistance, and regional programs, all of which may not fit under criteria listed. Sometimes this category is ignored, and other times a priority of a community fits only in the “other” category.

**SICOG Board of Directors 2019-2020**

**Adair County**

John Twombly, Adair Co.

Ron Smith, Greenfield

John Larsen, Adair

Tyson Sickles, Fontanelle

Paul Nelson, Union State Bank

Doug Davidson, Orient Express

Tom Lesan, SWCC - At Large

**Adams County**

Doug Birt, Adams Co.

Bert Peckham, Corning

Jordan Walter, Prescott

Gary Poen, Nodaway

Beth Waddle, Precision Pulley

Larry Kester, Red Star Feed

Tom Lesan, SWCC - At Large

**Clarke County**

Marvin McCann, Clarke Co.

Thomas Kedley, Osceola

Scott Busick, Murray

Denny Cottrell, Woodburn

Joe Grieving, Iowa Steel

Bill Trickey, Clarke Co. State Bank

Tom Lesan, SWCC - At Large

**Decatur County**

Dan Christensen, Decatur Co.

Douglas Foster, Lamoni

Allen Simmonds, Leon

Craig Stogdill, Grand River

Shannon Erb, Gilbert Home Comfort

Shane Akers, Farmers Bank of Northern MO

Tom Lesan, SWCC - At Large

See Appendix A for detailed information on each member

**Madison County**

Diane Fitch, Madison Co.

Kelly Brown, Winterset

Jeff Lillie, Earlham

Dennis Smith, St. Charles

Tom Leners, Union State Bank

Brian Downes, John Wayne Birthplace Museum

Tom Lesan, SWCC - At Large

**Ringgold County**

Lyle Minnick, Ringgold Co.

Steve Fetty, Mt Ayr

John Egly, Diagonal

Thomas Giles, Kellerton

Tracy Barnes, US Bank

Malcom Eighmy, Eighmy Monuments

Tom Lesan, SWCC - At Large

**Taylor County**

Doug Horton, Taylor Co.

Karen Zabel, Lenox

Frank Sefrit, New Market

Chris Knox, Clearfield

Don Keast – Keast Accounting

Brooke Florea, Michael Foods

Tom Lesan, SWCC - At Large

**Union County**

Ron Riley, Union Co.

Gary Lybarger, Creston

Shelley Burger, Afton

Timothy Sly, Lorimor

Gabe Carroll, Carroll Family Chiropractic

Gary Riley Central Plains Electric

Tom Lesan, SWCC - At Large

***SIDG Loan Review Committee***

**Adair County**

Matt Wedemeyer

John Fisher

Paul Nelson

**Adams County**

Doug Birt

Donna Hogan

Tysen Christensen

**Clarke County**

Ty Wheeler

Rick Buesch

Kevin Klemesrud

**Decatur County**

Dan Christensen Shannon Erb

Shane Akers

**Madison County**

Kelly Brown

Dave Nicholl

Jeff Nolan

**Ringgold County**

Steve Fetty

Dick Elliott

Kim Greenland

**Taylor County**

Doug Horton

Bill Henderson

Debbie Miller

**Union County**

Mike Taylor

Wayne Pantini

Thad Sickles

**SICOG**

**Board Responsibilities**

The Board of Directors must:

* Have a thorough understanding of SICOG’s Region importance and its activities.
* Attend meetings and actively participate.
* Fulfill all IRS, state and federal reporting requirements.
* Set policy and establish organizational goals.
* Hire the executive director.
* Evaluate the executive director's performance in writing at least annually.
* Ensure that financial policies are in place and followed.
* Help develop and adopt budgets.
* Review and amend bylaws every two years.
* Ensure compliance with funding source's policies and regulations.
* Establish personnel policies and monitor their compliance.
* Nominate and elect officers.
* Represent and promote the organization in public.
* Help recruit new board members.
* Develop, review and amend SICOG's strategic plan at least annually.
* Use the services offered by the organization, when feasible.
* Share ideas on improving the organization.
* Respond to SICOG business in timely a fashion.
* Be willing to serve as a resource to staff when needed and requested.
* Keep the executive director informed about organizational or member concerns as well as key issues in the region.
* Review yearly audit.
* Form 990

**SICOG**

**Duties of the Executive Board**

(As outlined in the bylaws – Appendix E)

1. Administration of corporate affairs

The executive board shall have the following duties and responsibilities for the administration of the corporation’s affairs:

a. Preparation of an annual plan of operation for the project board’s approval that sets priorities for work and schedules operations of adopted projects;

b. Representation of the Project board in all matters relating to fulfilling the annual plan;

c. Hold regular and special meetings for conducting the normal business of the corporation;

d. Organize and direct needed subcommittees;

e. Provide coordination and guidance to county boards;

f. Receive and review reports, recommendations, and instructions for cooperating agencies;

g. Release regular and special reports, newsletters, and informational matters;

h. Designate a member to represent the corporation at meetings, hearings, and other conferences that will be of interest to the corporation;

i. Represent and act for the Project board within the latitude of authority given by it;

j. Hire an executive director and adopt personnel policies regarding the hiring of employees and their qualifications and prepare a guide for personnel relating to duties, salaries, classifications and reclassifications, annual leave, sick leave, and such other relating items which are necessary for the fulfillment of the duties and responsibilities of the corporation’s administrative staff;

k. Establish per capita rates and also charges for the services provided by the corporation.

SICOG Executive Board of Directors

***SIDG Board of Directors***

|  |  |  |  |
| --- | --- | --- | --- |
| Adair County | John Twombly | Vice  Chairperson |  |
| Adams County | Doug Birt |  |  |
| Clarke County | Marvin McCann |  |  |
| Decatur County | Dan Christensen | Chairperson |  |
| Madison County | Diane Fitch |  | image001 |
| Ringgold County | Lyle Minnick |  |  |
| City of Lenox Representing  Taylor County | Karen Zabel | Secretary |  |
| Union County | Ron Riley | Treasurer |  |
| Private Sector | Beth Waddle |  |  |
| Private Sector | William Trickey |  |  |
| Private Sector | Doug Davidson |  |  |
| Private Sector | Brooke Florea |  |  |
| At – Large Special Interest | Tom Lesan |  |  |

Timothy Ostroski (SIDG only/not pictured)

SICOG

Officer Responsibilities

Chairperson:

* Preside at all meetings of the organization.
* Execute instruments for and on behalf of the organization.
* Co-sign checks.
* Appoint committees.
* Represent the organization on official business.
* Perform other duties normally associated with the office of chairperson.

Vice Chairperson:

* Perform the duties and exercise the powers of the chairperson in the absence of the chair­person.

Secretary:

* Cause to be kept a record of proceedings of the organization.
* Attest to the validity of the minutes of each organization meeting.
* Assure that interested parties have adequate notice of organization meetings.
* Assure safe custody of organization documents.

Treasurer:

* Have constructive custody of organization funds and cause to be kept full and accurate accounts of receipts and disbursement in books belonging to the organization.
* Shall cause to be deposited all money in the name and to the credit of the organization in such depositories as may be designated by the organization.
* Disburse the funds of the organization as approved by the organization, taking proper vouchers for each disbursement.
* Render to board members an account of his transactions and of the financial condition of the organization as required by the membership.

Executive Board Committees

2019-2020

**Personnel Committee**

**Purpose:** To review and upgrade all employee systems such as benefits, personnel policies, disputes and grievances. Conduct Executive Director’s evaluation.

Ron Riley (Chair)

Diane Fitch

Doug Birt

William Trickey

Marvin McCann

Lyle Minnick

* Staff Contact Person: Timothy Ostroski, Executive Director

**Budget Committee**

**Purpose:** To review the budget and related financial activity and recommend an annual budget to the Executive Board.

Beth Waddle (Chair)

Dan Christensen

Tom Lesan

John Twombly

Doug Davidson

* Staff Contact Person: Timothy Ostroski, Executive Director

SICOG

Staff Responsibilities to the Board

Staff will provide the board with accurate, timely, honest and focused information. This information will be complete and unbiased and will be provided well in advance if board action is requested.

Staff will regularly inform the board of new developments.

Staff will gather information, analyze and make recommendations to the board.

Staff will report financial information to the board regularly.

Staff will make optimum use of the board as a resource.

Staff will develop a process to educate all new board members and to orient all board members on an ongoing basis.

Staff will provide support for board recruitment and development.

Staff will supportboard committees and provide them with the information and expertise they need.

Management staff is expected to attend all meetings of the board. Other staff members are welcome to attend meetings, however, attendance is not required unless the staff member has an assigned responsibility.

SICOG Staff Members

|  |  |  |
| --- | --- | --- |
| Timothy Ostroski | Executive Director | Ostroski |
| Judy Brimm | Finance Director |  |
| Jeremy Rounds | Regional Planner | Jeremy 2019 |
| Marcus Amman | Transportation Planner | Marcus 2019 |
| Joel Lamb | Regional Planner | Jeremy 2019 |
| Nancy Groth | Office Manager  Housing RLF | Nancy 2019 |

OFFICE OVERVIEW AND GENERAL WORK PROGRAM

2019-2020

**To promote community and economic development.**

1.1 Provide fiscal and budgetary oversight to SICOG programs.

1.1.1 Prepare budgets for grants and contracts.

1.1.2 Continue educating staff.

1.2 Promote and market SICOG, its service and programs.

1.2.1 Produce 12 SICOG “WINDMILL" newsletters to highlight programs and services provided by SICOG.

1.2.2 Produce and distribute an average of 6 press/alerts releases per year.

1.2.3 Develop brochures as needed.

1.2.4 Prepare Annual Report.

1.2.5 Prepare Annual membership directory.

1.3 Provide information on the region's resources to member cities, counties and partners.

1.3.1 Update Fact Book (CEDS) annually.

1.3.2 Review and identify any other information that should be included in the Fact Book (CEDS).

1.3.3 Be familiar with in-house resources and information available on the Internet.

1.3.4 Update resource material as budget allows.

1.3.5 Work with economic developers and others to provide data needed.

1.3.6 Distribute Fact Book (CEDS) to members.

1.3.7 Continually update SICOG Region web site

1.4 Investigate new funding and revenue generating opportunities to meet needs of member governments and their constituents.

1.4.1 Continue to promote Partnership program. The goal is to increase membership by 5 percent.

1.4.2 Investigate and pursue survey and needs assessment opportunities.

1.5 Assist with specific SICOG/Community Projects.

1.5.1 Assist programs with grant development potential.

1.5.2 CDBG administration.

1.5.3 Comprehensive Plans.

1.5.4 Urban Renewal Plans.

1.5.5 Urban Revitalization Plans.

1.5.6 CEDS development.

1.5.7 Hazard Mitigation Plans.

1.6 Assist member communities in identifying their needs.

1.6.1 Community surveys/assessments.

1.6.2 Attempt to contact 100 percent of members in the next year to identify needs.

1.7 Comprehensive planning.

1.7.1 Identify opportunities for bidding on comprehensive plans for member

communities.

1.7.2 Market SICOG's planning services.

1.8 Housing planning.

1.8.1 Identify opportunities for expanding housing programs.

1.8.2 Market SICOG's housing services.

1.8.3 Assist with the marketing of the SICOG Housing Trust Fund.

1.9 Forum—information sharing.

1.9.1 Identify two topics of interest for members and identify opportunities to

inform communities of certain programs. Suggested are:

1.9.1.1 Water/waste water finance;

1.9.1.2 County elected officials workshop;

1.9.1.3 Housing development;

1.9.1.4 CDBG.

1.9.1.5 Comprehensive Planning.

1.9.1.6 Housing Trust Fund.

1.10 Identify resources to meet needs of communities.

1.10.1 Grant alerts and funding research.

1.10.1.1 Issue grant alerts to member communities on applicable grant and

other funding opportunities utilizing the WINDMILL.

1.10.1.2 Provide funding research assistance as requested for members.

1.10.1.3 Expand use of Internet as a funding research tool.

1.10.1.4 Update funding material in file.

1.10.1.5 Initiate an electronic interoffice funding file.

1.10.2 Grant availability to communities and clients.

1.10.2.1 Compile list of programs and grants used.

1.10.2.2 Provide funding research assistance as requested for members.

1.10.2.3 Expand use of Internet to disseminate information.

1.10.2.4 Update funding material in file.

1.10.3 Networking.

1.10.3.1 Develop and/or maintain relationships with all funding agencies

including the USDA-RD IEDA, IFA, IDPH, EDA, and DNR.

1.10.3.2 Remain active in IARC and attend conference.

1.10.3.3 Attend the annual IEDA Smart conference when possible.

1.11 Assist in obtaining resources to benefit member communities.

1.11.1 Grant writing and application assistance.

1.11.1.1 Submit five grant applications to CDBG for funding.

1.11.1.2 Prepare other types of grant applications as requested for members.

1.11.1.3 Investigate opportunities to submit housing infrastructure applications.

1.11.1.4 Apply for partnership grant through EDA and submit mid-year and

final reports as required.

1.11.2 Business Loans Packaging.

1.11.2.1 Actively market the business loan program to banks through

personal visits and presentations. Plan at least 10 visits in the coming

year.

1.11.2.2 Actively market the business loan program to communities.

1.11.2.3 Assist potential borrowers with completing loan applications

through one-on-one sessions; provide a list of outstanding items post-session

and dates items are agreed to be returned.

1.11.2.4 Increase attendance and involvement of SIDG board members

through networking and personal contacts.

1.11.2.5 Create an informational sheet for board members/prospective board

members outlining SIDG’s mission and responsibilities of members.

1.11.2.6 Maintain and distribute an annual board meeting schedule, as required.

1.12 Develop and implement programs to meet communities' needs.

1.12.1 Transportation Planning.

1.12.1.1 Coordinate all functions of the Transportation Advisory Committee

(TAC) over the coming year, which will include organizing bi-monthly meetings. The TAC will hold six regular meetings throughout the year.

1.12.1.2 Hold all follow-up public meetings for plan scoping pilot project.

1.12.1.3 Work with IDOT District Office on developing additional ways to obtain ongoing citizen input and to provide educational opportunities. Identify ways to continually incorporate new information into the process.

1.12.1.4 Include ATURA/TAC information in the newsletter.

1.12.1.5 Create a database of the modes of transportation present in the region, their condition and the present and future needs as related to these modes.

1.12.1.6 Staff will attend project-related public hearings in the region and report back to the board on the progress.

1.12.1.7 Provide grant alerts on state and federal funds that are available for transportation-related projects.

1.12.1.8 Staff will work with IDOT in developing ways for SICOG to be more involved in programmed projects.

1.12.1.9 Staff will work with IDOT and submit information on the region,

as requested.

1.12.1.10 Staff will become familiar with sources of transportation training, including workshops/courses offered through IDOT.

1.12.1.11 Work with IDOT to establish/expand a GIS/GPS mapping program.

1.12.2 Homeownership Programs.

1 J.2.2.1 Maintain required materials to perpetuate Local Housing Trust Fund.

1.12.2.3 Create informational/Program list for homeownership programs.

1.12.2.4 Investigate ways to take advantage of LHTF to maximize the number of homeowners in the region.

1.12.2.5 Investigate new funding sources for existing homeownership.

1.12.2.6 Investigate funding sources for new construction homeownership.

1.12.2.7 Provide funds for emergency repairs.

1.12.2.8 Create program to assist with housing for Teachers.

1.13 Provide management and administrative assistance.

1.13.1 Grant administration.

1.13.1.1 Improve our standard of performance by implementing a checklist for grant administration, in order to streamline the process.

1.13.1.2 Get feedback from our members to evaluate our performance.

1.13.1.3 Complete the two W/S projects within the year and complete at least one housing project.

1.13.1.4 Strive to receive no monitoring findings on all monitoring of projects.

1.13.1.5 Close housing projects older than 3 years.

1.13.2 Business Loan Servicing.

1.13.2.1 Continue servicing of loans, including personal visits to sites.

1.13.2.2 Establish a tickler system for reminders.

1.13.2.3 Combine the three RLFs in to one.

1.13.2.4 Become more proactive in economic development in the region by working more closely with members that have economic development staff.

1.13.2.5 Provide information to companies interested in the SICOG Region.

1.13.2.6 Update the Comprehensive Economic Development Strategy (CEDS) as required by EDA.

1.14 Provide an information exchange on community and economic development ideas and projects.

1.14.1 Workshops/Conferences.

1.14.1.1 Identify two topics of interest for members and prepare newsletter articles. Suggested: 1) Codification and Ordinance Enforcements; 2) Small Business Development; 3) Water/Wastewater Finance; 4) City Elected Officials Workshop; and 6) CDBG 7) Internet connectivity.

1.14.2 Regional meetings.

1.14.2.1 Provide a regular update on community and economic development and business loan programs and projects to the board at the monthly SICOG meetings.

1.14.2.2 Organize and hold monthly meetings for the local developers in the region. This will include both business loan and community and economic development staff.

**To serve as an advocate of the region.**

2.1 Provide information exchanges and learning opportunities for members, staff and

public.

2.1.1 Update/Revise of an SICOG board handbook.

2.2 Keep federal and state legislators, local government and agencies apprised of our actions and our needs.

2.2.1 Prepare federal and state priorities reports once a year with a state of the region summary (Annual Report).

2.2.2 Attend legislative forum with local delegation.

2.2.3 Stay current on legislative development and inform the board when needed.

**To provide a forum for common concerns and issues.**

3.1 Provide support to all SICOG Committee.

3.1.1 Prepare monthly agenda and minutes for the committee, as required.

3.1.2 Take personnel policy issues and financial matters to the committee, as required.

3.1.3 Insure staff receives minutes of each board meeting.

3.2 Continue to develop board relations/member involvement.

3.2.1 Review and update board manual, including bylaws.

3.2.4 Implement staff portion of board/staff marketing commitment and encourage board to uphold its commitment.

3.2.5 Maintain standard brochures on SICOG.

**To maximize resources.**

4.1 Improve the efficiency of SICOG.

4.1.1 Look at existing financial functions for possible improvements.

4.1.2 Cross-train, as possible, HRLF staff concerning fiscal information.

4.1.3 Set up and implement a grant/contract tracking system.

4.2 Maintain efficiency in day-to-day financial operations.

4. 2.1 Complete monthly tasks in a timely manner.

4. 2.2 Maintain a high quality of work.

4.3 Improve the operations of the organization.

4.3.1 Conduct staff meetings.

4.3.2 Establish a “Friday Projects” discussion.

4.4 Improve the financial efficiency of the organization.

4.4.1 Invoicing for all CDBG grant administration in a timely manner.

4.4.2 Monitor accounts receivable.

4.5 Ensure that building, grounds and cars are well maintained.

4.5.1 Make sure that building is clean.

4.5.2 Make sure that the exterior is well maintained.

4.5.3 Make sure car is safe, regularly serviced and in good operational order.

4.6 Provide administrative and technical support to the SIDG and the SICOGHTF.

4.6.1 Review RLF plan every six months or as needed.

4.6.2 Submit reports and documentation to Fed/State funding agencies in a timely manner.

**To promote and encourage leadership development.**

5.1 Coordinate annual golf outing.

5.1.1 Coordinate and carry out SICOG’s golf outing in September, including working with host community, caterer, and prizes.

5.1.2 Strive to break-even revenue-wise on golf outing.

5.2 Provide information exchanges and learning opportunities for staff and

board.

5.4 Managing staff and monitoring department finances, while fostering teamwork and striving for quality.

**To use the best technologies and practices.**

6.1 Provide more fiscal and budgetary assistance to SICOG operations.

6.1.1 Help prepare budgets for grants and contracts.

6.1.2 Continue educating staff on financial matters.

6.2 Maintain efficiency in day-to-day fiscal operations.

6.2.1 Complete monthly tasks in a timely manner.

6.2.2 Maintain a high quality of work.

6.2.3 Encourage all staff to conserve supplies, minimize travel and work diligently.

6.2.4 Cross train staff.

6.2.5 Perform spot inspections.

6.2.6 Stay current on latest technologies and best practices.

6.2.7 Stay current through reading publications available through SICOG.

6.2.8 Search for other training and learning opportunities.

6.3 Improve the efficiency of the agency.

6.3.1 Monitor accounts receivable.

6.3.2 Complete office survey.

6.4 Improve staff communications, training resources, work quality and office equipment and stay current on personnel issues.

6.4.1 Continue computer/equipment upgrading.

6.4.2 Organize office library.

**To provide skilled professional staff.**

7.1 Managing staff.

7.1.1 Continue to stay updated on human resource issues.

7.1.2 Coordinate annual preparation of the IPERS report

7.1.3 Evaluate staff on an annual basis (May, June, July)

7.1.4 Complete on a monthly basis the project sheet.

7.2 Improve staff communications, training resources, work quality and office equipment and stay current on personnel issues.

7.2.1 Coordinate training opportunity for selected staff on updating and maintaining web page to keep it current.

7.2.2 Make staff aware of software available and its capabilities.

7.2.3 Supervise and coordinate work with employees.

7.3 Provide on-going learning activities.

7.3.1 Attend CDBG training courses.

7.3.2 Attend lead-based paint training.

7.3.3 Attend RLF training, as necessary.

7.3.4 Attend management training, as made available.

7.4 Recognizing outstanding performance.

7.4.1 Continue to search for ways to recognize staff members for work well done.

7.4.2 Develop recognition program for staff s individual efforts and achievements.

7.4.3 Review revenues and expenses monthly.

7.4.4 Streamline program procedures to increase efficiency.

7.4.4 Cross train staff when possible.

7.4.5 Perform spot inspections of staff activities.

7.5 Enhance skills and communications within SICOG.

7.5.1 Hold staff meetings.

7.5.2 Identify training needs and opportunities.

SICOG

Planning Services

As a condition of membership in the Southern Iowa Council of Govern­ments, each local unit of government contributes or has contributed on its be­half a per capita fee to help cover basic operating costs and to provide basic membership services.

**Planning and Development (sample not all inclusive)**

Technical Assistance

Transportation Planning

Grant Administration

Industry Surveys

Community Assessments

Community Surveys

Strategic Planning

Government Feasibility Studies

Comprehensive & Strategic Planning

Grant/Funding Alerts

Easement Preparation

Community Profiles

Project Development

Funding Searches

Urban Renewal Plan

Environmental Planning

Hazardous Mitigation Planning

Personnel Policy Development & Update Service

Business Loan Packaging and Servicing

Lead Inspections

Regional Planning Services

Transportation Services

Local/State Reviews

Homeownership Assistance

Housing Development

**Communications/Data Services (sample not all inclusive)**

Newsletters

Regional Website

Census Data

Associate Membership Program

Labor Information

Population Projections

County Sales Information

Income Information

Internet Access

SICOG Fact Book

**Housing**

First Time Homebuyers Emergency Home Repair

Rehabilitation Urban Revitalization Plan

Site Improvements Housing Studies

Housing Survey Lead Reduction Program

Urban Renewal Plan

**Grantsmanship/Administration**

See Appendix H for general list of Grants

Contractual Services

In addition to the services provided to member governments at no addi­tional cost, other services are available to member governments as well as to non-member governments and organizations on a contractual basis. The charges for these services are based on a variable hourly fee or a negotiated pro­ject fee. Services are provided to non-members on a time-available basis only. The following contractual services are available:

(Sample not all-inclusive)

1. Provide administrative and management assistance.

2. Prepare model codes.

3. Assist local governments in preparation or revision of local ordinances.

4. Prepare new or updated comprehensive plans or other functional plans.

5. Provide copying services.

6. Provide mapping services.

7. Prepare local government brochures, fact sheets, or other promotional materials.

8. Prepare special studies.

9. Prepare CDBG environmental reviews.

10. Other specified services.

Southern Iowa Council of Governments

Succession Plan

**Incapacitation**

The following will be utilized by the corporation in the event of an incapacitation, departure or death of the Executive Director. The corporation will achieve a smooth transition with the following procedures in place.

In the event that the Executive Director is incapacitated, the Finance Director will be responsible for all decisions affecting the operations of the office. The Senior Planner will consult with the Southern Iowa Council of Governments’ chairperson regarding matters dealing with the execution of grant agreements or contractual items. The Executive Board shall decide all financial concerns and all documents related to financial matters shall be signed by the chairperson. The Finance Director will insure that the Executive Board is informed of all operational issues addressed since the executive committee’s last meeting, as well as, attempt to anticipate expected outcome, in order to insure that the Executive Board is well informed regarding the affairs of the corporation. In the event that the Senior Planner’s position is vacant, the Finance Director is responsible for all decisions affecting the operations of the office.

In the event that the Finance Director is incapacitated the Senior Planner of the corporation will be responsible for the affairs of the Southern Iowa Council of Governments. The Senior Planner will consult with the Southern Iowa Council of Governments’ chairperson regarding matters concerning the execution of grant agreements or contractual items. The Executive Board shall decide all financial concerns and all documents related to financial matters shall be signed by the chairperson. The Senior Planner will insure that the Executive Board is informed of all operational issues addressed since the executive committee’s last meeting, as well as, attempt to anticipate expected outcome in order to insure that the Executive Board is well informed regarding the affairs of the corporation.

**Absence**

In the event that the Executive Director is absent, without means of communications, from the office for an extended period (5 working days) of time the Finance Director will assume the responsibilities of the office manager. The Finance Director shall make all decisions regarding the efficient operation of the office until the return of the Executive Director. In all matters that may adversely affect the corporation, the Finance Director shall consult with the Executive Director.

**Departure or Death**

In the event of the death of the Executive Director, the Finance Director will be responsible for all decisions affecting the operations of the office until the Southern Iowa Council of Governments hires a replacement. The Finance Director will act as the interim director.

The Finance Director in consultation with the SICOG Staff will assist the Executive Board and Personnel Committee facilitate a replacement for the Executive Director’s position. The Personnel Committee will serve as the Executive Board’s Search Committee. The below procedures will be followed:

1. Within 14 working days the Search Committee shall advertise the available position in the following places:

1. Des Moines Register Sunday Edition
2. Omaha World Harold, Sunday Edition
3. National Association of Development Organization
4. County Seat Newspapers (within Region XIV)

2. The following advertisement will be used by the Search Committee (revisions can be made to this advertisement):

**EXECUTIVE DIRECTOR**

The Southern Iowa Council of Governments (SICOG), serving 67 communities and eight (8) counties, is seeking an experienced executive to direct the organization’s planning, technical assistance, grantsmanship, economic development and local leadership initiatives sponsored by the agency. SICOG conducts a comprehensive Economic Development Program including: management of a $ million Revolving Loan Fund and a First Time Homebuyer Revolving Loan Fund Program. SICOG has an operating budget of $ and a staff of (). Other programs conducted by SICOG include, solid waste management, transportation, Housing Rehabilitation, and technical assistance. The successful candidate must have several years of public management experience, especially in regional development and a master’s degree in government or planning or its equivalent. Important qualities to possess are an ability to manage and direct a talented staff, establish effective partnerships with other community institutions and local, state and federal leaders. Competitive salary and benefits package are provided. To apply, submit a letter and resume in confidence to: Southern Iowa Council of Governments, 101 East Montgomery Street, Creston, Iowa 50801. SICOG is an equal opportunity employer.

3. The time period for the screening process will be 21 days. The Search Committee will review all applicants and present to the Executive Board a listing of the top five candidates. A summary list shall be prepared and the consensus top five will be contacted for an interview.

4. All members of the executive board, if possible, will interview the candidates for the Executive Director’s position.

5. The Finance Director will be responsible for submitting the top candidates to the Economic Development Administration and any other cognizance agencies.

6. References will be gathered by the chairperson of the Search Committee.

7. The top candidate will be offered the position.

Southern Iowa Council of Governments

Investment Policy

**Section 1**

**Scope of the Investment Policy**

The Investment Policy for the Southern Iowa Council of Governments (SICOG) shall apply to all operating funds, and other funds and all investment transactions involving operating funds and other funds accounted for in the financial statement of the SICOG. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

This Investment Policy is intended to comply with Iowa Code Chapter 12B. Upon passage and upon future amendment, copies of this investment policy shall be delivered to the following:

1. The Board of Directors or officer of the SICOG to which the investment policy applies.

2. All depository institutions or fiduciaries for public funds of the SICOG.

3. The auditor engaged to audit any funds of the SICOG.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the SICOG.

**Section II**

**Delegation of Authority**

In accordance with Section 12B.10 (1)(b), the responsibility for conducting investment transactions resides with the Treasurer of the SICOG. Only the Treasurer and those authorized by motion may invest public funds and a copy of any empowering motion shall be attached to this Investment Policy.

All contracts or agreements (with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds, or acting in a fiduciary capacity for the SICOG) shall be reviewed within thirty days of receipt of communication from the auditor (of the outside person) or any regulatory authority of the existence of a material weakness in internal control structure of the person or agency provided investment advise to SICOG. Pending review of these material weaknesses, the contract or agreement potentially could be terminated.

The Treasurer of the SICOG and all employees authorized to place investments shall be bonded.

**Section III**

**Objectives of the Investment Policy**

The primary objectives, in order of priority, of all investment activities involving the financial assets of the SICOG shall be the following:

1. Safety: Safety and preservation of principal in the overall portfolio are the foremost investment objective.
2. Liquidity: Maintaining the necessary liquidity to match expected liability is the second investment objective.
3. Return: Obtaining a reasonable return is the third investment objective.

**Section IV**

**Prudence**

The Treasurer of the SICOG, when investing or depositing public funds, shall exercise the care, skill, prudence and diligence under circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section II investment objectives. This standard requires that when making investment decisions, the Treasurer shall consider the role that the investment or deposit plays within the portfolio of the assets of the SICOG and the investment objectives stated in Section II.

When investing assets of the SICOG for a period longer than one (1) year, the Treasurer shall request competitive investment proposals for comparable credit and term investments from a minimum of three (3) investment providers.

**Section V**

**Instruments Eligible for Investment**

Assets of the SICOG may be invested in the following 12B.10 (5):

1. Obligations of the United States Government its agencies and instrumentalities.
2. Certificates of Deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Iowa Code Chapter 12C.
3. Prime bankers' acceptances that mature within two hundred seventy days (270) and that are eligible for purchase by a federal reserve bank, provided that at the time of purchase no more than thirty percent of the investment portfolio shall be in these investments and that at the time of purchase no more than five percent of the investment portfolio shall be invested in the securities of a single issuer.
4. Commercial paper or other short-term corporate debt that matures within two hundred seventy days (270) and that is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking by rule adopted pursuant to Iowa Code Chapter 17A, provided that at the time of purchase no more than five percent of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification, and provided further that at the time of purchase no more than ten percent of the investment portfolio shall be in these investments and that at the time of purchase no more than five percent of the investment portfolio shall be invested in the securities of a single issuer.
5. Repurchase agreements whose underlying collateral consists of the investments set out in item #1 if the political subdivision takes delivery of the collateral either directly or through an authorized custodian. These authorized repurchase agreements do not include reverse repurchase agreements.
6. An open-end management investment company organized in trust form registered with the federal Securities and Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. § 80(a), and operated in accordance with 17 C.F.R. § 270.2a-7.
7. A joint investment trust organized pursuant to chapter 28E prior to and existing in good standing on the effective date of Iowa Code Chapter 12C or a joint investment trust organized pursuant to chapter 28E after April 28, 1992, provided that the joint investment trust shall either be rated within the two highest classifications by at least one of the standard rating services approved by the superintendent of banking by rule adopted pursuant to Iowa Code Chapter 17A and operated in accordance with 17 C.F.R. § 270.2a-7, or be registered with the federal securities and exchange commission under the federal Investment Company Act of 1940, 15 U.S.C. § 80(a), and operated in accordance with 17 C.F.R. § 270.2a-7. The manager or investment advisor of the joint investment trust shall be registered with the federal securities and exchange commission under the Investment Advisor Act of 1940, 15 U.S.C. § 80(b).
8. Warrants or improvement certificates of a levee or drainage district.

Each financial institution shall be properly declared as a depository by the Executive Board of SICOG. Deposits in any financial institution shall not exceed the maximum amount approved by the Executive Board.

**Section VI**

**Prohibited Investments and Investment Practices**

Assets of the SICOG shall not be invested in futures and option contracts or in the trading of securities for speculation or the realization of short-term trading gains.

If a fiduciary or other third party with custody of public investment transaction records of the SICOG fails to produce requested records when requested by this public body within a reasonable time, the SICOG shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

**Section VII**

**Investment Maturity Limitations**

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds that are reasonably expected to be expended during a current budget year or within fifteen months of receipts.

All investments authorized in Section V are further subject to the following investment maturity limitations:

1. Operating Funds may only be invested in instruments authorized in Section V of this Investment Policy that mature within three hundred ninety-seven (397) days.

2. The Treasurer may invest funds of the SICOG that are not identified as Operating Funds in investments with maturities longer than three hundred sixty-five (365) days. However, all investments of the SICOG shall have maturities that are consistent with the needs and uses of the SICOG.

Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.

Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.

Risks of market price volatility shall be controlled through maturity diversification so those aggregate price losses on Instruments with maturities approaching one year shall not be greater than coupon interest and Investment Income received from the balance of the portfolio.

**Section VIII**

**Ethics and Conflict of Interest**

The Treasurer and all officers and employees of the SICOG involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Any personal investments or loans in excess of $500,000 in or with any entity that the SICOG has declared as a depository or regularly conducts investment business with shall be disclosed in writing to the governing body of the SICOG.

**Section IX**

**Reporting**

The Treasurer shall submit annually an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. This investment report shall be given to the Budget Committee for review. The investment report shall set out the current portfolio in terms of maturity, rates of return, and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

**Section X**

**Investment Policy Review and Amendment**

This Investment Policy shall be reviewed every year or more frequently as appropriate. Notice of amendment to the Investment Policy shall be promptly given to all parties noted in Section I.

SICOG / SIDG Revolving Loan Collection Policy

**No Response:**

1. The borrower is contacted either by phone or mail sometime after the loan becomes 10-days delinquent and before it is 30-days delinquent.
2. If there is no response, sometime between 30 and 60-days a letter is sent to the borrower that is signed by the Executive Director.
3. If there is no response, sometime between 60 and 90-days a letter is sent to the borrower that is signed by SICOG/SIDG attorney.
4. If there is still no response, another letter is sent to the borrower informing them that their interest rate has been increased to 18%. Also included is a new amortization schedule and their new monthly payment amount.
5. After 6-9 months, the loan is usually written off and small claims papers filed. Once we have a judgment, if possible we proceed with action to satisfy the judgment. Otherwise we just wait until they get ready to sell the property.

**Response*:***

1. If the borrower contacts the office and provides an explanation for the delay in making the payment – we try to get them to commit to a specific date as to when the payment will be made. Provided they follow through with the agreement then no follow up action is necessary.
2. If the borrower contacts the office and provides an explanation for the delay in making the payment – we try to get them to commit to a specific date as to when the payment will be made. If they do NOT follow through with the payment as agreed, then we revert / continue with the steps listed above.
3. If the borrower contacts the office and asks to make smaller payments for a short period of time, this request is taken into consideration. In the past borrowers have been allowed to make reduced payments and then larger payments to make up the difference and get back on schedule.
4. If the borrower contacts the office and states that they are having a hard time coming up with the whole payment amount each month….we have made arrangements for them to make two (2) half payments a month (they are still paying the whole payment but in two smaller increments that is more affordable for them). Weekly payments have been allowed for Industrial loans.
5. If the interest rate has been increased to 18% and the borrower continues to make payments; once the loan is brought current the interest rate is lowered back to the original rate.

All contacts & conversations are documented in the loan files.

The SICOG / SIDG Executive Board of Directors review the delinquent loans and are updated on the status of the delinquent loans at each monthly board meeting.

All of the above are usual collection procedures and can be reviewed on a loan-by-loan basis. The SICOG / SIDG Executive Board of Directors also have the authority to make changes as needed.

Affirmative Action Plan

For Equal Employment Opportunity

This policy is to provide equal employment opportunity for all persons. To prohibit discrimination in employment because of race, color, religion, sex, age, or natural origin familial status, and to promote the full realization of equal employment opportunity (EEO) throughout each department, program and delegate agency. This policy applies to every aspect of personnel policy practice in the employment, development, advancement, and treatment of employees of the Southern Iowa Council of Governments and affiliated operations.

Applicability: The Southern Iowa Council of Governments delegate agencies, sponsors, contracts on agreements for services, training, and technical assistance, and any others related as recipients using SICOG funds are subject to the requirements of authority listed above. In all work made possible or resulting from local, state or federal funds, affirmative actions shall be taken to ensure maximum opportunity for training and employment in accordance with the Southern Iowa Council of Governments and affiliated operation's procedures (or as it may herein after be amended). All Southern Iowa Council of Governments and affiliated operations programs, delegate agencies, sponsors, contractors on agreements for services, training and technical assistance suppliers, shall report to the Southern Iowa Council of Governments Ex. Board on its progress in accordance with reporting requirements.

Purpose: This Affirmative Action Plan will provide direction for compliance with the Civil Rights Act of 1964 and subsequent executive orders, interpretations and administrative memorandum.

Goals and Objectives: The goal is to help employees of the areas served to help themselves by equal employment opportunity, training and skills development. The objective is to achieve equal employment opportunity for all.

Responsibility for Implementation: The Southern Iowa Council of Governments and its affiliated operations are ultimately responsible for assuring equal employment opportunity. The responsibility of EEO and implementation of the affirmative action plan originates with the presidential executive orders, and from there, directly to the SICOG Board and subsequently to each program director, supervisor and to each employee. The SICOG Board provides the leadership and is responsible for providing resource sufficient to administer an effective EEO program. They delegate responsibility for administration of the program to the EEO officer. The SICOG Board will receive reports and evaluations of activities and progress of the Affirmative Action Plan.

Equal Opportunity Officer: The equal opportunity officer advises the SICOG Board on all plans, procedures, regulations, reports and other matters pertaining to the equal employment opportunity program. Periodically, evaluates the effectiveness of the EEO program, and reports to the SICOG Board with recommendations for improvement or correction, including disciplinary action concerning managerial or supervisory employees

who have failed in their responsibilities. Makes changes in programs and procedures

designed to eliminate discriminatory practices and improve the Southern Iowa Council of Governments and affiliated operation's EEO program. Provides for consulting by EEO counselors (EEOC), for any aggrieved person who believes that he or she has been discriminated against because of race, color, religion, sex, age, or national origin. Provides for the receipt and investigation of individual complaint of alleged discrimination in personnel matters within the agency. Makes the final recommendation to the board on complaints of discrimination and requests or recommends such corrective measures as considered necessary. Ensures the publication to all employees the procedures for filing a complaint of discrimination and the requirement that an employee must consult the EEO committee on equal employment opportunity. Ensures the development and implementation of the EEO program, the appointment of the EEO counselor and their training. Carries out his/her functions and responsibilities as equal opportunity officer by using resources of the Southern Iowa Council of Governments and affiliated operations and other state and local offices.

Equal Opportunity Counselor: Each program and/or area shall nominate one representative to serve as EEO counselor. The equal opportunity officer shall approve the EEO counselor. The EEO counselor shall be free from restraint, interference, coercion, discrimination, or reprisal in connection with the performance of his/her duties. The counselor is to be readily accessible to employees on an informal basis, handling individual problems and trying to resolve them before they reach the formal complaint stage. Each manager/director/supervisor and employee must give full cooperation to counselors in an effort to resolve problems on an informal basis. The EEO counselor will establish and maintain an open channel through which employees may raise questions, discuss grievances, receive answers, and obtain resolutions, on an informal basis. Advise employees of their rights to file a formal complaint when attempts at informal resolution fail. Handles all cases with discretion and in a prompt, efficient manner in line with SICOG Board procedures.

April 3, 2001

Chairperson Date

Southern Iowa Council of Governments

Southern Iowa Council of Governments

Equal Opportunity Policy

It is the policy of the Southern Iowa Council of Governments to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are usable to the handicapped; and to administer its programs in a manner which does not discriminate against any person because of race, creed, color, religion, sex, national origin, handicap, age, political affiliation, or citizenship.

The Chairman has ultimate responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of the personnel and program management is the Chairman 's responsibility. The Chairman will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

The right of repeal and recourse is guaranteed by the organization. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by the agency because of race, creed, color, religion, sex, national origin, handicap, age, political affiliation, or citizenship has the right to file an equal opportunity complaint.

This policy of the Southern Iowa Council of Governments will be posted in conspicuous places within the facility, distributed to all employees, contractors, and to the chairpersons of all advisory and policy-making groups.

Chairman April 3, 2001

Southern Iowa Council of Governments Date

Southern Iowa Council of Governments

Procurement Policy

PURPOSE

The purpose of this Procurement Policy is to ensure that sound business judgment is utilized in all procurement transactions and that supplies, equipment, construction, and services are obtained efficiently and economically and in compliance with applicable federal law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition.

APPLICATION

This policy applies to the procurement of all supplies, equipment, construction, and services of and for the Southern Iowa Council of Governments. All procurement will be done in accordance with 24 CFR; Part 85.36.

POLICY

1. Methods of Procurement

Procurement under grants shall be made by one of the following methods, as described herein: (A) small purchase procedures; (B) sealed bids (formal advertising); (C) competitive proposals; (D) noncompetitive proposals.

* 1. Small purchase procedures are relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies, or other property, costing in aggregate not more than $25,000. The Southern Iowa Council of Governments shall comply with state or local small purchase dollar limits under $25,000. If small purchase procedures are used for procurement under a grant, price or rate quotations shall be obtained from an adequate number of qualified sources.
  2. In sealed bids (formal advertising), sealed bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is lowest in price. The sealed bid method is the preferred method for procuring construction.
     1. Appropriate conditions in order for formal advertising to be feasible must be present, including, as a minimum, the following:

A complete, adequate, and realistic specification or purchase description;

Two or more responsible suppliers are willing and able to compete effectively for the Southern Iowa Council of Governments 's business; and

The procurement lends itself to a firm-fixed-price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.

* + 1. When formal advertising is used for procurement under a grant, the following requirements shall apply:

A sufficient time prior to the date set for opening of bids, bids shall be solicited (publicly advertised) from an adequate number of known suppliers.

The invitation for bids, including specifications and pertinent attachments shall clearly define the items or services needed in order for the bidders to properly respond to the invitation.

All bids shall be opened publicly at the time and place stated in the invitation for bids.

A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle cost shall be considered in determining which bid is lowest. Payment discounts may only be used to determine low bid when prior experience of the Southern Iowa Council of Governments indicates that such discounts are generally taken.

Any or all bids may be rejected when there are sound documented business reasons in the best interest of the program.

* 1. In competitive proposals, proposals are requested from a number of sources and the Request for Proposal is publicized. Negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. If the competitive proposal method is used for procurement under a grant, the following requirements shall apply.
     1. The Request for Proposal shall be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical.
     2. Requests for proposals shall be solicited from an adequate number of qualified sources.
     3. The Southern Iowa Council of Governments shall provide mechanisms for technical evaluation of the proposals received; determinations of responsible officers for the purpose of written or oral discussions, and selection for contract award.
     4. Awards will be made to the responsible officers whose proposal will be most advantageous to the procuring party, with price and other factors considered. Unsuccessful officers will be promptly notified in writing.
     5. The Southern Iowa Council of Governments may utilize competitive negotiation procedures for procurement of architectural/engineering (A/E) professional services, whereby competitor's qualifications are evaluated and the most qualified competitor's qualifications are selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to procure other types of sources (e.g. administration professional services) even though A/E firms are a potential source to perform the proposed effort.
  2. Noncompetitive proposal is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Noncompetitive proposal may be used only when the award of a contract is infeasible under small purchase, sealed bids (formal advertising), or competitive proposal. Circumstances under which a contract may be awarded by noncompetitive proposals are limited to the following:
     1. The item is available from only a single source;
     2. After solicitation of a number of sources, competition is determined inadequate;
     3. A public exigency or emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation; and
     4. The awarding agency (IDED) authorizes noncompetitive proposals. Sole source procurement for supplies, equipment, construction, and services valued at $25,000 or more must have prior approval of the Iowa Department of Economic Development.
  3. The Southern Iowa Council of Governments will provide, to the greatest extent possible, that contracts be awarded to qualified small and minority firms, women's business enterprises, and labor surplus area firms whenever they are potential sources.
  4. Any other method of procurement must have prior approval of the Iowa Department of Economic Development.

1. Contract Pricing
   1. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
   2. The Southern Iowa Council of Governments shall perform some form of cost/price analysis for every procurement action, including modifications or change orders.
2. Procurements Records

The Agency shall maintain records sufficient to detail the significant history of procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Passed and adopted this 4th day of April, 2006.

Chairman, Southern Iowa Council of Governments

Southern Iowa Council of Governments

**Code of Conduct**

PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal and state grant funds in compliance with applicable federal and state standards, regulations, and laws.

APPLICATION

The Code of Conduct applies to all officers, employees, or agents of the Southern Iowa Council of Governments, Creston, Iowa engaged in the award and/or administration of contracts supported by federal or state grant funds.

REQUIREMENTS

No officer, employee, or agent of the Southern Iowa Council of Governments shall participate in the selection, award, or administration of a contract supported by federal or state grant or loan funds, if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when:

1. The employee, officer, or agent;
2. Any member of his/her immediate family;
3. His/her partner; or,
4. An organization, which employs or is about to employ any of the above, has a financial or other interest in the firm selected to award.

The Southern Iowa Council of Governments' officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

Violation of the Code of Conduct will invoke penalties and sanctions consistent with applicable federal and state laws.

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Chairman / Date

Southern Iowa Council of Governments

**ADOPTED April 2006**

Record Retention Policy

Effective Date: March 2, 2010

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| --- |
| **SCHEDULE 1: ADMINISTRATIVE AND LEGAL RECORDS** |
| **RECORD TITLE RETENTION PERIOD REASON** |
| **I. EXECUTIVE BOARD PROCEEDINGS** |
| **A. Minutes** |
| **1. Official copy;** Permanent Also continuing legal, administrative and historical value. |
| **2. Working copies;** As long as administratively useful; then destroy Administrative value ends. |
| **3. Audio tapes of closed sessions;** 1 year from date of meeting; unless required to retain due to pending legislation. Administrative and legal value ends. |
| **4. Agendas;** 5 years Administrative value ends. |
| **B. Resolutions** |
| **1. Official copy;** Permanent Also continuing legal, administrative and historical value. |
| **2. Working copies;** As long as administratively useful; then destroy Administrative value ends. |
| **C. Affidavits of publication** |
| 1. **Proof of Publication;** 5 years Fiscal and legal value ends. |
| **D. Fidelity bonds of officials;** 5 years after expiration Legal value ends. |
| **II. REAL PROPERTY III. GENERAL** |
| **A. Title documents** |
| **1. Deeds;** Permanent. Also continuing legal, administrative and historical value. |
| **2. Title opinions;** Permanent. Also continuing legal, administrative and historical value. |
| **B. Bids** |
| **1. Accepted;** 5 years Legal and fiscal value end. |
| **2. Rejected;** 5 years or 1 year after audit Legal and fiscal value end. |
| **III. GENERAL** |
| **A. Correspondence** As long as administratively useful; then appraise for permanent retention Possible long-term administrative as well as historical value. |
| **1. Computer Equipment Inventory;**While current Administrative value ends. |
| **2. Telephone;**5 years Administrative value ends. |
| **3. Contracts and agreements;**5 years from completion Administrative value ends. |
| **B. Insurance policies;** 5 years after expiration Legal value ends. |
| **C. Legal actions;** 5 years Legal and administrative value ends. |
| **D. Legal opinions** |
| **1. Informal opinions;** 5 years Legal and administrative value ends. |
| **2. Formal opinions;** Permanent Continuing legal value. |
| **E. Minutes of any board or committee** Permanent Continuing administrative and historical value. |
| **F. Promotional materials** |
| **1. Newsletters;** Permanent Continuing historical value. |
| **2. Press releases;** 2 years Historical value ends. |
| **3. Pamphlets, brochures;** Appraise for permanent retention of 2 copies Possible historical value. |
| **4. Newspaper clippings;** Appraise for Permanent Continuing historical value. As long as administratively or useful Administrative value ends. |
| **5. Photos, scrapbooks;** Appraise for Possible historical value. As long as administratively useful or Administrative value ends. |
| **6. Promotional materials;** Appraise for Possible historical value. As long as administratively or useful Administrative value ends. |
| **7. Administered Grant Files;** 5 years after close out |
| **SCHEDULE 2: FINANCIAL RECORDS** |
| **RECORD TITLE RETENTION PERIOD REASON** |
| **I. INTERNAL** |
| **A. Check/warrant copies or stubs;**5 years Fiscal value ends. |
| **B. Accounts receivable** |
| **1. Receipt copies or books;** 5 years Fiscal value ends. |
| **2. Daily cash receipt tabula­tions;** 5 years Fiscal value ends. |
| **3. Invoices, statements, bills;** 5 years Fiscal value ends. |
| **C. Books of original entry** |
| **1. Receipt journal (register);** 10 years Fiscal value ends. |
| **2. Disbursement journal (regis­ter);** 10 years Fiscal value ends. |
| **3. General journal;** 10 years Fiscal value ends. |
| **D. Ledgers** |
| **1. General ledger;** Permanent Continuing fiscal value. |
| **2. Subsidiary revenue ledger;** 10 years Fiscal value ends. |
| **III. BANKING** |
| **A. Checking account state­ments;** 5 years Fiscal value ends. |
| **B. Check/warrant registers;** (same as disbursement jour­nal, above) 10 years Fiscal value ends. |
| **C. Cancelled checks/warrants;** 5 years Fiscal value ends. |
| **D. Savings account state­ments;** 5 years Fiscal value ends. |
| **E. Reconciliation worksheets;** 5 years Fiscal value ends. |
| **IV. FINANCIAL REPORTS** |
| **A. Annual financial report;** Permanent Continuing fiscal value. |
| **B. Grant reports 5 years after audit;** grant terms if not stated therein Fiscal value ends. |
| **V. AUDITS** Permanent Continuing fiscal and historical value. |
| **VI. BUDGET** |
| **A. Annual budget;** 5 years Fiscal value ends. |
| **B. Final budget;** 2 copies permanent Continuing fiscal and historical value. |
| **C. Budget amendments;** 2 copies permanent Continuing fiscal and historical value. |
| **SCHEDULE 3: PAYROLL AND PERSONNEL RECORDS** |
| **RECORD TITLE RETENTION PERIOD REASON** |
| **I. PAYROLL** |
| **A. Payroll journal;** (Shows name, SSN, earnings, deductions, net pay per pay period and yearly totals) 30 years Fiscal value ends. (Satisfies long-term need for pension inquiries.) |
| **B. Payroll support documents;** (time sheets and reports of sick or vacation leave) 5 years Fiscal value ends. |
| **C. Federal reporting forms** |
| **1. W-2, W-3, W-4;** 5 years Fiscal value ends. |
| **2. 941E quarterly report;** 5 years Fiscal value ends. |
| **3. Copy of deposit card;** 5 years Fiscal value ends. |
| **4. 1099, 1096;** 5 year’s Fiscal value ends. |
| **D. State reporting forms** |
| **1. Withholding report;** 5 years Fiscal value ends. |
| **2. Job Service;** report 5 years Fiscal value ends. |
| **3. Copy of deposit card;** 5 years Fiscal value ends. |
| **4. Iowa Public Employees Retirement System;** 5 years Fiscal value ends. |
| **II. PERSONNEL** |
| **A. Individual employee file** |
| **1. Job description and history;** Permanent Continuing historical value. |
| **2. Application and resume;** 10 years Administrative value ends. (Satisfies long-term need for future inquiries.) |
| **3. Evaluations, discipline, demotion, promotion, awards;** 10 years Administrative value ends. (Satisfies long-term need for future inquiries.) |
| **4. Medical information (sepa­rate file);** 10 years Administrative value ends. (Satisfies long-term need for future inquiries.) |
| **5. Resignations, reasons for leaving;** 50 years Administrative value ends. (Satisfies long-term need for future inquiries.) |
| **6. Claim for IPERS;** 50 years Administrative value ends. (Satisfies long-term need for future inquiries.) |
| **7. Unemployment insurance claims;** 5 years Fiscal value ends. |
| **8. Garnishments;** Through closure plus 1 year Fiscal value ends. |
| **9. Enrollment for direct deposit, insurance, savings bonds, etc. ;** While current, Administrative value ends. |
| **B. Applications of those not hired;** 5 years Administrative value ends. |
| **C. Equal Employment Opportunity** |
| **1. EEO-4 report** 5 years Administrative value ends. |
| **D. Health insurance pay­ments, claims** 5 years Administrative and fiscal value ends. |
| **1. Employer’s report** 5 years Administrative and legal value ends. |
| **2. OSHA report;** 5 years Administrative and legal value ends**.** |
| **3. Worker’s compensation reports;** 2 years from date of occurrence which benefits are claimed or 3 years from last payment of weekly compensation benefits Code of Iowa, 85.26. Legal value ends. |
| **E. Miscellaneous personnel records** |
| **1. Compensation surveys;** 5 years Administrative value ends. Appraise for possible historical value. |
| **2. Job specifications;** Permanent Continuing historical value. |
| **3. Personnel policies, pay plans, etc.;** Permanent Continuing historical value. |

Conflict of Interest Policy

Southern Iowa Council of Governments

**SECTION 1: DISCLOSURE**

Board members are to disclose in writing to the entire board if they, or any member of their immediate families, or any organization with which they are affiliated, presently transact business with the Southern Iowa Council of Governments, or any of its subsidiaries, or might reasonably be expected to do so in the future.

**SECTION 2: AFFILIATION DEFINED**

An affiliation with an organization will be considered to exist when a board member or a member of his or her immediate family is an officer, director, trustee, partner, employee or agent of the organization; has any controlling interest in the organization; or has any other substantial interest or dealings with the organization.

**SECTION 3: VOTING RESTRICTIONS**

Board members with such relationships will not be eligible to vote on matters directly pertaining to the business to be transacted with the identified person or organization or on issues that may result in any benefit inuring to the benefit of the identified person or organization. Minutes of appropriate meetings are to reflect that such disclosure was made, that such board member abstained from voting, and that such board member was not counted for the purpose of determining a quorum.

**SECTION 4: STATEMENT OF FACTS**

The foregoing requirements, however, are not be construed to prevent a particular board member from briefly stating his/her position on the matter, nor from answering pertinent questions of other directors by reason of the fact that personal knowledge on the matter may be of assistance to the other board members in reaching their decision.

**SECTION 4: Status of Relationship**

Board members maintaining no such relationships will attest to that fact in writing and agree to notify the board should their status change.

Adopted by the Board of Directors at its Meeting on October 2, 2010

Southern Iowa Council of Governments

**Conflict of Interest Statement**

I have read the attached Conflict of Interest Policy and agree to its terms.

Name:

Signature:

Date:

*I hereby state that to the best of my knowledge I maintain* ***no relationship*** *with a person or organization as defined in the Conflict of Interest Policy that is currently transacting business or expected to transact business with the Southern Iowa Council of Governments*.

Name:

Signature:

Date:

*I hereby state that* ***I do have a relationship*** *with persons or organizations, as defined above and listed below, which might constitute, or lead to, a conflict of interest.*

Name:

Signature:

Date:

**Entity Relationship**

**Entity Relationship**

**Entity Relationship**

**Entity Relationship**

**Entity Relationship**

**Entity Relationship**

**Entity Relationship**

**Entity Relationship**

Form 990 – Review Policy

Southern Iowa Council of Governments

**Procedures**

The Southern Iowa Council of Governments’ audit firm shall prepare a draft tax return in concert with conducting the Southern Iowa Council of Governments’ annual audit.

The Executive Director and Finance Director shall review the draft tax return. Following this review, the Budget Committee shall be notified that the draft tax return is available for review.

Once the Form 990 together with its required schedules (the “Final Form 990”) are in final form, the Executive Director shall bring the Final Form 990 to the next Board of Directors meeting within the filing deadline and provide a copy to each board member.

If there is no Board meeting within the filing deadline, the Executive Director shall provide an electronic copy of the Final Form 990 to each board member by posting it on the Southern Iowa Council of Governments’ web site.

If the directors deem revision to the Final Form 990 to be necessary, and the Budget Committee, the Executive Director and the Finance Director agree, the audit firm shall so revise the Final Form 990 and shall file the same.

In such an event, the Executive Director shall provide a copy of the revised Final Form 990, as it was ultimately filed with the Internal Revenue Service, to each board member, either in hard copy or electronic format.

**Public Disclosure**

The Form 990 and Form 1023 are available to the public upon request. Copies will be provided immediately in the case of in-person requests. Requests received by written, phone, fax or e-mail means will be honored by directing the requestors to the Southern Iowa Council of Governments’ website.

The current Form 990 (not including SCHEDULE B), Form 1023, and annual report can be found on the organization’s website in Adobe format. The Southern Iowa Council of Governments reserve the right to charge a reasonable copying fee plus actual postage for multiple copies requested from the same individual or related group of individuals.

Adopted by the Board of Directors at its Meeting on October 20, 2010

Compensation Policy

Southern Iowa Council of Governments

**SECTION 1: Compensation Process**

When hiring the Executive Director and other key employees, and thereafter on an annual basis, the Board will perform a thorough review to determine suitable compensation. This process is to include a review of comparability data by the Board of Directors. Comparability data can include compensation surveys, written employment contracts and 990s of similar organizations. The board will retain documentation of the deliberation and final decision.

Adopted by the Board of Directors at its Meeting on October 2, 2010

Whistleblower Policy

Southern Iowa Council of Governments

**SECTION 1: INTRODUCTION AND PURPOSE**

Southern Iowa Council of Governments (the “Organization”) requires its directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The purpose of this policy is to encourage and enable employees of the Organization to report any action or suspected action taken within the Organization that is illegal, fraudulent or in violation of any adopted policy of the Organization, to a source within the Organization before turning to outside parties for resolution. This policy applies to any matter, which is related to the Organization’s business and does not relate to private acts of an individual not connected to the business of the Organization. This policy is intended to supplement but not replace any applicable state and federal laws governing whistleblowing applicable to nonprofit organizations.

**SECTION 2: VIOLATIONS; REPORTING IN GOOD FAITH**

All employees of the Organization are encouraged to report any action or suspected action taken within the Organization that is illegal, fraudulent or in violation of any adopted policy of the Organization. Anyone reporting a Violation must act in good faith, without malice to the Organization or any individual in the Organization, and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred. (Any report which the complainant has made maliciously or any report, which the complainant has good reason to believe, is false will be viewed as a serious disciplinary offense).

**SECTION 3: NO RETALIATION**

No employee who in good faith reports an action or suspected action or cooperates in the investigation of an action or suspected action shall suffer harassment, retaliation or adverse employment consequences. Any individual within the Organization who retaliates against another individual who in good faith has reported an action or suspected action or has cooperated in the investigation of an action or suspected action is subject to discipline, including termination of employment.

If an individual believes that someone who has made a report of an action or suspected action or who has cooperated in the investigation is suffering from harassment, retaliation or other adverse employment, the individual should contact the Executive Director or Chairman of the Board.

Any individual who reasonably believes he or she has been retaliated against in violation of this policy shall follow the same procedures as for filing a complaint (See 4 below).

**SECTION 4: REPORTING PROCESS**

If an individual reasonably believes that a violation has occurred, the individual is encouraged to share his or her questions, concerns, suggestions or complaints with any person within the Organization who may be able to address them properly. In most cases, the direct supervisor of an individual is the person best suited to address a concern. However, if an individual is not comfortable speaking with his or her supervisor or if he or she is not satisfied with the supervisor’s response, the individual is encouraged to speak directly to the Compliance Officer (Chairman of the Personnel Committee), or anyone in management he or she feels comfortable approaching.

**SECTION 5: CONFIDENTIALITY**

The Organization encourages anyone reporting a violation to identify himself or herself when making a report in order to facilitate the investigation of the violation. However, reports may be submitted on a confidential basis by the complainant or may be submitted anonymously by (preparing a written summary of the action or suspected action and mailing it to the compliance Officer). Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws, and to cooperate with law enforcement authorities. Furthermore, the Organization will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

**SECTION 6: COMPLIANCE OFFICER; HANDLING REPORTED VIOLATIONS**

The Organization’s Compliance Officer, or his or her designee, is responsible for promptly investigating and resolving all reported complaints and allegations concerning violations and for causing appropriate corrective action to be taken if warranted by the investigation. If no further action or investigation is to follow, an explanation for the decision will be given to the complainant.

In the event the Compliance Officer is suspected of having committed a violation, then the violation will be reported to Chairman of the Board of Directors. The violation will be investigated by the chairman or designee, under close supervision of the Board of Directors.

**SECTION 7: ACCOUNTING AND AUDITING MATTERS; REPORTS**

The budget committee is responsible for addressing all reported concerns or complaints of violations relating to corporate accounting practices, internal controls or auditing. The Compliance Officer must immediate notify the Executive Board of Directors of any such concern or complaint

In addition, the Compliance Officer will advise the Executive Director/Board Chairperson of any other reported violations, the current status of the investigation, and the outcome or corrective action taken at the conclusion of the investigation.

Adopted by the Board of Directors at its Meeting on October 2, 2010

Distribution of Unrestricted Non-Public Venues

All funds received through signed Memorandums of Agreement (MOAs) for work performed by the Southern Iowa Council of Governments shall be placed in a reserved fund (Partnership Fund). These funds shall be used for activities other than “normal” operations of the organization. Use of funds shall included, but not be limited to, the following activities: office technology, equipment, and renovations, expanded services to communities, expanded and improved grant opportunities, and expanded proactive programs.

Should SICOG receive an excess of $16,500 in accomplishment basis fees during a fiscal year, a distribution of funds to qualified staff\*\* at the end of the fiscal year will be as follows:

1. < $16,500 0%
2. $16,500 - $30,000 10%
3. $30,000 – $40,000 5%
4. >$40,000 0%

Example of distribution:

EXAMPLE #1 SICOG receives less than $16,500 in accomplishment basis fees

DISTRIBUTION NONE – all funds goes in to reserved account.

EXAMPLE #2 SICOG receives $16,800 in accomplishment basis fees

DISTRIBUTION 10% of amount ($1,680) – Each staff would get an equal share of the $1,680 (6 staff\*\* – amount $280). Balance of funds $15,120 goes to reserved account.

EXAMPLE #3 SICOG receives $30,000 in accomplishment basis fees

DISTRIBUTION 10% of amount (**$3,000**) – Each staff would get an equal share of the $3,000 (6\*\* staff – amount $500). Balance of funds $27,000 goes to reserved account.

EXAMPLE #4 SICOG receives $40,000 in accomplishment basis fees

DISTRIBUTION 10% of amount up to $30,000 (**$3,000**) plus 5% of the amount above $30,000 ($10,000) or **$500** to total **$3,500**– Each staff would get an equal share of the $3,500 (6 staff – amount $583.33). Balance of funds $36,500 goes to reserved account.

\*\* QUALIFIED STAFF – Any staff person who has worked and is working for the agency during the prior twelve (12) months.

Social Media Policy

Southern Iowa Council of Governments

**I Purpose**   
  
The purpose of this policy is to outline expectations of employees with respect to their use of social media and social networking and the direct effect such use has upon the reputation and perception of the Southern Iowa Council of Governments (SICOG).   
  
**II Policy**   
  
Employees shall not use any form of social media or social networking, including Facebook, Twitter, MySpace, LinkedIn, Foursquare, Usenet groups, online forums, message boards or bulletin boards, blogs and other similarly developed formats (others can be found on http://en.wikipedia.org/wiki/List\_of\_social\_networking\_websites), in any way so as to tarnish the agency’s reputation. As employees of SICOG, you are embodiments of our mission. It is vital that each employee accept their role as ambassadors of SICOG, striving to maintain public trust and confidence, not only in their professional actions, but also in their personal and online actions. Any online activity that has the effect of diminishing the public’s trust and/or confidence in SICOG will hinder the efforts of SICOG to fulfill its mission. By virtue of your position, you are held to a higher standard than general members of the public, and your online activities should reflect such professional expectations and standards. Any online actions taken that detract from the mission of SICOG, or reflect negatively on your position, will be viewed as a direct violation of this policy.   
  
**III Definitions**   
  
For purposes of this policy, the following definitions apply:   
  
**A. Social Media:** a variety of online sources that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.   
  
**B. Social Networking:** using such Internet or mobile formats as Facebook, Twitter, MySpace, LinkedIn, Foursquare, online forums, message boards or bulletin boards, blogs, and other similarly developed formats (others can be found on http://en.wikipedia.org /wiki/List\_of\_social\_networking\_websites), to communicate with others using the same groups while also networking with other users based upon similar interests, geographical location, skills, occupation, ideology, beliefs, etc.   
  
**C. Mobile Social Networking:** social networking using a mobile phone or other cellular based device.   
  
**D. Internet:** a computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange.   
  
**E. World Wide Web:** computer network consisting of a collection of Internet sites that offer text and graphics and sound and animation resources through the hypertext transfer protocol.  
  
**F. Blog:** a series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.   
  
**G. Blogging:** to read, write or edit a shared online journal. Blogging can also encompass the act of commenting—and engaging with other commenters—on any blog, including one operated by a third party.   
  
**H. Post:** an item inserted to a blog or an entry to any type of computerized bulletin board or forum.   
  
**I. Posting:** the act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video or any other multimedia file.   
  
**J. Forum:** an online discussion site.   
  
**K. Comments:** responses to a blog post, news article, social media entry or other social networking post.   
  
**L. Commenting:** the act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.   
  
**M. Avatar:** a computer user’s representation of himself/herself, or an alter ego.   
  
**N. Identity:** an online identity, Internet identity or Internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.   
  
**O. Handle:** the name of one’s online identity that is used most frequently.   
  
**P. User Name:** the name provided by the participant during the registration process associated with a Web site that will be displayed publicly on the site.   
  
**IV Rules and Regulations**   
  
**A.** Employees are prohibited from using SICOG’s computers or cell phones/devices for any unauthorized purpose, including participation in social media or social networking.

**B.** Unless explicit written permission is granted, employees of SICOG are prohibited from posting any of the following on any social networking platform, either on their own sites, the sites of others known to them, the sites of others unknown to them, news media pages, or other information exchange forums:   
  
1. Any text, photograph, audio, video, or any other multimedia file related to any past or current action of SICOG, either in homage or critique.   
  
2. Logos, badges, symbol, seals, or any item or symbol that is affiliated with SICOG.   
  
3. Any text, photograph, audio, video, or any other multimedia file that is related to any occurrence within SICOG.   
  
**C.** Employees who choose to maintain or participate in social media or social networking platforms when not conducting business of SICOG, shall conduct themselves with professionalism and in such a manner that will not reflect negatively upon SICOG or its mission. In the course of operating or participating in such venues, the following rules shall apply: 

1. SICOG employees may identify themselves as an employee of SICOG.   
  
2. Employees will be held responsible for any content or missive that appears on their maintained social media or social networking sites and will be obligated to remove any posting or material contributed by others that identifies them as an employee of SICOG.   
  
3. Employees will be held responsible for any content or missive that appears on their maintained social media or social networking sites and will be obligated to remove any posting or material contributed by others that reflects negatively upon SICOG.   
  
4. Sexually graphic or explicit material of any kind shall not be posted by an employee on any form of social media or social networking site.   
  
5. Sexually graphic or explicit material posted by others to the employees’ social media or social networking sites the employee is obligated to remove any posting or material.   
  
6. Any text, photograph, audio, video or any other multimedia file included on a social media or social networking site that infers, implies, states, opines or otherwise expresses the employee’s views on the public shall not be detrimental to SICOG’s mission, nor shall it in any way undermine the public’s trust or confidence in SICOG.   
  
7. Any posting that detracts from SICOG’s mission will be considered a direct violation of this policy.   
  
**D.** If requested, any employee shall complete an affidavit attesting to all the social media and social networking platforms in which they participate or maintain.   
  
**E.** Any candidate seeking employment with SICOG shall complete an affidavit attesting to all the social media and social networking platforms in which they participate or maintain. The candidate shall be required to provide the designated background investigator with access to the social networking platforms in which they participate or maintain.

SICOG Credit Card Use Policy

To assist the staff with expenses incurred for business, the Southern Iowa Council of Governments (SICOG) may issue a credit card to those individuals who travel extensively for business purposes or to make business purchases. The credit card may be used for SICOG sponsored/approved travel such as conferences, workshops, meetings or member site visits and various other SICOG expenditures outlined in this document. The credit card is to be used only for those expenses that are SICOG’s responsibility. SICOG staff members are not authorized to use a SICOG issued credit card for personal purchases and/or expenses.

SICOG has accounts with many vendors that should be used to purchase materials, supplies and/or equipment in order to make maximum use of available discounts and SICOG’s tax exempt status. Using a credit card for equipment, material or supply purchases will require advising the vendor of SICOG’s tax-exempt status and providing the appropriate tax-exempt information. For vendors where SICOG does not have an open account, but anticipate sufficient usage to warrant an account, see the Finance Director or Executive Director to determine if it is feasible to open an account.

**A. Travel Expenses**

Approved travel expenses incurred by SICOG staff that can be charged to a credit card include, but is not limited to: airfare, lodging, meals, ground transportation, gratuity registration fees and fuel for SICOG owned vehicles (rental cars). On various occasions, it is appropriate that SICOG pay for meals and similar expenses of individuals other than staff. These may include SICOG Board members, workshop presenters, etc. Alcoholic beverages are not to be included in any charges on SICOG issued credit cards.

**B. SICOG Owned Vehicle Expenses**

Expenses incurred for the operation and/or maintenance of the SICOG owned vehicles can be charged to the SICOG issued credit card. Expenses incurred for operating a personal vehicle for SICOG travel shall not to be charged to a SICOG issued credit card.

**C. Equipment–Material–Supply Expenses**

The use of credit cards for the random purchase of materials, supplies or equipment is discouraged, and requires supervisory approval before the purchase. However, SICOG realizes there are instances when it is prudent for staff members to use a credit card for purchases of materials, office supplies and/or office equipment, especially when dealing with online vendors. In the event that such a purchase is needed, the staff member making the purchase will be responsible for completing the necessary paperwork and having the approval of the Executive Director or Finance Director prior to utilizing the credit card.

**D. Continuing Education and Meeting Expenses**

Expenses can be charged to a credit card for attendance at approved conferences, seminars or workshops, and/or refreshments and related items needed for SICOG sponsored events, workshops, and meetings.

**SICOG Credit Card Use/Policy**

**Continued**

**E. Guideline Exceptions**

It is recognized there may be circumstances of genuine emergency, which prevent compliance with this policy. Requests for exceptions to the above Credit Card Policy need the approval of the Executive Director or immediate notification by email, phone or text message) when approval is not feasible (as soon as reasonably possible).

**F. Receipts**

All credit card expenses/transactions must have a receipt or voucher that must be submitted promptly to the Finance Director. This includes purchases and/or transactions via the telephone, fax, or online. The name of the individual making the purchase/transaction, as well as the purpose of the purchase or transaction must be noted on the receipt/voucher to assure proper account coding. Failure to provide a receipt or voucher will require the employee to complete a signed affidavit.

**G. Returned Items/Cancelled Services-Credits**

If the need should arise to return an item purchased with a credit card, a voucher for the credit must be obtained and submitted promptly to the Finance Director. Likewise, if a credit card service transaction is cancelled, a voucher for the credit must be obtained and submitted promptly to the Finance Director. The purpose of the purchase or transaction must be on the credit voucher to assure proper account coding for the credit.

**H. Misuse**

Misuse of SICOG’s credit cards may result in disciplinary action.

**I. Acceptance**

Staff members receiving or using a SICOG credit card will be required to acknowledge this policy.

Acceptance of Responsibility for SICOG Credit Card

I have received and reviewed a copy of SICOG's Credit Card Use Policy. I understand the conditions therein and accept the responsibilities of using a SICOG credit card, including not making ANY personal purchases.

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Card(s)

All credit cards owned by the Southern Iowa Council of Governments or Affiliates

**Agreement for Wage Deductions Associated with Improper Use of SICOG Credit Cards**

 I, , hereby certify that I understand and agree to abide by the SICOG's policy regarding use of SICOG credit cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than SICOG) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that SICOG may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, SICOG may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full.

I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on SICOG's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse the SICOG via wage deductions for such amounts until the unauthorized amounts are fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the pay-period in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any pay-period involved.

Signature of Employee                              Date

Employee's Name - Printed

Criteria for Associate Membership

Southern Iowa Council of Governments

**1. Geography Location:**

a. Potential associate members' corporate boundaries shall be within five miles (horizontal map mileage) of the regional boundaries of the Southern Iowa Council of Governments as of July 1, 1994.

b. Potential associate members' corporate boundaries shall be not less than 10 miles (horizontal map mileage) from any two cities, which are members of the Southern Iowa Council of Governments as of July 1, 1994.

c. Potential associate members' corporate boundaries shall be entirely within the State of Iowa as of July 1, 1994.

d. Potential associate members' corporate boundaries shall not be represented by another "council of governments" as defined in Chapter 28 H of the Code of Iowa 1993.

e. Potential associate members' corporate boundaries shall be served by a school district that enrolls students from two member cities as of July 1, 1994.

**2. Misc. Requirements:**

a. Potential associate members' shall petition the board of directors within three (3) months of the effective date of associate membership.

b. Associate memberships shall be reviewed and confirmed on a yearly basis.

c. Effective date for associate members shall be July 1 to June 30 of each calendar year.

d. Associate members shall be assessed at a rate of one dollar ($1.00) per capita based on the most recent decennial census.

**3. MEMBERSHIP SERVICES**

a. The following membership services are provided at no additional cost to members of SICOG:

1. Provide a forum for addressing intergovernmental needs and issues.

2. Maintain liaison with state and federal agencies and organizations.

3. Coordinate intergovernmental activities.

4. Conduct or sponsor seminars on specific topics of concern.

5. Provide census and other statistical data.

6. Disseminate information concerning available programs or assistance.

7. Prepare and distribute newsletters.

8. Maintain cooperation and coordination with other local / area wide organizations and agencies.

9. Conduct short-term research for local problem solving.

10. Consult with local governments on specific problems.

11. Provide short-term technical assistance to local governments.

12. Research and identify prospective funding sources for local governments.

13. Research and prepare grant/loan applications.

14. Other specified services

Readmission Policy

A member unit of government who has withdrawn from membership in the corporation by resolution, which has been forwarded in writing to the corporation, shall be reinstated at the current membership per capita rate.

The executive board may waive any or all delinquent financial obligation owed to the corporation by a unit of local government in the SICOG Region, which withdrawn from membership in the corporation without providing a resolution, which was forwarded in writing to the corporation, if they apply for readmission.

If the member unit of local government withdrawn from the corporation a second time within a five-year period after readmission, without providing notice of withdrawal by resolution, which shall be forwarded in writing to the corporation, the executive board shall not waive any dues owed if the unit of government again applies for readmission.

Depository Resolution

RESOLUTION

WHEREAS, the Southern Iowa Council of Governments/Southern Iowa Development Group was organized in part to provide planning capabilities for cities and counties within State Planning Region XIV; and,

WHEREAS, the Southern Iowa Council of Governments/Southern Iowa Development is required to designate a list of financial institutions to be depositories of the organization’s funds in conformance with the applicable provisions of the Iowa Code Chapters 12B and 12C.

NOW THEREFORE BE IT RESOLVED THAT, that the Southern Iowa Council of Governments/Southern Iowa Development approves the following list of financial institutions to be depositories of the Southern Iowa Council of Governments/Southern Iowa Development funds. The Treasurer is hereby authorized to deposit the Southern Iowa Council of Governments/Southern Iowa Development funds, in amounts not to exceed the maximum approved for each respective financial institution as set out below:

|  |  |  |  |
| --- | --- | --- | --- |
| Depository Name | Location of  Home Office | Maximum Balance  In Effect Under Prior Resolution | Maximum Balance  In Effect Under This Resolution |

First National Bank Creston $10,000,000 $10,000,000

Iowa State Savings Bank Creston $10,000,000 $10,000,000

PCSB Bank Creston $10,000,000 $10,000,000

Iowa Public Agency Investment W. Des Moines $10,000,000 $10,000,000

Trust Program IPAIT

Passed this 4th day of September 2018.

Motion by , seconded by .

**PASSED AND APPROVED** this 4th day of September 2018.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ROLL CALL VOTE** | **AYE** | **NAY** | **ABSENT** | **ABSTAIN** |
| John Twombly |  |  |  |  |
| Karl McCarty |  |  |  |  |
| Marvin McCann |  |  |  |  |
| Dan Christensen |  |  |  |  |
| Aaron Price |  |  |  |  |
| Lyle Minnick |  |  |  |  |
| Karen Zabel |  |  |  |  |
| Ron Riley |  |  |  |  |
| Beth Waddle |  |  |  |  |
| William Trickey |  |  |  |  |
| Doug Davidison |  |  |  |  |
| Michelle Tullberg |  |  |  |  |
| Tom Lesan |  |  |  |  |
| Timothy Ostroski/SIDG Only |  |  |  |  |

Board Policies

Southern Iowa Council of Governments

**1. SICOG Grant Preparation Policy**

The following policies will govern SICOG’s grant writing services:

SICOG MEMBERS

# SICOG will write grant applications for members at no charge.

FOR PROFIT OR NOT FOR PROFIT ORGANIZATIONS /PARTNER MEMBERS

SICOG will write grant applications for For-Profit or Not For Profit Organizations and Partner Members based on the following conditions:

1. Organization must reside within the jurisdiction of an SICOG member.

2. The SICOG member community must agree to have SICOG write the grant.

3. The grant application, after review by the Executive Director, will be written on a time-available, first come – first served basis. Services to SICOG members will have priority status.

4. SICOG will charge the organization incidental expenses and receive 5.0% of grant amount up to $50,000 and 2.5% on grants over $50,000, if awarded, for grant writing services.

NON SICOG MEMBERS

SICOG will not write a grant for a jurisdiction within the region that is not an SICOG member nor for an organization residing outside the SICOG region.

The above policies are effective May 7, 2002.

**2. SICOG Partnership Program**

To those entities that sometimes request information or assistance, such as banks, schools, co-ops, engineers, real estate agents, developers, hospitals, etc. The membership could include:

• Newsletters

• Training Opportunities

• Fact Book and periodic updates mailed to them.

• Up to three hours of statistical data retrieval with up to 50 free copies.

• Access to flood plain maps and copies of portions of the map of interest.

To implement: Staff will develop a marketing brochure and a list of potential clients. Staff will also develop a tracking system.

Timetable: July 1998.

**3. Bank Accounts authorized signers.**

The board authorizes four (4) signatures on all SICOG checking accounts.

Chairman

Treasurer

Executive Director and Finance Director.

**Dated May 1994**

**4. Bank Accounts transfers.**

The board authorizes the following to transfer funds with only one signature required.

Chairman

Executive Director and

Finance Director.

**Dated February 1995; reaffirmed June 2000**

**5. Personnel Policies (Employee Handbook).**

See Separate Document.

**Dated October 2005**

**6. SICOG Annual Meeting**

Board and staff will not be required to pay the cost of the meal. Spouse of board or staff will be required to pay the cost of any meal.

**Dated Pre- 1983**

**7. Subordination Policy**

SICOG/SIDG will not be in a subordinate position to other local area revolving loan programs.

**Dated March 1996**

**8. Annual Dues Policy**

The SICOG board will monitor incoming dues and review annually the need for a per capita dues increase. The current rate is 85-cents per capita.

**Dated October 2010**

**9. Mileage Rate Policy**

The mileage rate shall be tied to the Federal reimbursement rate as published by the Internal Revenue Service.

**Dated March 1999**

**10. Mortgage Release**

Immediate mortgage release will be completed when SICOG is presented with a bank cashiers check, money order or cash.

**Dated May 1999**

**11. Office Credit Card**

The organization will apply and use an office credit card for general expenses.

**Dated pre-2000**

**12. Audit Requirements**

The agency will conduct an audit on a yearly basis.

**Dated Pre 1983**

**13. Authorized Purchases**

The Executive Director shall not be allowed to make purchase in excess of $5,000.

**Dated March 2007**

**14. Medical deductible/co-pay**

SICOG will pay up to ½ of each staff persons medical deductible OR ½ of each staff person’s co-pay.

**Dated June 2007 AMENDED NOVEMBER 2012**

**Dated Feb 2015 Deleted**

**14a. Medical deductible/co-pay**

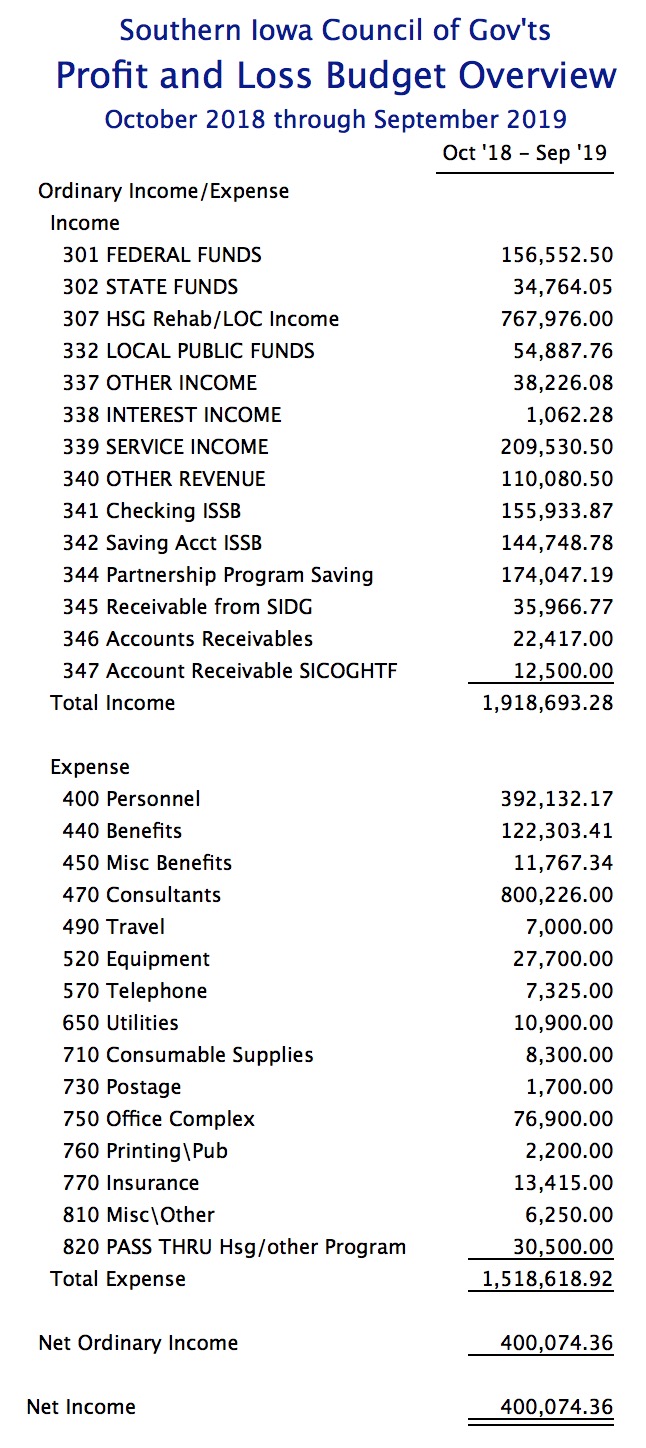
The employee will be responsible to pay the first $1,000 of the deductible and SICOG will reimburse the employee for the second half /additional $1,000 of the deductible, provided the employee submits an Explanation of Benefits (EOB) for the reimbursement. Also, SICOG will limit the cost share of the deductible at $1,000 / maximum for this year 2019.

**Dated Feb 5, 2019**

Southern Iowa Council of Governments

Board Past Practices

1. **Board members will be responsible of the delivery of SICOG calendars.**
2. **Board members will be responsible for delivering a minimum of 3 prizes or gift certificates each for the annual SICOG golf outing.**
3. **Board will present a plaque to the past chairman, retiring or outgoing board members.**
4. **Consider an end of year salary incentive.**
5. **Pass resolution during October/May meeting on operations of the EDA / RFL Program.**
6. **Conduct Executive Director’s Evaluation in July.**
7. **The organization will maintain membership in a national organization representing COG’s as well as the state agency as long as they are representing the interest of SICOG.**
8. **Individual County Project board meetings will take place between January and March of each year.**
9. **Equipment purchase under $5,000 no board action is required.**
10. **Plaque of employees (for 5-yr, 10-yr, 15-year etc.)**
11. **Conference attendance – Generally two board (chairman as one of the two) and two staff (executive director as one of the two).**
12. **The agency’s insurance will be put out for bid every 3-years (2010).**
13. **The board will host a legislative caucus every October of each year.**

****Re-Cap of Local Dues

Period of Dues Dues Per Capita

Initial assessment per capita .10¢

January 1974 - June 1975 .50¢

FY 75 .325¢

FY 76 .37¢

FY 77 .45¢

FY 78 .45¢

FY 79 .45¢

FY 80 .45¢

FY 81 .45¢

FY 82 .45¢

FY 83 .45¢

FY 84 .45¢

FY 85 .45¢

FY 86 .45¢

FY 87 .45¢

FY 88 .45¢

FY 89 .45¢

FY 90 .4725¢

FY 91 .4725¢

FY 92 .4950¢

FY 93 .4950¢

FY 94 .4950¢

FY 95 .4950¢

FY 96 .4950¢

FY 97 .45¢

FY 98 .45¢

FY 99 .45¢

FY 00 .45¢

FY 01 .45¢

FY 02 .55¢

FY 03 .60¢

FY 04 .65¢

FY 05 .70¢

FY 06 .75¢

FY 07 .75¢

FY 08 .775¢

FY 09 .80¢

FY 10 .825¢

FY 11 .85¢

FY 12 .875¢

FY 13 .90¢

FY 14 .925¢

FY 15 .95¢

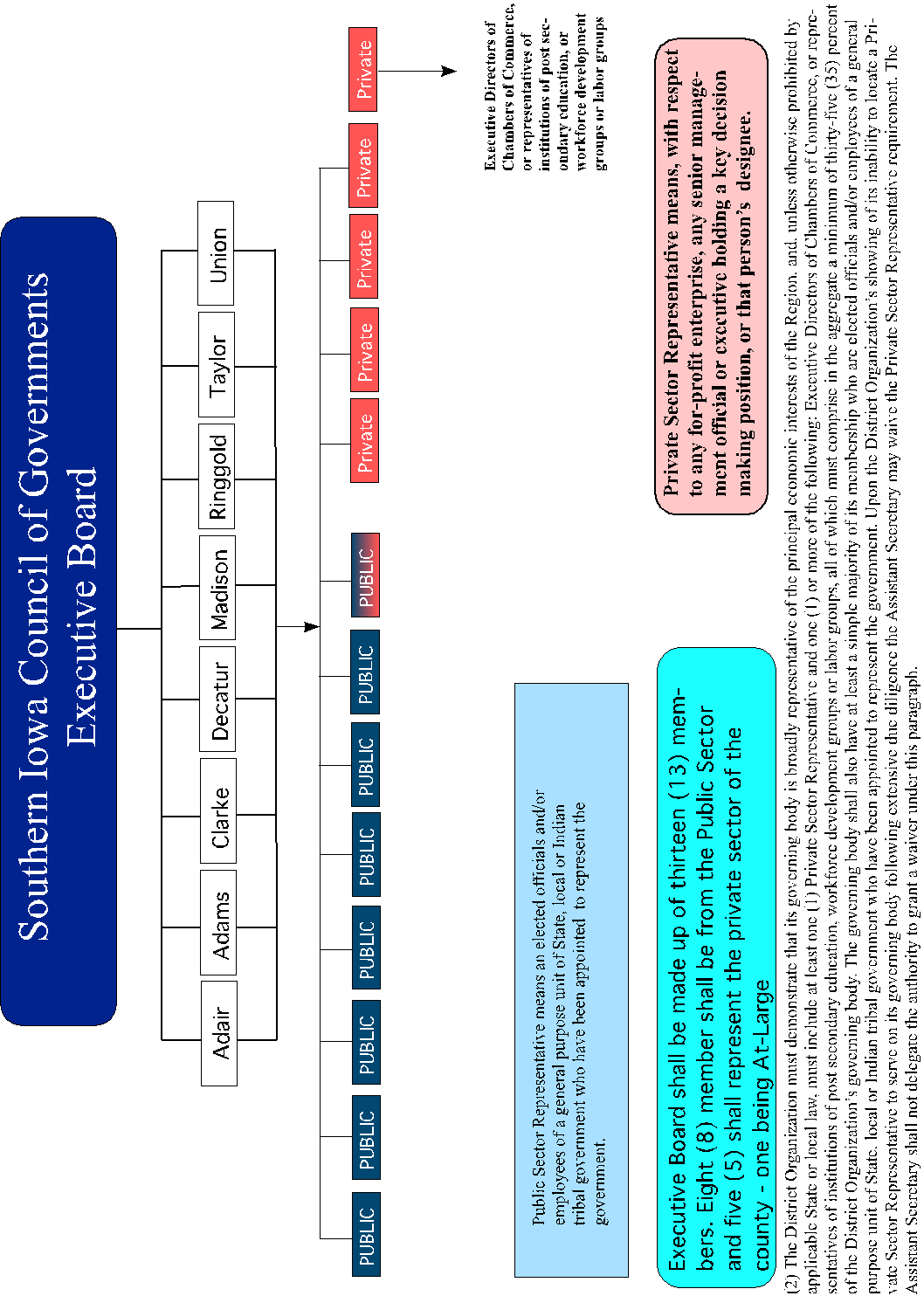
FY 16 .975¢

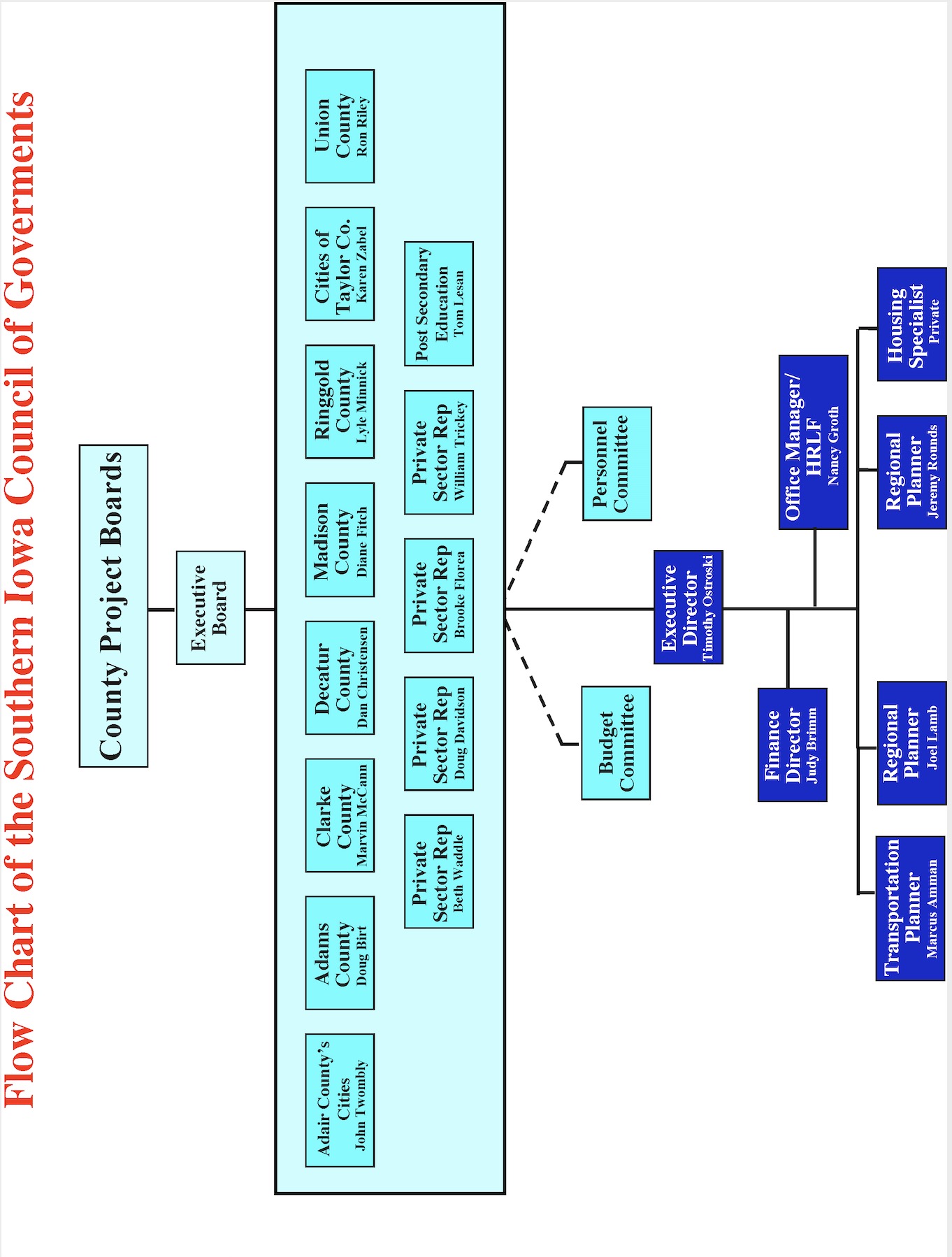
FY 17 $1.00

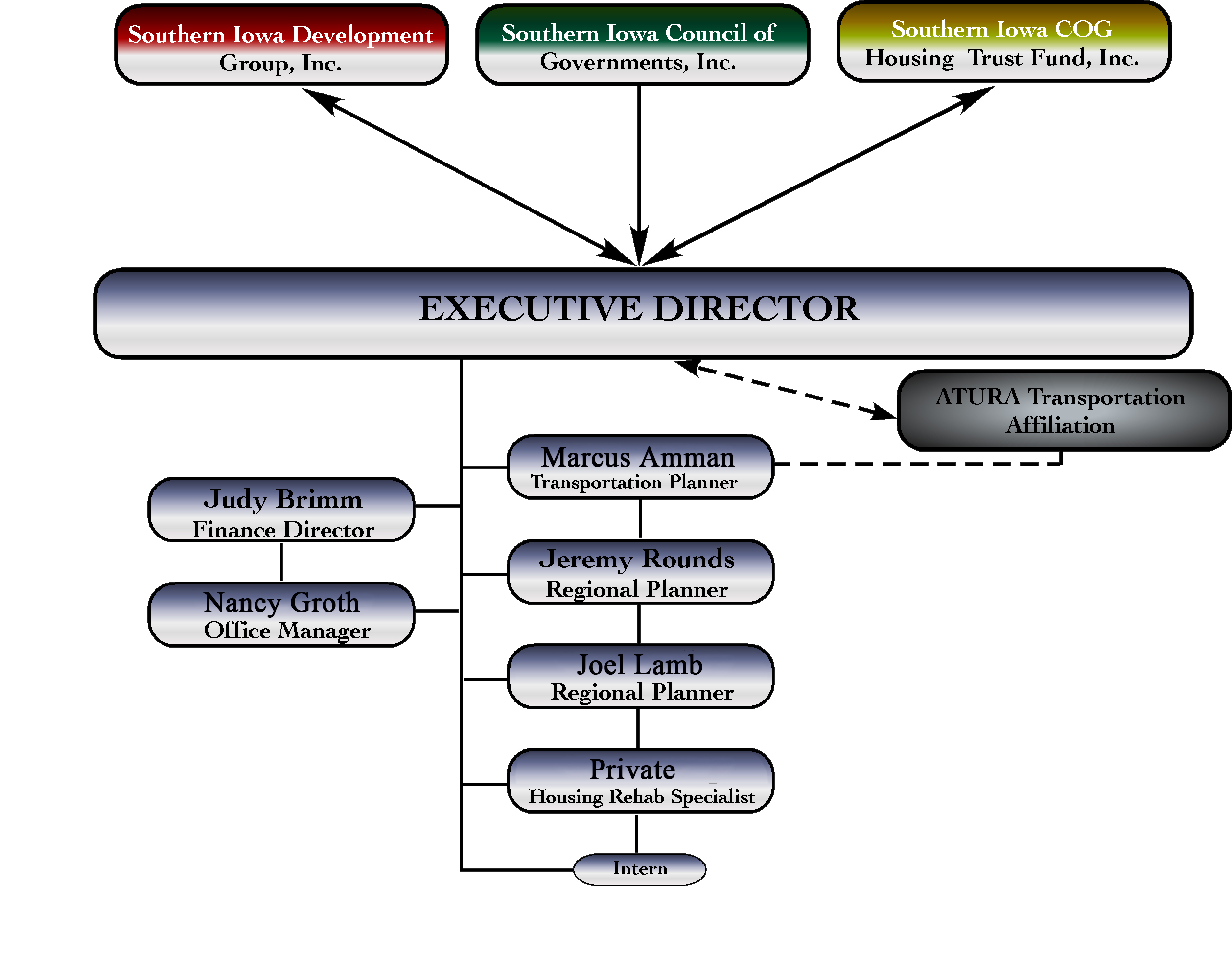
FY 18 $1.01

FY 19 $1.035

FY 20 $1.06



 Organizational Chart 2020



RLF Programs

The Financing Strategy

**Current types of financing needs:**

Financing needs to be addressed by the RLF will be:

•Fixed assets financing (i.e., land acquisition, building, equipment and inventory loans).

•Renovation, construction, refurbishing of plant; and,

•Equipment will all be included in eligible activities.

•As stated in EDA policy, working capital loans will be limited to 50% of the RLF portion.

Characteristics of the financing niche

Flexibility of the RLF must be maintained to ensure its viability as a strategic economic development tool.

**Types of businesses and/or firms:**

The current types of financing needs include lower interest money to allow for better start up cash operations. All firms are required to be located in the seven county area being served by the RLF program.

- New Companies

- Expanding businesses

- Small Business (<100 employees)

- Large Companies (>100 employees)

- Industrial

- Commercial

- Tourism

**Types of financing:**

- Loans that carry fixed, simple interest rates for the term of the loan.

- Fixed asset financing

- Working capital

- Inventory purchase loans.

- Amortization of the loan established in equal monthly or quarterly installments.

- Standard interest rates will be typically four percent.

- The RLF program is designed to assist industrial/commercial borrowers that because of one reason or another have been excluded from conventional financing techniques. The RLF will assist credit worthy applicants in "creative" financing techniques to assist them in their effort to bring their respective projects to fruition by utilizing the following: moratorium on principal repayments not to exceed one year.

**Types of terms:**

The RLF loans will be limited to $125,000 with loan terms of 4 to 15 years for fixed assets, and 3 to 7 years for working capital. Typically, working capital loans will be for terms within 3-5 years; and the fixed asset loans will be for terms within 5-10 years.

**Impact of the RLF financing:**

As in the past, to achieve the economic objectives of the RLF and address the financial problems of the area, certain standards have been adopted. These impacts are as followings:

- Based on the past seven years the money from this recapitalization of RLF funds a possible increase of approximately 27 created/retained jobs are projected.

- The RLF program will direct that all jobs created will be long-term jobs.

- Priority will be given to loan applicants who meet the needs of the target population by providing permanent jobs and training opportunities for unskilled and semi-skilled workers.

-In terms of project leverage, the RLF program is working toward attaining a ratio of two private dollars to one RLF dollar.

- RLF has a goal to target a portion of its funds toward minority-owned or minority-controlled businesses and towards women's business development.

Financing Policy

- The RLF loan committee envisions approximately 4-7 loans to be processed.

- The average credit facility is approximated to be $60,000. However, a loan limit of $125,000 can be extended to a single RLF participant.

- 100% of the RLF will be available for fixed asset financing and up to 50% could be available for working capital or inventory purchase loans.

- All loans will carry fixed, simple interest rates for the term of the loan.

- Loan extensions will be considered in extreme circumstances, but not to exceed the original maturity of the loan.

- Amortization of the loan will generally be made in equal monthly installments.

- The RLF program is designed to assist industrial/commercial borrowers that because of one reason or another have been excluded from conventional financing techniques. The RLF will assist credit worthy applicants in "creative" financing techniques to assist them in their effort to bring their respective projects to fruition. However no moratoriums on loan paybacks will be allowed.

- Loan processing fees of 1.5% will be charged to borrowers participating in the RLF. These fee's will be used to off-set the overall cost of loan administration to include: loan packaging, servicing, monitoring, reimbursement of costs to loan committee members for meeting and marketing efforts for the RLF. In the event the loan request is declined, the fee will be returned, less the actual costs incurred up to the date of the decision.

- In order to preserve limited loan funds, other economic development avenues will be explored in conjunction with the RLF request. These sources will include: SBA 504 and 7a loan program, industrial revenue bonds, CDBG, CDBG/ED Set Aside and CEBA funds.

STANDARDS FOR THE RLF PORTFOLIO

1. Based on the past seven years, the RLF funds from this recapitalization approximately 27-created/retained jobs are projected.

2. RLF Loan maximum of $20,000 of RLF money for each job created/retained. (One job to each $20,000 loaned -Maximum)

3. Portfolio average of $10,000 of RLF money for each job created/retained. (One job to each $20,000 loaned -Average)

Experience indicates that the actual average will be about one job for each $2,100.

4. The RLF program will direct that all jobs created will be long-term jobs.

5. Priority will be given to loan applicants who meet the needs of the target population by providing permanent jobs and training opportunities for unskilled and semi-skilled workers.

6. The RLF program insure that a ratio of at least two private dollars to one RLF dollar for the loan portfolio. Private dollars will include any non-RLF Moines from other lenders, private or public, such as financial institutions, CDBG, or SBA (specifically only 90% of the guaranteed portions of SBA 7 (a) and SBA 504 debenture).

7. RLF has a goal to target a portion of its funds toward minority-owned or minority-controlled businesses and towards women's business development.

8. The minimum interest rate the RLF will charge is four (4) percentage points below the current money center prime rate quote in the Wall Street Journal or the interest rate allowed by the state of Iowa, whichever is the lower of the two. In no case will the RLF carry an interest rate below four (4) percent. However, should the prime interest rate exceed fourteen (14) percent, the minimum RLF interest rate will not be required to be raised above ten (10) percent if it is determined that this would compromise the implementation of the organization financing strategy.

As was previously stated activities financed by RLF will generally be, but not limited to, fixed assets financing (i.e., land acquisition, building, equipment and inventory loans). Renovation, construction, refurbishing of plant and equipment will all be included in eligible activities. As stated in EDA policy, working capital loans will be limited to 50% of the RLF portion.

Prohibited activities will include requests that are purely speculation in nature (i.e., land banking, speculation building, construction, etc.).

Flexibility of the RLF must be maintained to ensure its viability as a strategic economic development tool.

Percentage breakdown as indicated below will be representative of the portfolio loan mix:

-Public Loan Request's 15%\*, Private Loan Request's 85%

- New Companies 25%, Expansions 50%, Retention 25%

- Small Business 90%, Large Companies 10%

- Industrial 95%, Commercial (tourism) 5%

- Traditional Activities 90%, New Technology 15%

\* Public and quasi-public borrowers: S public or quasi-public organization will not be considered eligible to receive RLF funds unless the following occurs:

a) The activity financed directly benefits an identifiable business concern.

b) There is reasonable assurance that the activity financed with RLF funds will result in increased business activity in the near term.

c) A letter establishing the number of jobs is received from the identifiable business concern.

All loan requests accepted for processing will be subject to environmental review and where appropriate, a cultural resources assessment to ensure compliance with all local, state, and federal requirements prior to loan disbursement.

The loan committee will require all loan candidates to provide evidence that private financing has been secured in a sufficient amount to carry the private portion of the loan package.

Also the loan committee will require the private developer to inject (equity) at least a minimum 10% and up to 25% dependent upon type of loan and length of time in the present business.

Housing RLF Programs

Summary of Program Components

**I. PROGRAM ACTIVITIES**

A. DOWN PAYMENT - 75%

B. CLOSING COST - 20%

C. REPAIR/RENOVATION - 5%

**II. CURRENT LOAN TERMS**

A. LOAN AMOUNT

1. DOLLAR FOR DOLLAR MATCH

2. MAXIMUM LOAN AMOUNT: $5,000

B. LENGTH OF CONTRACT

1. DOWN PAYMENT/CLOSING COST

a. Term: 5 Years

2. REPAIR/RENOVATION

a. Term: 5 Years

C. INTEREST RATE

1.2% FIXED

D. LOAN ORIGINATION FEE

1. $100 FOR TOTAL LOAN PACKAGE

2. DUE AT CLOSING WITH BANK

E. 1% SELLING PRICE

1. FROM REALTOR, BUYER, SELLER OR OTHER

2. DUE AT CLOSING WITH BANK

F. BANK WAIVE LOAN ORINGINATION FEE-OPTIONAL

1. LETTER OR CLOSING STATEMENT

2. DUE AT CLOSING WITH BANK

**Board of Directors 2019-2020**

NAME SEX COUNTY OF TERM Affiliations

## RESIDENCE EXPIRES

John Twombly M Adair 12/2019 County- - \*

Ron Smith M Adair 12/2021 Largest City- - \*

John M. Larsen M Adair 12/2020 2nd Largest City- - \*

Tyson Sickles M Adair 12/2019 3rd Largest City- - \*

Paul Nelson M Adair 03/2020 - - \*\*

Doug Davidson M Adair 03/2020 Orient Express- - \*\*

Tom Lesan M Adair-At Large 03/2020 SWCC

Doug Birt M Adams12/2020County- - \*

Bert Peckham M Adams12/2019Largest City- - \*

Jordan Walter M Adams12/20202nd Largest City- - \*

Gary Poen M Adams 12/2019 3rd Largest City- - \*

Beth Waddle F Adams 03/2020 Precision Pulley- - \*\*

Larry Kester M Adams 03/2020 Red Star Feed- - \*\*

Tom Lesan M Adams-At Large 03/2020 SWCC

Marvin McCann M Clarke 12/2020 County- - \*

Thomas Keldey M Clarke 12/2021 Largest City- - \*

Scott Busick M Clarke 12/2019 2nd Largest City- - \*

Denny Cottrell M Clarke 12/2019 3rd Largest City- - \*

Joe Greving M Clarke 03/2020 Iowa Steel- - \*\*

Bill Trickey M Clarke 03/2020 Clarke Co. State Bank- - \*\*

Tom Lesan M Clarke-At Large 03/2020 SWCC

Dan Christensen M Decatur 12/2019 County- - \*

Douglas Foster M Decatur 12/2018 Largest City- - \*

Allen Simmonds M Decatur 12/2018 2nd Largest City- - \*

Craig Stogdill M Decatur 12/2019 3rd Largest City- - \*

Shannon Erb F Decatur 03/2020 Annals of Plastic Surg.- - \*\*

Shane Akers M Decatur 03/2020 Farmers Bank of N. MO- - \*\*

Tom Lesan M Decatur -At Large 03/2020 SWCC

Diane Fitch F Madison 12/2019 County- - \*

Kelly Brown F Madison 12/2018 Largest City- - \*

Jeff Lillie M Madison 12/2020 2nd Largest City- - \*

Ron Hartfield M Madison 12/2019 3rd Largest City- - \*

Tom Leners MMadison 03/2020 Union State Bank- - \*\*

Brian Downes M Madison03/2020 John Wayne Birthplace Museum--\*\*

Tom Lesan M Madison -At Large 03/2020 SWCC

- - \* PUBLIC

- - \*\* PRIVATE

NAME SEX COUNTY OF TERM Affiliations

## RESIDENCE EXPIRES

Lyle Minnick M Ringgold 12/2020 County- - \*

Steve Fetty M Ringgold 12/2021 Largest City- - \*

John Egly M Ringgold 12/2020 2nd Largest City- - \*

Thomas Giles F Ringgold 12/2019 3rd Largest City- - \*

Tracy Barnes F Ringgold 03/2020 US Bank- - \*\*

Malcom Eighmy M Ringgold 03/2020 Eighmy Monuments- - \*\*

Tom Lesan M Ringgold -At Large 03/2020 SWCC

Doug Horton M Taylor 12/2020 County- - \*

Karen Zabel F Taylor 12/2020 Largest City- - \*

Frank Sefrit M Taylor 12/2020 2nd Largest City- - - - \*

Chris Knox M Taylor 12/2022 3rd Largest City- - \*

Don Keast M Taylor 03/2020 Keast Accounting- - \*\*

Brooke Florea F Taylor 03/2020 Michael’s Foods- - \*\*

Tom Lesan M Taylor -At Large 03/2020 SWCC

**Union County**

Ron Riley M Union 12/2019 County- - \*

Gary Lybarger M Union 12/2018 Largest City- - \*

Shelley Burger F Union 12/2020 2nd Largest City- - \*

Timothy Sly M Union 12/2019 3rd Largest City- - \*

Gabe Carroll M Union 03/2020 Carroll Chiropractic- - \*\*

Gary Riley M Union 03/2020 Central Plains Electric - - \*\*

Tom Lesan M Union -At Large 03/2020 SWCC

- - \* PUBLIC

- - \*\* PRIVATE

EMPLOYEE Start Date End Date Length of Service to April 1, 2019

      YEARS MONTHS DAYS

Director

1. **Timothy Ostroski Feb-01-1984 (35/2) (3/11/18) 39 1 18**
2. **Judy Brimm Jul-01-1993 25 9 0**
3. Patricia Wolfe Apr-02-1973 Jul-01-1993 **20 3 1**
4. **Jeremy Rounds Jun-01-1998 20 10 0**
5. Becky Nardy Aug-21-2000 Oct 31, 2018 18 2 11
6. Rita Eble Jan-22-1990 Apr-30-1998 **8 3 8**
7. Doug Davidson Mar-24-2003 Apr-30-2010 **6 11 7**
8. Pat Lana Mar-12-1973 Dec-01-1978 **5 8 19**
9. Denise Pitman Sep-27-1978 Apr-02-1984 **5 6 6**
10. **Nancy Groth Jan-21-2014 5 2 11**
11. Paul Stueckradt Sep-07-1993 Mar-17-1998 **4 6 10**
12. Timothy Larsen Aug-24-1998 Jan-31-2003 **4 5 24**
13. Christopher Solberg Aug-14-2000 Dec-17-2004 **4 4 3**
14. Daniel Narber Apr-11-1988 Dec-31-1991 **3 8 20**
15. Lucas Young Nov-1-2010 June 13, 2014 **3 7 13**
16. Mary Fleming June-14-2010 Jan-10-2014 **3 6 27**
17. Allen Merta Jun-17-1974 Nov-15-1977 **3 4 28**
18. Ted Hauser Sep-01-1974 Nov-20-1977 **3 3 20**
19. Andrew Collings Aug 15, 2011 Oct 31, 2014 **3 2 17**
20. Kathy Riggle Oct-15-1984 Sep-14-1987 **2 11 0**
21. Steve Stream Jan-03-1978 Oct-20-1980 **2 9 17**
22. Brian Jackson Jul-13-1992 Apr-26-1995 **2 9 13**
23. Andrew Baird Jul-02-1979 Feb-11-1982 **2 7 9**
24. Allen Kunkel Jan-02-1990 Jul-17-1992 **2 6 15**
25. David Honz Aug-15-1986 Feb-06-1989 **2 5 19**
26. **Joel Lamb Nov-3-2016 2 4 30**
27. Doug Debolt Oct-07-1985 Jan-29-1988 **2 3 22**
28. Gary Yuva Dec-01-1980 Mar-11-1983 **2 3 10**
29. Jenny Bolinger May-27-1998 Jul-31-2000 **2 2 4**
30. Jeremy Babcock Jun-01-1998 Jul-31-2000 **2 2 0**
31. Kevin Welsch Jul-03-1995 Aug-15-1997 **2 1 12**
32. Michael Shelton Aug-20-1979 Sep-30-1981 **2 1 10**
33. Denny Darnold Jun-01-1977 Jun-14-1979 **2 0 14**
34. Joanne Bucklin Jul-22-1996 May-15-1998 **1 9 24**
35. Michael Lorenz Mar-09-1992 Nov-15-1993 **1 8 6**
36. Michael Helgerson Sept-14-2009 May 13-2011 **1 7 29**
37. Brad Debrower Apr-08-1988 Nov-24-1989 **1 7 16**
38. Jill Kloppenburg Sep 02, 2003 Apr-29-2005 **1 6 29**
39. Mark Coyne Jun-01-1983 Oct-15-1984 **1 4 14**
40. Stephanie Andersen May-16-2005 Sept-19-2006 **1 4 3**
41. JoAnn Strack Mar-14-1985 Jul-02-1986 **1 3 18**
42. Christopher Lee Nov-03-2014 Feb-16-2016 **1 3 15**
43. Gary Rimington Aug-01-1983 Nov-14-1984 **1 3 3**
44. Hannah Covington Dec-1-2006 Mar 31, 2008 **1 3 0**
45. Chad Sands Jun-01-1994 Aug-25-1995 **1 2 25**

EMPLOYEE Start Date End Date Length of Service to April 1, 2019

      YEARS MONTHS DAYS

1. Kristal Feldhacker Dec-01-2008 Jan-13-2010 **1 1 13**
2. Mark Reining Jan-05-1987 Feb-14-1988 **1 1 9**
3. Violet Cimock Nov-26-1979 Oct-01-1980 **0 10 5**
4. Don Ellerbusch Nov-01-1994 Aug-31-1995 **0 10 0**
5. Debbie Selim Oct-01-1979 Jul-31-1980 **0 9 30**
6. Terri Higgins Sep-25-1995 Jul-16-1996 **0 9 21**
7. **Marcus Amman June-15-2018 9 18**
8. Clayton Scott Aug-01-1978 May-15-1979 **0 9 15**
9. Thomas Anderson Oct-22-1984 Jul-13-1985 **0 8 21**
10. Jeff Emerson Nov-03-1997 Jul-10-1998 **0 8 7**
11. Richard McClanathan Mar-14-1983 Nov-20-1983 **0 8 6**
12. Teresa Piel Oct-09-1980 May-29-1981 **0 7 20**
13. Cindy Liston Oct-01-1987 Apr-29-1988 **0 6 28**
14. Eric Weinkoetz Nov-03-1997 May-07-1998 **0 6 4**
15. Kris Riesenberg Jan-03-2000 Jun-15-2000 **0 5 12**
16. Travis Porter May-22-1989 Sep-29-1989 **0 4 7**
17. Melanie Hillman Jun-01-1999 Sep-28-1999 **0 3 28**
18. Nick Schieffer June 1, 2009 July 31, 2009 **0 2 0**
19. Patti Wilson Oct-23-2006 Nov-30-2006 **0 1 7**
20. Ashley Feick April-1-2010 April-27-2010 **0 0 27**

**\*Current Employees are in Red/BOLD**

**Board of Directors -- Southern Iowa Council of Governments**

**1973 - 2007**

### Year Adair Adams Clarke Decatur Madison Ringgold Taylor Union Special Minority

### County County County County County County County County Interest Rep.

**1973-74** Norm Kading Frank Davis Clayton Scott Will Raiser Earl Wheeler Dale Juergens Roger Blobaum **-------------**

**1974-75 -------------** Frank Davis Richard Hill Harry Graves Earl Wheeler Dale Juergens Roger Blobaum **-------------**

**1975-76 -------------** **-------------** Richard Hill **-------------** Earl Wheeler Dale Juergens Roger Blobaum Ruth Henderson

**1976-77** Ron Purdy Dean Davis Richard Hill Bob Bruch Earl Wheeler Dale Juergens Roger Blobaum Ruth Henderson

**1977-78** Ron Purdy Dean Davis Richard Hill Harvey Campbell Earl Wheeler Dale Juergens Harold Hiatt Ruth Henderson

**1978-79** Dick Kuhl Dean Davis Richard Hill Harvey Campbell Earl Wheeler Dale Juergens Harold Hiatt Wayne Kimber

**1979-80** Ron Purdy Dean Davis Richard Hill Franklin Main Earl Wheeler Dale Juergens Harold Hiatt Wayne Kimber

**1980-81** Ron Purdy Dean Davis Richard Hill Franklin Main Earl Wheeler Dale Juergens Harold Hiatt Dr. John Smith

**1981-82** Wendell Sheriff Dean Davis Adrian Fuller Franklin Main Jim Jones Dale Juergens Harold Hiatt Bob Bruch

**1982-83** Wendell Sheriff Dean Davis Adrian Fuller Franklin Main Jim Jones Dale Juergens Harold Hiatt Bob Bruch

**1983-84** Dick Kuhl Dean Davis Adrian Fuller Franklin Main Jim Jones Dale Juergens Harold Hiatt Bob Bruch

**1984-85** Dick Kuhl Dean Davis Adrian Fuller Franklin Main Jim Jones Dale Juergens Harold Hiatt Bob Bruch

**1985-86** Dick Kuhl Dean Davis Adrian Fuller Bill Ballantyne Mike Lynn Jim Jones Dale Juergens Keith Sammons Bob Bruch

**1986-87** Dick Kuhl Dean Davis Adrian Fuller Bill Ballantyne Mike Lynn Jim Jones Dale Juergens Keith Sammons Joe Donald

**1987-88** Dick Kuhl Dean Davis Adrian Fuller Bill Ballantyne Mike Lynn Jim Jones Dale Juergens Tom Hawks Joe Donald

**1988-89** Dick Kuhl Dean Davis Adrian Fuller Bill Ballantyne Jim Mease Jim Jones Dale Juergens Tom Hawks Joe Donald/

**1989-90** Dick Kuhl Dean Davis Clayton Scott Bill Ballantyne Jim Mease Jim Jones Dale Juergens Tom Hawks Bob Winders

**1990-91** Dick Kuhl Dean Davis Bayard Shadley Bill Ballantyne Jim Mease Jim Jones Dale Juergens Tom Hawks Clayton Scott

**1991-92** Cora McClain Dean Davis Bayard Shadley Bill Ballantyne Jim Mease Jim Jones Dale Juergens JoAnn Bradley Clayton Scott

**1992-93** Cora McClain Dean Davis Bayard Shadley Bill Ballantyne Jim Mease Jim Jones Dale Juergens JoAnn Bradley Clayton Scott

**1993-94** Cora McClain Dean Davis Bayard Shadley Bill Ballantyne Jim Mease Jim Jones Dale Juergens JoAnn Bradley Clayton Scott

**1994-95** Cora McClain Dean Davis Bayard Shadley Bill Ballantyne Jim Mease Jim Jones Dale Juergens Di Boone Karl Knock

**1995-96** Diane Weiland Dean Davis Bayard Shadley Bill Ballantyne Jim Mease Jim Jones Dale Juergens JoAnn Bradley Karl Knock

**1996-97** Diane Weiland Dean Davis Ken Baker Bill Ballantyne Jim Mease Jim Jones Dale Juergens JoAnn Bradley Karl Knock

**1997-98** Diane Weiland/ Dean Davis Ken Baker Bill Ballantyne Jim Mease Jim Goins Dale Juergens JoAnn Bradley Karl Knock

Dick Reis

**1998-99** Dick Reis Dean Davis Ken Baker Bill Ballantyne Dean Lauer Jim Goins Dale Juergens JoAnn Bradley Karl Knock Yogesh Gandhi

**1999-00** Vacant Dean Davis Ken Baker Bill Ballantyne Loren Myers Ethel Campbell Dale Juergens JoAnn Bradley Karl Knock Yogesh Gandhi

**2000-01** Vacant Dean Davis Ken Baker Bill Ballantyne Jerry Ayers Ethel Campbell Dale Juergens JoAnn Bradley Clayton Scott Yogesh Gandhi

**2001-02** Lorraine Homan Dean Davis Ken Baker Gary Ballantyne Loren Myers Ethel Campbell Dale Juergens Mike King Clayton Scott Yogesh Gandhi

/ J. R. Cornett / Sue Basten

**2002-03** Lorraine Homan Dean Davis Ken Baker J. R. Cornett Steve Raymond Royce Dredge Dale Juergens Mike King Sue Basten Yogesh Gandhi

**2003-04** Lorraine Homan Dean Davis Ken Baker J. R. Cornett Steve Raymond Royce Dredge Dale Juergens Mike King Sue Basten Yogesh Gandhi

**2004-05** Lorraine Homan Mark Olive Amy Lampe J. R. Cornett Steve Raymond Royce Dredge Dave Farris Mike King Beth Waddle -----------------

**2005-06** Lorraine Homan Mark Olive Amy Lampe J. R. Cornett Steve Raymond Royce Dredge Dave Farris Mike King Beth Waddle -----------------

**2006-07** Shirley Ross Mark Olive Amy Lampe J. R. Cornett Steve Raymond Royce Dredge Dave Farris Mike King Beth Waddle -----------------

Fourth Restated Articles of Incorporation **2007 - 2020**

### Year Adair Adams Clarke Decatur Madison Ringgold Taylor Union Private Private Private Private Special

### County County County County County County County County Sector Sector Sector Sector At-Large

**2007-08** Shirley Ross Mark Olive Amy Lampe J. R. Cornett Steve Raymond Royce Dredge Dave Farris Mike King Beth Waddle K. Timmerman Pat Nehring Bill Morain Jodi Seymour\*

**2008-09** Shirley Ross Mark Olive Amy Lampe J. R. Cornett Steve Raymond Royce Dredge Dave Farris Mike King Beth Waddle Heidi Burhans W. Norland Bill Trickey Stacy Gibbs\*\*Ross Olive Lampe Cornett Raymond Dredge Farris King Waddle Norland Gibbs\*\*

**2009-10** Mike Cooley Mark Olive Amy Lampe J. R. Cornett Steve Raymond Kurt Shaha Dave Farris Mike King Beth Waddle Heidi Burhans W. Norland Bill Trickey Stacy Gibbs\*\* Stacy

**2010-11** John Twombly Mark Olive Amy Lampe J. R. Cornett Joan Acela Kurt Shaha Dave Farris Mike King Beth Waddle Michelle Tullberg Doyle Scott Bill Trickey William Higdon\*

**2011-12** John Twombly Mark Olive Don Reasoner J. R. Cornett Kirt Macumber Kurt Shaha Rob Lundquist Warren Woods Beth Waddle Michelle Tullberg Doyle Scott Bill Trickey William Higdon\*

**2012-13** John Twombly Linda England Don Reasoner J. R. Cornett Kirt Macumber Kurt Shaha Bob Halligan Warren Woods Beth Waddle Doug Davidson Doyle Scott Bill Trickey Tom Lesan\*\*

**2013-14** John Twombly Linda England Marvin McCann J. R. Cornett Aaron Price Royce Dredge Bob Halligan Ron Riley Beth Waddle Doug Davidson Michelle Tullberg Bill Trickey Tom Lesan\*\*

**2014-15** John Twombly Linda England Marvin McCann J. R. Cornett Aaron Price Royce Dredge Karen Zabel Ron Riley Beth Waddle Tom Leners Michelle Tullberg Bill Trickey Tom Lesan\*\*

**2015-16** John Twombly Linda England Marvin McCann J. R. Cornett Aaron Price Royce Dredge Karen Zabel Ron Riley Beth Waddle Doug Davidson Michelle Tullberg Bill Trickey Tom Lesan\*\*

**2016-17** John Twombly Linda England Marvin McCann J. R. Cornett Aaron Price Royce Dredge Karen Zabel Ron Riley Beth Waddle Doug Davidson Michelle Tullberg Bill Trickey Tom Lesan\*\*

**2017-18** John Twombly Karl McCarty Marvin McCann D. Christenson Aaron Price Lyle Minnick Karen Zabel Ron Riley Beth Waddle Doug Davidson Michelle Tullberg Bill Trickey Tom Lesan\*\*

**2018-19** John Twombly Karl McCarty/ Marvin McCann D. Christenson Aaron Price/ Lyle Minnick Karen Zabel Ron Riley Beth Waddle Doug Davidson Michelle Tullberg Bill Trickey Tom Lesan\*\*

Doug Birt 2/19 Diane Fitch1/19

**2019-20** John Twombly Doug Birt Marvin McCann D. Christenson Diane Fitch Lyle Minnick Karen Zabel Ron Riley Beth Waddle Doug Davidson Brooke Florea Bill Trickey Tom Lesan\*\*

\*Graceland University

\*\*Southwestern Community College

**Length of Service (10 Years +)** Dale Juergens 31 Years

Dean Davis 28 Years

Jim Jones 16 Years

Bill Ballantyne 16 Years

JR Cornett 16 Years

Beth Waddle 16 Years

William Trickey 12 Years

Royce Dredge 11 years

Jim Mease 10 Years

Mike King 10 Years

## Executive Board of Directors’ History

**1973 - 2020**

# Year Chairperson Vice Chairperson Secretary Treasurer

**1973-74** Roger Blobaum Will Raiser Frank Davis

**1974-75** Earl Wheeler Harry Graves Frank Davis

**1975-76** Richard Hill Carl Zimmerman Ron Purdy Dale Juergens

**1976-77** Ron Purdy Bob Bruch

**1977-78** Dean Davis Harold Hiatt Richard Hill Dale Juergens

**1978-79** Wayne Kimber Harvey Campbell Richard Hill Dale Juergens

**1979-80** Harold Hiatt Franklin Main Dr. John Smith Dale Juergens

**1980-81** Franklin Main Dr. John Smith Harold Hiatt Dale Juergens

**1981-82** Wendell Sheriff Bob Bruch Adrian Fuller Dale Juergens

**1982-83** Adrian Fuller Bob Bruch Dean Davis Dale Juergens

**1983-84** Bob Bruch Dick Kuhl Dean Davis Dale Juergens

**1984-85** Jim Jones Dean Davis Adrian Fuller Dale Juergens

**1985-86** Dick Kuhl Bill Ballantyne Mike Lynn Dale Juergens

**1986-87** Bill Ballantyne Keith Sammons Adrian Fuller Dale Juergens

**1987-88** Dale Juergens Joe Donald Dick Kuhl Tom Hawks

**1988-89** Joe Donald (Resigned) Tom Hawks Dick Kuhl Dale Juergens

**1988-89** Tom Hawks

**1989-90** Tom Hawks Dick Kuhl Bob Winders Dale Juergens

**1990-91** Dean Davis Jim Mease Clayton Scott Dale Juergens

**1991-92** Jim Mease Dean Davis Clayton Scott Dale Juergens

**1992-93** Jim Mease Bayard Shadley JoAnn Bradley Dale Juergens

**1993-94** JoAnn Bradley Bayard Shadley Jim Jones Dale Juergens

**1994-95** Bayard Shadley Dean Davis Jim Jones Dale Juergens

**1995-96** Dean Davis Karl Knock Jim Mease Dale Juergens

**1996-97** Karl Knock Diane Weiland Jim Jones Dale Juergens

**1997-98** Diane Weiland (Resigned) Ken Baker JoAnn Bradley Dale Juergens

**1997-98** /Ken Baker

**1998-99** Ken Baker Dale Juergens JoAnn Bradley Dean Davis

**1999-00** Dale Juergens JoAnn Bradley Ethel Campbell Karl Knock

**2000-01** JoAnn Bradley Ethel Campbell Dr. Yogesh Gandhi Dale Juergens

**2001-02** Ethel Campbell Loren Myers Ken Baker Dale Juergens

**2002-03** Loren Myers J. R. Cornett Mike King Dale Juergens

**2003-04** J. R. Cornett Mike King Royce Dredge Dale Juergens

**2004-05** Mike King Steve Raymond Royce Dredge Dean Davis

**2005-06** Steve Raymond Royce Dredge J. R. Cornett Mike King

**2006-07** Royce Dredge Dave Ferris J. R. Cornett Mike King

**2007-08** Dave Ferris Mark Olive J. R. Cornett Mike King

**2008-09** J. R. Cornett Mike King Amy Lampe Mark Olive

**2009-10** Mike King Amy Lampe Dave Ferris Mark Olive

**2010-11** Amy Lampe Mark Olive Mike King Dave Ferris

**2011-12** Mark Olive J. R. Cornett John Twombly Warren Woods

**2012-13** J. R. Cornett John Twombly Kirk Macumber Warren Woods

**2013-14** John Twombly Linda England Aaron Price Ron Riley

**2014-15** Linda England Ron Riley Aaron Price Karen Zabel

**2015-16** Ron Riley Royce Dredge Aaron Price Karen Zabel

**2016-17** Marvin McCann Aaron Price John Twombly Ron Riley

**2017-18** Karen Zabel Karl McCarty Dan Christensen Lyle Minnick

**2018-19** Karl McCarty Dan Christensen Karen Zabel Ron Riley

**2019-20** Dan Christensen John Twombly Karen Zabel Ron Riley

Acronyms

**ATURA – Adair, Taylor, Union, Ringgold, Adams**

**CDBG – Community Development Block Grant**

**CEDS – Comprehensive Economic Development Strategy**

**CIRF – Community Investment Revolving Fund**

**CLG – Certified Local Government**

**EDA – Economic Development Administration**

**EDSA – Economic Development Set-Aside**

**EMA – Emergency Management Agency**

**EPA – Environmental Protection Agency**

**FEMA – Federal Emergency Management Agency**

**FHLB – Federal Home Loan Bank**

**HOME Fund Program – Housing Opportunities Made Easy**

**HRDP – Historical Resource Development Program**

**H-RLF – Housing Revolving Loan Fund**

**HUD – Housing and Urban Development**

**IARC – Iowa Association of Regional Councils**

**IDALS – Iowa Department of Agriculture and Land Stewardship**

**IDNR – Iowa Department of Natural Resources**

**IDOT – Iowa Department of Transportation**

**IDPH – Iowa Department of Public Health**

**IEDA – Iowa Economic Development Authority**

**IFA – Iowa Finance Authority**

**IHSEMD – Iowa Homeland Security and Emergency Management Department**

**LHTF – Local Housing Trust Fund**

**LMI – Low and Moderate Income**

**LRTP – Long Range Transportation Plan**

**MATURA – Madison, Adair, Taylor, Union, Ringgold, Adams**

**NADO – National Association of Development Organizations**

**PFSA – Public Facility Set-Aside**

**PPP – Public Participation Plan**

**PTP – Passenger Transportation Plan**

**REAP – Resource Enhancement and Protection**

**RISE – Revitalize Iowa’s Sound Economy**

**RLF – Revolving Loan Fund**

**SBA – Small Business Administration**

**SBDC – Small Business Development Center**

**SCICAP – South Central Iowa Community Action Program**

**SCICF – South Central Iowa Community Foundation**

**SICOG – Southern Iowa Council of Governments**

**SICOG–HTF – Southern Iowa Council of Governments Housing Trust Fund**

**SIRHA – Southern Iowa Regional Housing Authority**

**SIRWA – Southern Iowa Rural Water Association**

**SRF – State Revolving Fund**

**STP – Surface Transportation Program**

**SWCC – Southwestern Community College**

**TAP – Transportation Alternatives Program**

**TIF – Tax Increment Financing (Urban Renewal Plan)**

**TIP – Transportation Improvement Program**

**TPWP – Transportation Planning Work Program**

**URP – Urban Revitalization Plan (Tax Abatement)**

**Urban Renewal Plan (TIF)**

**USDA-RD – United States Department of Agriculture – Rural Development**

**Bylaws**

**of**

**Southern Iowa Council of Governments, Inc.**

**MARCH 2007**

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**Bylaws**

**of**

**Southern Iowa Council of Governments, Inc.**

**Article I**

**Offices**

The principle office of the corporation shall be located in a city within the member counties.

The corporation shall have and continuously maintain in the State of Iowa a registered office and a registered agent identical with the registered office required by the Iowa Nonprofit Corporation Act. Such registered office may be, but need not be, the same as the principle office in the State of Iowa, and the address of the registered office may be changed from time to time by the executive board.

**Article II**

**Purposes and Powers**

The corporation is organized and shall be operated exclusively for the purposes set forth in the corporation’s fourth restated articles of incorporation and shall have in addition to those powers granted to it by statute those powers expressly delegated to it by the member units of local government as set forth in the fourth restated articles of incorporation.

**Article III**

**County Boards**

A. Members

As set forth in the corporation’s fourth restated articles of incorporation, article VII,

organization, section A, county boards, subsection 1-8, each member county shall have a county

board consisting of the following seven (7) members:

1. A member of the county board of supervisors, a full-time/part-time employee of the county, or an individual representing the interest of the county;

2. A person appointed by the mayor of the largest city in the county who is an elected public official, a full-time/part-time employee of that city, or the mayor’s designee;

3. A person appointed by the mayor of the second largest city in the county who is an elected public official, a full-time/part-time employee of that city, or the mayor’s designee;

4. A person appointed by the mayor of the third largest city in the county who is an elected public official, a full-time/part-time employee of that city, or the mayor’s designee;

5. Two (2) private sector representatives; and,

6. An at-large interest group representative from the following: an Executive Director of Chambers of Commerce, or representative of institutions of post secondary education, or workforce development group or labor group.

B. Selection of county board members

Members of the county boards for each of the member counties shall be chosen between January 1 and March 31 each year in the manner set forth in the corporation’s fourth restated articles of incorporation, article VII, organization, section A, county boards.

C. Terms of county board members

Members of the county boards for each of the member counties shall serve a term of three years that is staggered with the terms of the other members so not more than three members are elected in any one year. Incumbents may succeed themselves. Provided, however, the present members of the county boards may fulfill their current term of office.

D. Vacancy

If any county board member resigns or the position filled by that member otherwise becomes vacant before the expiration of that member’s term of office expires, the unexpired term of such member shall be filled by their alternate until such time as a new member is selected in

the manner set forth in the corporation’s fourth restated articles of incorporation, article VII,

organization, section A, county boards, for the position vacated, and the member so selected shall serve the unexpired portion of that term.

E. Officers and duties

Each county board for the member counties shall elect from its membership a chairperson, a vice chairperson, and a secretary-treasurer.

1. Elections

The officers of each county board shall be elected annually between January 1

and March 31 of each year.

2. Term of office

The officers of each county board shall serve from the time of their election until the next regular election which term shall not exceed one year, and incumbents may succeed themselves. If a vacancy occurs, a special election shall be held for the selection of another member of the county board to fulfill the unexpired portion of the term for the officer whose position has been vacated. Provided, however, the officers of the county boards who are serving at the time of the adoption of these bylaws may fulfill their current terms of office.

3. Duties

The officers of each county board shall be responsible for fulfilling those duties normally assigned to and performed by the respective officers of all such organizations as well as whatever additional duties are required of them through the bylaws of the corporation or are assigned to them from time to time by the executive board.

F. Duties of the county board

The county board for each of the member counties shall have the following duties and responsibilities:

1. Project board membership

The entire membership of each county board shall serve as members of the project board as provided in the corporation’s fourth restated articles of incorporation, article VII, organization, section B, project board.

2. Executive board membership

a. General membership

Each county board shall select from its membership, exclusive of the at-large interest groups’ representative, one person and an alternate to serve as a member of the executive board, and that person or their alternate, as the case may be, shall serve as a member of the executive board as provided in the corporation’s fourth restated articles of incorporation, article VII, organization, section C, executive board.

b. Membership by public officials or governmental employees

The person chosen by the county board to serve as a member of the executive

board shall be an elected public official, a full-time/part-time employee of a general purpose member unit of local government, or a person representing the interests of the governmental unit, if so required by the executive board as provided below in these bylaws at article V, executive board, section B, membership by public officials or governmental employees.

3. Project proposals

Each county board shall receive and evaluate proposals for project measures and seek sponsors, when needed, for proposed project measures.

4. Project implementation

Each county board shall forward worthy and feasible multi-county projects to the executive board for consideration and possible action and shall investigate conditions, problems, and/or opportunities relating to proposed projects and shall take appropriate steps to accomplish the objectives of projects approved by the project board. Each county board shall coordinate project activities within its respective county and make recommendations to the executive board with respect to priorities and schedules thereof.

5. Operating funds

Each county board shall be responsible for obtaining whatever administrative funds are needed for its operation. The collection of membership dues, however, shall not be the function of the county boards.

6. Progress reports

Each county board shall assist the executive board in advising and informing project sponsors of the progress and development of the various projects adopted by the project board and shall perform such other related tasks, which are assigned to it by the executive board.

7. Promotion of corporate purposes

Each county board shall also engage in any other activity which promotes the purposes of the corporation and is consistent with its fourth restated articles of incorporation and its bylaws.

G. Meetings of county boards

Each county board shall meet at least annually. The chairperson may call special meetings from time to time. Notice of each regular meeting of each of the county boards, including the agenda to be considered, shall be given to the public in compliance with the Iowa open

meeting law set forth at Iowa Code chapter 28 A and subsequent amendments thereto.

H. Quorum

The presence of a simple majority of its members at a meeting of the county board shall constitute a quorum thereof.

I. Voting

Each member of the county board shall be entitled to one vote on all regular questions and matters of business that shall be decided by a simple majority of the members present at the time thereof. Provided, however, members of the county board shall not be permitted to vote by proxy.

**Article IV**

**Project Board**

A. Members

As provided in the corporation’s fourth restated articles of incorporation, article VII,

organization, section B, project board, the members of the county boards for each of the member counties shall also serve as members of the Project board.

B. Officers

The officers of the county board shall also serve as officers for the project board. The

duties of the officers of the project board shall consist of those responsibilities normally assigned to and performed by the officers of all such organizations and such additional duties as may be created by the bylaws or created from time to time by the project board.

C. Duties of the project board

The project board shall have the following responsibilities:

1. To review, and to approve an annual plan of operations that is prepared by the executive board.

2. To review and approve the project work plans developed by the executive board.

3. To provide guidance, direction, and needed latitude of authority to the executive board.

4. To serve as a nucleus for such standing committees as may be established by the bylaws or ad hoc committees that may be created from time to time by the executive board.

5. To engage in any other activities that promote the purposes of the corporation and are consistent with its fourth restated articles of incorporation and the bylaws.

D. Meetings

The project board shall meet at least annually. One such meeting of the project board shall be held between March 1 and March 31 and shall be designated as the annual meeting for the corporation. Special meetings may be called by the chairperson or by petition from two of the county boards. Notice of all regular meetings of the project board, including the agenda to be considered, and minutes of the past meetings, shall be mailed to all members not less than ten days prior to the meeting.

E. Quorum

A simple majority of the project board members present who represent at least a simple majority of the county boards for the member counties shall constitute a quorum for the transaction of business at any meeting of the project board. If less than a majority of the members of the project board are present at such a meeting, a majority of the project board members present may adjourn the meeting from time to time without further notice.

F. Voting

Each member of the project board shall have one vote. All meetings of the project board, where specific agenda items are to be considered, said specific agenda items shall be mailed to all members not less than fifteen days prior to the meeting. All regular questions and business of the project board shall be decided by a simple majority of the members present if a quorum exists. However, members of the project board shall be permitted to vote by proxy on specific items. Each member of the project board will receive a pre-authorized form that was approved by the executive board, this form will be signed and notarized.

**Article V**

**Executive Board**

A. Members

As provided in the corporation’s fourth restated articles of incorporation, article VII,

organization, section C, executive board and subject to paragraph B below, the county board for each of the member counties shall, between January 1 and March 31, appoint one of its members and an alternate, exclusive of the private sector and at-large interest groups’ representatives to serve as a member of the executive board, and that person or their alternate, as the case may be, shall serve as a member of the executive board. The private sector representatives for the county boards from each of the member counties shall, at the corporation’s annual meeting, select from among their number, four persons to serve as members of the executive board. The At-Large member shall be selected by the above members respective of the corporation’s fourth restated articles of incorporation, article VII, organization, section A (7).

B. Membership by public officials or governmental employees

Not less than a simple majority nor more than sixty-five percent of the county boards for the member counties shall select either an elected public official, a full-time/part-time employee of a general purpose member unit of local government, or their designee to serve as a member and alternate of the executive board for the next term of office. This process shall be directed by the executive board at its regularly scheduled meeting prior to the corporation’s annual meeting.

C. Terms of executive board members and vacancies

Executive board members shall serve for a term of one year beginning April 1 of each year, and incumbents may succeed themselves. Provided, however, the members and officers of the executive board who are serving at the time of the adoption of these bylaws may fulfill their current terms of office. If any executive board member resigns or the position filled by that member otherwise becomes vacant before the expiration of that member’s term of office expires, the unexpired term of such member shall be filled by the alternate member.

D. Officers

1. Election

The executive board shall elect from its public sector membership a chairperson, vice chairperson, secretary, and treasurer.

2. Duties of officers

The officers of the executive board shall have those duties normally assigned to and performed by officers of all such organizations as well as those created by the bylaws or assigned to them from time to time by the executive board.

E. Duties of the executive board

1. Administration of corporate affairs

The executive board shall have the following duties and responsibilities for the administration of the corporation’s affairs:

a. Preparation of an annual plan of operation for the project board’s approval that sets priorities for work and schedules operations of adopted projects;

b. Representation of the Project board in all matters relating to fulfilling the annual plan;

c. Hold regular and special meetings for conducting the normal business of the corporation;

d. Organize and direct needed subcommittees;

e. Provide coordination and guidance to county boards;

f. Receive and review reports, recommendations, and instructions for cooperating agencies;

g. Release regular and special reports, newsletters, and informational matters;

h. Designate a member to represent the corporation at meetings, hearings, and other conferences that will be of interest to the corporation;

i. Represent and act for the Project board within the latitude of authority given by it;

j. Hire an executive director and adopt personnel policies regarding the hiring of employees and their qualifications and prepare a guide for personnel relating to duties, salaries, classifications and reclassifications, annual leave, sick leave, and such other relating items which are necessary for the fulfillment of the duties and responsibilities of the corporation’s administrative staff;

k. Establish per capita rates and also charges for the services provided by the corporation.

F. Meetings of the executive board

The executive board shall meet at least bimonthly. Special meetings may be called by the chairperson or by petition from two members of the executive board. Notice of each regular meeting of the executive board, including an agenda to be considered, shall be mailed or electronically sent to the executive board members at least three days prior thereto, and such notice also shall be given to the public in compliance with the Iowa open meeting law set forth at Iowa Code chapter 28A and subsequent amendments thereto.

G. Quorum

A simple majority of the executive board members present who represent at least a simple majority of the project boards shall constitute a quorum for the transaction of business at any meeting of the executive board. If less than a majority of the members of the executive board are present at such a meeting, a majority of the executive board members present may adjourn the meeting from time to time without further notice.

H. Voting

Each member of the executive board shall be entitled to one vote, and all questions and business of the corporation shall be decided by a simple majority of the members present if a quorum exists. However, members of the executive board shall not be permitted to vote by proxy. Attendance and voting may also be allowed by electronic means.

**Article VI**

**Committees**

A. Creation

The executive board may create from time to time various standing, advisory, and ad hoc committees for the purpose of assisting the county boards, the project board, and the executive board in fulfilling the corporation’s duties and responsibilities.

B. Members, term of appointment, removal, and vacancies

The number of persons appointed to serve as members of such committees and their term of office shall also be determined by the executive board and may be modified by it at any time. The committee members may, but need not be, members of the executive board, and all non-executive board members shall serve at the pleasure of the executive board. The executive board shall fill vacancies. Provided, however, the executive board may approve a different method for determining committee membership, the selection of its officers, and the terms of the officers if necessary to comply with state or federal law.

C. Delegation of powers

The executive board may delegate to any such committee, subject to the control of the executive board, any of the powers and authority possessed by the executive board for the management of the business and affairs of the corporation. Provided, however, the executive board may in its discretion at any time modify or revoke any or all of the authority so delegated and abolish any committee created by it.

D. Committee organization

Subject to the approval of the executive board, any committees hereby created shall have the power to determine the form of its organization and may adopt bylaws and amendments thereto for the purpose of establishing rules and regulations governing its proceedings and meetings.

**Article VII**

**Contracts, checks, deposits and funds**

A. Contracts

The executive board may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.

B. Drafts and checks

All checks, drafts, automatic withdraws or electronic transfers, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall be signed or authorized by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the executive board. In the absence of such determination by the executive board, such instruments shall be signed by the treasurer, secretary or the finance director and countersigned by the chairperson, the vice-chairperson, or the executive director of the corporation.

C. Deposits

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the executive board may select.

D. Gifts

The executive board may accept on behalf of the corporation a contribution, gift, bequest, or devise for the general purposes or for any special purpose of the corporation.

**Article VIII**

**Books and Records**

The corporation shall maintain correct and complete books and records of account. Each of the county boards, the project board, the executive board, and the various committees created by the executive board, shall record the minutes of its proceedings. All books and records of the corporation may be inspected by any member of the public at any reasonable time.

**Article IX**

**Fiscal Year**

The books and records of the corporation shall be maintained on a fiscal year basis beginning on October 1 and ending on September 30 of the following year.

**Article X**

**Administration**

A. Executive Director

The executive board shall employ an executive director who shall be responsible for performing the following duties:

1. Coordinating all staff and consulting services provided to the members of the corporation, the project board, the executive board and the various committees;

2. Preparing and administering the annual work program and budget;

3. Employing, retaining, removing, and setting the salary of all personnel as the

executive director deems necessary within the limits of the budget and policy established by the executive board; and,

4. Performing all other duties delegated by the executive board.

B. Representation of corporation by executive director

The executive director shall, in the absence of the chairperson of the executive board, represent the corporation or executive board before any public agency or public officer. Accordingly, the executive director shall make official recommendations consistent with the policies set forth by the corporation. Where an obvious conflict of interest, public controversy, or uncertainty regarding the approved plans, policies, or procedures occurs, presentation of the matter shall receive prior approval by the corporation acting through its chairperson or vice chairperson of the executive board. The executive director shall have the authority, within limits of policy as formulated by the corporation, to conduct a program of public relations and to execute documents in the name of the corporation.

C. Compensation

No member of the corporation, the county boards, the project board, the executive board, or committee member shall receive any compensation or reimbursement for their time, services, transportation or other expenses incurred in connection with authorized activities of the corporation unless so authorized by the executive board. Such reimbursement shall be in accordance with fiscal policies of the corporation and any applicable federal or state agency providing financial support to the corporation.

**Article XI**

**Annual Meetings**

The annual meeting of the corporation shall be held between March 1 and March 31 of each year at a place, date, and time determined by the executive board.

**Article XII**

**Waiver of Notice**

Whenever any notice is required to be given under the provisions of the Iowa nonprofit corporation act or under the provisions of the fourth restated articles of incorporation or the

bylaws of this corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**Article XIII**

**Corporate Seal**

The corporation shall not have a corporate seal.

Dated this 28th day of March 2007.

**Southern Iowa Council of Governments, Inc.**

By:

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Dave Ferris, Chairperson Mark Olive, Secretary

STATE OF IOWA

SS

COUNTY OF UNION

On this day of 2007, before me, a notary public in and for said county, personally appeared to me Dave Ferris and Mark Olive to me personally known, who being by me duly sworn did say they are the Chairperson and Secretary, respectively, of said corporation. Said bylaws were signed on behalf of said corporation by authority of its project board and the said Dave Ferris and Mark Olive acknowledged the execution of said instrument to be the voluntary act and deed of said corporation by it voluntarily executed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public in and for said county and state

**BYLAWS**

**OF**

**SOUTHERN IOWA DEVELOPMENT GROUP, INC.**

ARTICLE I

MEMBERSHIP

SECTION 1. The membership of the corporation shall be all the members of the Executive Board of the Southern Iowa Council of Governments (SICOG) and designated individuals of the SICOG staff. At no time shall there be less than ten (10) members of the corporation, the precise number to be determined from time to time by the Board of Directors. The membership shall also have representatives from local governments, private sector and/or community organizations, and lending institutions. Members will be appointed by those organizations and/or governments participating in the RLF.

SECTION 2. Vacancies in the membership of the corporation created in any manner whatsoever shall be filled by appointment by the membership upon the nomination of the Board of Directors.

ARTICLE II

OFFICES

SECTION 1. The principal office of the registered office of the corporation shall be in any city located in the Iowa Counties of Adair, Adams, Clarke, Decatur, Madison, Ringgold, Taylor and Union as specified by the Board of Directors of the corporation.

SECTION 2. The corporation may have offices at such other places as the Board of Directors may from time to time determine.

ARTICLE III

MEMBERSHIP MEETINGS - NOTICE - QUORUM - RULES OF ORDER

SECTION 1. The Board of Directors of the corporation and the general membership shall meet at least annually. Notice of each meeting of the Board of Directors and general membership, including the agenda to be considered, shall be mailed to members at least seven (7) days prior to such meetings. Notice of meetings of committees of the corporation shall be given, as each committee shall determine.

SECTION 2. The quorum of the membership shall consist of not less than a majority of members. A quorum of the Board of Directors shall consist of not less than six (6) directors. Presence in person (no written proxy) of members representing a majority of the membership of the corporation shall constitute a quorum at any meeting of members. Each member shall, at every meeting of the members, be entitled to one vote in person, upon each matter properly submitted to vote. Unless required by law or otherwise provided in the By-Laws of the corporation, all matters shall be decided by a majority vote of members present.

SECTION 3. The By-Laws shall constitute the standing rules of the corporation. The rules contained in the latest version of Roberts Rules of Order shall govern the meetings of the corporation in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of the corporation or Articles of Incorporation. Further rules of order shall be made as amendments to these By-Laws.

ARTICLE IV

BOARD OF DIRECTORS AND MEETINGS OF THE BOARD OF DIRECTORS

SECTION 1. All rights, powers, duties and responsibilities relative to the management and the control of the corporation's property, business and affairs are vested in the Board of Directors consisting of a first Board of Directors of two (2) directors and subsequent Boards of not less than eight (8). All members of the Board of Directors shall be members of the corporation, however, no county will have more than two (2) member on the Board of Directors

SECTION 2. The initial directors designated in the Articles of Incorporation of the corporation shall serve on the Board of Directors until the first organizational meeting of members of the corporation and until their successors are elected. Thereafter, directors shall be elected at the annual meeting of the members to serve until the next annual meeting of the members and until their successors are elected.

SECTION 3. Directors, as such, shall not be compensated for the performance of services for the corporation, but may, by resolution of the Board of Directors, be reimbursed for expenses incurred on behalf of the corporation.

SECTION 4. Regular and special meetings of the Board of Directors shall be held on such dates and at such times and places as shall be designated by the Chairperson of the Board of Directors. Meetings of the Board of Directors will be held at least annually and there shall be an annual meeting of the Board of Directors held after each annual membership meeting.

SECTION 5. Special meetings of the Board of Directors may be called at any time by the Chairperson of the Board of Directors on his or her own motion. In the absence of the Chairperson, special meetings may be called by the President on his or her own motion.

SECTION 6. Each director present in person shall be entitled to one vote upon each matter properly submitted to vote, unless required by law or otherwise provided in the Articles or By-Laws of this corporation, all matters shall be decided by a majority vote of the directors present. Presence in person of six (6) directors shall constitute a quorum at any meeting of the Board of Directors.

ARTICLE V

OFFICERS

SECTION 1. The officers of the corporation shall be a Chairperson, a President, a Secretary and Treasurer. The corporation may have one or more Vice-Presidents and any other officers as are designated from time to time by the Board of Directors.

ARTICLE VI

DUTIES OF OFFICERS

SECTION 1. The Chairperson of the Board of Directors shall be a member of the Board of Directors and shall be the chief of the corporation with full power to manage its affairs, subject always to the powers of the Board of Directors, and shall preside at all meetings of the members and the Board of Directors. He or she shall perform such other duties and functions as shall be assigned to him or her from time to time by the Board of Directors. He or she shall be, ex officio, a member of all Committees. The Chairperson of the Board of Directors shall possess the power and authority to sign all certificates, contracts, instruments, papers and documents of every conceivable kind and character whatsoever in the name of and on behalf of the corporation which may be authorized by the Board of Directors.

SECTION 2. The President shall be a member of the Board of Directors. In the absence of the Chairperson or in the event of his or her inability or refusal to act, the President shall perform the duties of the Chairperson, and when so acting, shall have the powers of and be subject to all the restrictions upon the Chairperson. The President shall perform such other duties as are designated by the Board of Directors from time to time.

SECTION 3. The Secretary of the corporation shall cause to be recorded, by electronic or mechanical means, all proceedings of the meetings of the corporation in a book to be kept for that purpose. The Secretary shall give notice of all meetings of the corporation and the corporation for such notice as required and shall provide for the safekeeping of all documents of the corporation including confidential records of loan applicants.

SECTION 4. Treasure: The Treasurer of the corporation shall have custody of all funds of the corporation and shall cause to be kept full and accurate auditable records of financial transactions of the corporation and shall deposit all monies, trusts, and securities in the name of the corporation in such financial institutions as may be designated by the Executive Board of Directors. The Treasurer shall disburse the funds of the corporation as ordered by the Executive Board of Directors on instruments executed by both the President and the Treasurer of their designees, and record vouchers for such disbursements, and shall render to the Board of Directors an account of such transactions of the financial condition of the corporations as determined by the Board of Directors.

SECTION 5. Delegation of Duties: The Board of Directors may, by proper resolution, grant either general or specific authority to such assistants of the corporation officers as may be deemed expedient and proper to the timely operation of the corporation.

ARTICLE VII

FUNDS

SECTION 1. The funds of the corporation shall be deposited in such bank, trust company, and/or other financial institution, one or more, as may be designated by the Board of Directors. Such deposit shall be made subject to withdrawal on the signatures of such person or persons, as the Board of Directors shall designate from time to time.

SECTION 2. The funds of the corporation shall be disbursed only pursuant to resolutions of the Board of Directors, but any depository of such funds so designated shall be fully protected in acting upon the orders for withdrawal, including checks, drafts, and other customary banking orders, signed in accordance with the provisions of Section 1 of this Article of the By-Laws or duly certified corporate resolutions.

SECTION 3. The Board of Directors may take such appropriate steps (including bonding) to insure fidelity of those indicated by the Board.

SECTION 4. The Board of Directors, whenever it determines that the corporation's general interest requires the same, shall have full power and authority on behalf of the corporation to borrow money and issue its promissory notes or bonds for the repayment thereof with interest, and may in like case mortgage the corporation's property as security for the corporation's debts or other lawful engagements, and in such case the Board may authorize the officers of the corporation to take whatever steps are necessary to effectuate borrowing, including without limitation, executing and delivering in the name of and on behalf of the corporation any promissory notes, bonds, mortgages and other evidences of indebtedness with such rates of interest as the Board of Directors shall deem proper.

ARTICLE VIII

COMMITTEES

SECTION 1. Loan Review Committee: The Chairperson of the corporation shall appoint, with the approval of the Board of Directors, one or more Loan Review Committees to serve at the pleasure of the Board. The number of each committee shall not be less than nine (9) members and shall be selected from the directors of the corporation. Members of each committee shall include: three (3) representatives from the county of origin of the application, three (3) representatives from a non-adjacent county and four (4) members from the Executive Board of the Southern Iowa Council of Governments, provided no one of the above SICOG members are from the county of origin of the application.

SECTION 2. Each loan review committee shall be responsible for passing on the merits of loan applications referred to it by the Chairperson. Each committee shall promptly investigate the application and shall recommend to the Board of Directors specific action to be taken within two (2) weeks of the original application. The Board of Directors will take official action on the application within 60 days of the original application. The Board of Directors shall have final authority to approve, reject or request modification of all applications and shall report, not less than annually, to the full Board of Directors on all actions taken. The Chairperson of each Loan Review Committee shall be appointed by the Chairperson of the corporation. A quorum of the loan committees shall be two/thirds of the appointed members.

SECTION 3. The Board of Directors may by resolution passed by a majority of the Board of Directors designate additional committees with such duties and powers as it may provide, in order to carry out the programs and purposes of the corporation, and the individuals to serve as members and chairperson of such committees.

ARTICLE IX

ANNUAL AUDITS

SECTION 1. The Board of Directors shall hire independent certified public accountants who shall be retained to perform an annual audit of the corporation's financial affairs and who shall annually issue a management letter of recommendations to officers and the Board of Directors of the corporation.

ARTICLE X

CONTRACTS AND INVESTMENTS

SECTION 1. When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the Chairperson, President, Secretary or Treasurer may execute the same in the name and on behalf of the corporation. The Board of Directors shall have power to designate the officers and agents who shall have authority to execute any instrument on behalf of the corporation.

SECTION 2. Any person dealing with the corporation, or its property in reliance upon any instrument executed in accordance with these By-Laws or duly certified corporate resolution shall be fully protected thereby, and shall be under no duty to inquire as to the authority of the person executing such instrument.

SECTION 3. The corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors, without being restricted to the class of investments which a Director is and hereby may be permitted by law to make or any similar restriction, provided however, that no action shall be taken by or on behalf of the corporation if such action is a transaction prohibited by the Articles of Incorporation or which would result in denial of tax exemption under Section 501(c)(3) of the Internal revenue Code of 1954, as amended.

ARTICLE XI

AMENDMENT AND ADDITIONS

SECTION 1. The corporation shall, to the fullest extent permissible under Iowa law, indemnify or agree to indemnify any director, officer, employee or agent of the corporation or any constituent corporations; or any former director, officer, employee or agent of the corporation or any constituent corporation (and their heirs, executors and administrators), against expenses (including attorneys fees), judgments, decrees, fines, penalties or amounts paid in settlement actually and reasonably incurred by him or her in connection with the defense of any pending, threatened or completed action, suit, or proceeding, criminal, civil, administrative or investigative, to which he or she was, is or may be made a party by reason of being or having been such director, officer, employee or agent of the corporation.

SECTION 2. Expenses incurred in defending a civil or criminal action, suit or proceedings described in Section 1 of this Article may be paid by the corporation in advance of the final disposition of such action, suit or proceedings, upon receipt of an understanding by or on behalf of the director, officer, employee or agent to repay such amount unless it shall ultimately be determined that he is entitled to be indemnified by the corporation.

ARTICLE XII

AMENDMENT AND ADDITIONS

SECTION 1. These By-Laws may be altered or amended by majority vote, at a duly called meeting of the members of the corporation, provided that written notice containing the substance of proposed amendment has been sent to each member of the corporation, at least seven (7) days in advance of the date of meeting.

SECTION 2. The Board of Directors may adopt additional rules and regulations, general or specific, for the conduct of its meetings, and additional rules and regulations, general or specific, for the conduct of the corporation.

ARTICLE XIII

PERSONNEL

SECTION 1. Staffing: The Board of Directors may employ, either directly or by contractual arrangements, a professional staff with the capability to package, process, close and service its loans and provide professional accounting, legal and business servicing capabilities through the Southern Iowa Council of Governments. This provision is grounded in the interest of eliminating duplication of administrative staffs. All contractual arrangements approved by the Board of Directors shall be under the direct supervision of the Chairperson. The Board may contract for any services not available through the Southern Iowa Council of Governments.

ARTICLE XIV

APPLICATIONS FOR LOANS

SECTION 1. All applications for loans shall be on a form or forms approved by the Board of Directors. Such applications shall be accompanied by such additional exhibits, appendages, reports, statements-certificates, affidavits, and supplemental information as may, either at the time of such application of thereafter, be required by the Loan Review Committee, the Board of Directors of the Chairperson for the Corporation.

SECTION 2. Processing of Applications: Applications for loans shall be forwarded to the principal office of the corporation. The Chairperson of the corporation shall assign each loan application; each proposal shall be forwarded to the President of the Corporation with appropriate comments and recommendations for submission to the Board of Directors. The final authority as to rejection or approval of any loan application shall rest with the Board of Directors.

SECTION 3. Notice. Notice of the rejection or approval of any loan application shall be forwarded to the loan applicant at the address shown in the application by the United States Mail, postage prepaid, not more than sixty (60) days following the submission of the fully completed application. Prompt notice of rejection or approval of any loan shall be forwarded to the applicant upon the action of the Board of Directors.

SECTION 4. Delegation: Any part of the investigation and fact gathering process affiliated with a loan application may be delegated to contracted staff personnel to provide essential information. The recommendations of the Loan Committee and final action of the Board of Directors may not be delegated.

ARTICLE XV

FISCAL YEAR: NO SEAL: NOTICES

SECTION 1. The fiscal year of the corporation shall end on the 30th day of September of each year.

SECTION 2. The corporation shall have no corporate seal.

SECTION3. Whenever any notice or communications is required to be given to any director or member under any provision of statute, in writing, by mail, addressed to such director or member, at the address designated by him for that purpose or, if none is designated at his last known address. The notice or communication is given when deposited with postage thereon prepaid, in a post office or official depository of the Unties States postal service. The mailing shall be registered, certified or other first class mail except where otherwise provided. Notice may also be given orally in person or by telegram, telex, radiogram or cablegram, and such notice shall be deemed to be given when the recipient receives the notice personally, by telephone or when the notice, addressed as provided above, has been delivered to the corporation, or to the equipment transmitting such notice. Unless otherwise required, neither the business to be transacted at, nor the purpose of, a regular or special meeting of the Board of Directors need to be specified in the notice of the meeting.

SECTION 4. When, by statute or the Articles of Incorporation or these By-Laws, or by the terms of an agreement or instrument, the corporation or the Board of Directors or any committee thereof may take action after notice to any person or after lapse of a prescribed period of time, the action may be taken without notice and without lapse of the period of time, if at any time before or after the action is completed the person entitled to notice or to participate in the action to be taken or, in case of a member, by his attorney-in-fact, submits a signed waiver of such requirements. Neither the business to be transacted at, nor the purpose of, a regular or special meeting of the Board of Directors need to be specified in the waiver of notice of the meeting. Attendance of a person at a meeting of the Board of Directors of members of the corporation constitutes a waiver of notice of such meeting, except when the person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

ARTICLE XVI

PURPOSE

SECTION 1. The purposes for which this corporation is organized and incorporated are:

A. To further the economic development of the region comprised of the Iowa Counties of Adair, Adams, Clarke, Decatur, Madison, Ringgold, Taylor and Union, as well as the cities located therein;

B. To promote and assist the growth and development of business concerns, including small and medium sized business concerns in said areas;

C. To stimulate business opportunity and development in said area as measured by increased employment, payrolls, business volume and corresponding community benefits, as opposed to monetary benefits to the members of this corporation;

D. For any and all purposes permitted by the Iowa Nonprofit Corporation Act, Chapter 504A, Code of Iowa (1981), as amended, and permitted under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended, or the corresponding provision of any future United States Revenue Law.

Adopted by the Board of Directors this day of

**Southern Iowa COG Housing Trust Fund, INC.**

**BYLAWS**

**ARTICLE I - GENERAL PROVISIONS**

Section 1. Fiscal Year. The fiscal year of the Southern Iowa COG Housing Trust Fund, Inc. shall be from January 1 through December 31.

**ARTICLE II - BOARD OF DIRECTORS**

Section 1. - General Powers. The Southern Iowa COG Housing Trust Fund, Inc. shall be governed by the Southern Iowa COG Housing Trust Fund, Inc. Board (hereafter known as "SICOG HTF"") and shall act on behalf of the member communities and residents of Adair, Adams, Clarke, Decatur, Madison, Ringgold, Taylor and Union Counties. The general powers of the SICOG HTF shall include:

1. Developing Region-wide affordable housing strategies and carrying out all acts necessary and incidental to carrying out such strategies.

2. Overseeing and allocating the funds received by the Trust Fund.

4. Monitoring the performance of the SICOG HTF operations and activities funded by the SICOG HTF.

5. Preparing an annual report and accounting of the SICOG HTF activities.

6. Overseeing the duties and performances of those employed by or acting on behalf of the SICOG HTF.

7. Nominating SICOG HTF Members and electing officers.

Section 2. Number of Members. The SICOG HTF shall consist of an even number of members from the member counties and other special interests, totally Ten (10). Standing members shall be:

* Chairman of the Southern Iowa Council of Governments
* Vice Chairman of the Southern Iowa Council of Governments
* Secretary of the Southern Iowa Council of Governments
* Treasurer of the Southern Iowa Council of Governments
* Executive Director of the Southern Iowa Council of Governments
* Special Interest Group Representative of the Southern Iowa Council of Governments
* Four members at large with qualifications outline in Section 5.

Notwithstanding the above, in no case shall the membership be comprised of more than fifty percent (50%) of individuals from local government and/or elected public officials.

Section 3. Term. SICOG HTF Members shall serve staggered terms of three (3) years. Incumbents may succeed themselves.

Section 4. Method of Appointment / Selection / Election. At its annual meeting each year, the

SICOG HTF shall receive nominations to the Board from the members for vacancies created by the expiration of any Board member's term. Nominations to fill vacancies during any term shall be made by the Board during any meeting of the SICOG HTF. From the nominations, the Board shall approve new Board members.

Section 5. Qualification. Each member of the Board shall be a person whose experience or occupation or position broadly represents the region and the residents of the area served and is inclusive of one or more of the following categories:

1. Real estate brokers or agents,
2. Private developers,
3. Attorneys or appraisers,
4. Accountants,
5. Officers, including loan officers, of financial institutions,
6. Consumer and housing advocates,
7. Low to moderate-income residents.

No more than five representative from the Southern Iowa Council of Governments Executive Board of Directors, one at large designees of the Southern Iowa Council of Governments Executive Board of Directors who shall not be elected individuals, one member of any one real estate agency, development firm, law firm, appraisal firm, accounting firm or financial institution may serve on the Board at one time. A majority of the seats on the Board shall consist of persons who are not local government/public officials or employees of city or county government.

Section 6. Annual Meeting. The annual meeting of the Board shall be held in March with a minimum seven (7) day notice to members. Officers shall be elected at the annual meeting. This meeting shall be open to the public and all meetings shall meet the provisions of the open meeting laws of Iowa.

Section 7. Regular Meetings. There shall be no fewer than one (1) meetings of the SICOG HTF held each year. Members shall be notified at least seven (7) days prior to the regularly scheduled

SICOG HTF meeting.

Section 8. Special Meetings. Special meetings of the SICOG HTF may be called by the Chairperson of the Board, or by any two Board members requesting the Chairperson to call such meeting. Notice of special meetings of the Board shall be provided at least two days prior to special meetings.

Section 9. Quorum. A simple majority of filled seats on the Board shall constitute a quorum for the transaction of business at any SICOG HTF meeting.

Section 10. Voting. All questions at a meeting of the SICOG HTF shall be decided by a majority vote of members entitled to vote **and** present. Each member shall be entitled to one vote. Absent members shall not be allowed to vote by proxy.

Section 11. Electronic Attendance. Members may participate in any meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can communicate with one another or through any technology allowable under law, but only to the extent allowed by the Board of Directors. Such participation in the meeting shall constitute presence in person at the meeting.

Section 12. Resignation and Removal. Any member may at any time resign by serving written notice to the remaining members. Any member missing more than half of the regularly scheduled Board meetings in the Twelve (12) month period between annual meetings shall be deemed to have resigned his or her position on the Board.

Section 13. Compensation. Members shall serve on the Board without compensation. From time to time reasonable expenses may be paid for costs of carrying out official business of the

SICOG HTF**.** The Board shall approve any and all compensation/payment to a Board member.

Section 14. Parliamentary Procedure. Parliamentary procedure shall be conducted in accordance with Robert's Rules of Order.

**ARTICLE III - OFFICERS**

Section 1. Officers. The Officers of the Board shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer, each of who shall be elected by the Board.

Section 2. Nomination of Officers. Officers shall be nominated and elected by the Board members at the annual meeting.

Section 3. Election and Term of Office. The terms of elected officers are for a period of one (1) year, and no officer shall hold the same office for more than two consecutive terms.

Section 4. Resignation. Any officer may at any time resign by serving written notice to the Board. Such resignations shall take effect upon receipt thereof or at any later time specified within.

Section 5. Removal. Any officer may be removed by the SICOG HTF for just cause by majority vote.

Section 6. Vacancies. A vacancy in any office shall be filled by the SICOG HTF for the unexpired portion of the term.

Section 7. Chairperson. The Chairperson shall be a member of the Board and shall, when present, preside at all meetings of the SICOG HTF. The Chairperson shall perform other such duties as may from time to time be assigned by the SICOG HTF.

Section 8. Vice Chairperson. The Vice-Chairperson shall be a member of the Board and shall, in the absence of the Chairperson or in the event of death, inability or refusal to act, perform the duties of the Chairperson. The Vice-Chairperson shall perform other such duties as may from time to time be assigned by the SICOG HTF.

Section 9. Secretary. The Secretary shall be a member of the SICOG HTF and shall be responsible for seeing that a) minutes of the Board meeting are kept; b) notices of meetings are given in accordance with these bylaws; and c) other SICOG HTF records are maintained. The Secretary shall perform other such duties as may from time to time be assigned by the SICOG HTF.

Section 10. Treasurer. The Treasurer shall be a member of the SICOG HTF and shall be responsible for seeing that: a) financial records are fully and accurately maintained for all transactions; b) expenditures are duly authorized and evidenced by proper receipts and vouchers; c) deposits are made timely and into such depository or depositories as approved by the Board; d) reports are made to the SICOG HTF on the financial condition of the Trust Fund; e) an annual audit is conducted by a Certified Public Accountant; and perform such other duties as may from time to time be assigned by the SICOG HTF.

Section 11. Executive Director. The SICOG HTF may elect or employ an Executive Director, who may be a member of the Board. The Executive Director shall act as the principal staff for the SICOG HTF and shall, subject to the control of the SICOG HTF, have general charge of the direct the operations of the SICOG HTF. The Executive Director shall keep the Board fully informed and consult with them concerning the business of the SICOG HTF. The Executive Director may, by resolution of the SICOG HTF, have the authority to assist in executing all contracts, checks, and other obligations on behalf of the SICOG HTF, as the Executive Director may deem necessary and proper in the course of the SICOG HTF's business, or which is authorized by the SICOG HTF. The Executive Director may sign, in the name of the SICOG HTF, reports *and* other documents, which are necessary or proper during the course of the SICOG HTF's business. The Executive Director shall perform all duties inherent to the position, as herein defined, and perform all other such duties as may from time to time be assigned by the Board. In the absence of the appointment or employment of an Executive Director, the Chairman of the SICOG HTF, or the Chairman's designee, who must be an officer of the SICOG HTF, shall carry out the duties set forth herein.

Section 12. Other Personnel, *the* SICOG HTF is authorized to recruit, hire and terminate any Executive personnel as may be necessary to carry out the SICOG HTF's functions.

Section 13. Salaries. Officers, except the Executive Director, shall serve without compensation, except that reasonable expenses may be paid for officers carrying out official duties of their offices.

**ARTICLE IV - WRITTEN INSTRUMENTS, LOANS, CHECKS AND DEPOSITS**

Section 1. Written Instruments. The SICOG HTF may authorize the Chairperson or the Executive Director to enter into contracts and agreements to which the Trust Fund is a party.

Section 2. Loans. No loans shall be contracted on behalf of the SICOG HTF and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the SICOG HTF. Such authority may be general or confined to specific instances.

Section 3. Checks, Drafts, Etc. Any two of the following persons listed below have the authority to sign all checks, drafts, or other orders for payment of money:

Chairman, Vice-Chairman, Secretary, Treasurer, Executive Director of the SICOG HTF and Finance Director of SICOG.

Section 4. Deposits. All trust fund monies not otherwise employed shall be deposited to the credit of the SICOG HTF in such banks, savings and loans, credit unions, trust companies, or other depositories as the SICOG HTF directs.

**ARTICLE V - COMMITTEES OF THE BOARD**

Section 1. General. The SICOG HTF may appoint standing or ad hoc committees as necessary.

Section 2. Reports. Except as otherwise provided by the Board, all committees shall maintain written agendas and/or minutes of their meetings, which shall be available to the SICOG HTF. Any committee shall report its activities to the SICOG HTF as necessary.

Section 3. Meetings. All committees shall meet at such time and place as designated by the Chairperson of the committee and as often as necessary to accomplish their duties.

**ARTICLE VI - INDEMNIFICATION**

Section 1. No member of the SICOG HTF shall be personally liable to the Southern Iowa COG Housing Trust Fund or its members with respect to any acts or omissions in the performance of his or her duties as a SICOG HTF member or representative, if such acts do not constitute fraud or deceit resulting in financial loss to the SICOG HTF. The SICOG HTF shall indemnify and defend each of its SICOG HTF members from all liabilities, expenses, judgments, fines, settlements and other amounts, including attorney fees and expenses, actually or reasonably incurred in connection with any claims or causes of action arising by reason of the fact that any such person is or was an agent of the SICOG HTF. For purposes of this Article, an "agent" of the SICOG HTF includes any person who was a member, Board member, Officer, employee or any agent of the SICOG HTF; or is or was serving at the request of the SICOG HTF as Director, Officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise. The SICOG HTF may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the SICOG HTF against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the SICOG HTF would have the power to indemnify or defend the agent against liability under the provisions of this Article. '

**ARTICLE VII - AMENDMENTS**

Section 1. These bylaws may only be amended, repealed or substituted in whole or in part by the vote of the majority of SICOG HTF members then in office at any meeting of the SICOG HTF provided, however, that written notice of intention to make, amend, or repeal the bylaws in whole or in part, or adopt new bylaws, shall have been given in the notice of such meeting, unless all SICOG HTF members then in office shall unanimously vote in favor of such amendment, alteration or repeal.

**ARTICLE VIII - DISTRIBUTION UPON DISSOLUTION**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the participating local county governments to assist with housing for persons of moderate and below income.

**ARTICLE IX - ADOPTION**

The Bylaws of the Southern Iowa COG Housing Trust Fund, Inc. were originally adopted on the 29th day of June 2005. As amended this 20th day of July 2016, all previous versions of the Bylaws are now repealed.

Dated ­ July 20, 2016.

Month Day

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary – SICOG HTF

Grant Listing

(not all inclusive)

Adair Co Foundation

Adams Co Foundation

Ahrens Foundation

Alliant Energy

All State Foundation

AmerUS Bank

ATURA

BNSF Foundation

Casey's Foundation

CAT

CDBG CF&S

CDBG EDSA

CDBG HSG

CDBG W&S

Citigroup

COPS/HP

CVTPA

Dekko

DHS Fire Grant

DHS ODP Fire

DNR SWAP

EPA

Farm Bureau

FHLBDM AHP

GRM

Home Depot

HRDP

ICC&EENW

IDCA CLG

IDED CAT

IDED/HOME

IDNR

IDNR/LAWCON

IDNR/SRF

IDPH

IDPH EMS Bureau

IFA

IFA HAP

IHLSEM/DHS

Iowa Farm

Iowa Health Prize

KCCI Main Street

Keep Iowa Beautiful

Kraft Foundation

LAWCON

LGIF

LHAP

NADO/EDA

NTHP/PSA

Pillars

Pioneer Hybrids

PMRC

Prairie Meadows

Principal

RACI

REAP

State Historical

Schildberg Foundation

SCICF

State Rec Trails

SWAP

US Soccer Foundation

USDA - RD

USDA ED EII

USFA FEMA

Wells Fargo

Wellmark

WFWF

YACC

Chapter 28H

Councils of Governments

28H.1 Councils of governments established.

28H.2 Work program - coordination.

28H.3 Duties.

28H.4 Membership - liability of members.

28H.5 Agreements with other agencies.

28H.1 Councils of governments established.

For purposes of this chapter, a council of governments includes the following areas established by executive order number 11,1969 or a chapter 28E agreement:

1. Upper Explorerland regional planning commission serving Allamakee, Clayton, Fayette, Howard, and Winneshiek counties.

2. North Iowa area council of governments serving Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Mitchell, Winnebago, and Worth counties.

3. Northwest Iowa planning and development commission serving Buena Vista, Clay, Dickinson, Emmet, Lyon, O'Brien, Osceola, Palo Alto, and Sioux counties.

4. Siouxland interstate metropolitan planning council serving Ida, Monona, Plymouth, Woodbury, and Cherokee counties.

5. MIDAS council of governments serving Calhoun, Hamilton, Humboldt, Pocahontas, Webster, and Wright counties.

6. Region six planning commission serving Hardin, Poweshiek, Tama, and Marshall counties.

7. Iowa northland regional council of governments serving Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy counties.

8. East central intergovernmental association serving Cedar, Clinton, Delaware, Dubuque, and Jackson counties.

9. Bi-state metropolitan planning commission serving Scott and Muscatine counties.

10. East central Iowa council of governments serving Benton, Iowa, Johnson, Jones, Linn, and Washington counties.

11. Region twelve council of governments serving Audubon, Carroll, Crawford, Greene, Guthrie, and Sac counties.

12. Southwest Iowa planning council serving Cass, Fremont, Harrison, Montgomery, Page, and Shelby counties.

13. Southern Iowa council of governments serving Adair, Adams, Clarke, Decatur, Madison, Ringgold, Taylor, and Union counties.

14. Area fifteen regional planning commission serving Appanoose, Davis, Jefferson, Keokuk, Lucas, Mahaska, Monroe, Van Buren, Wapello, and Wayne counties.

15. Southeast Iowa regional planning commission serving Des Moines, Henry, Lee, and Louisa counties.

16. Metropolitan area planning agency serving Mills and Pottawattamie counties.

90 Acts, ch 1157, §1; 90 Acts, ch 1262, §40

Boone, Dallas, Jasper, Marion, Polk, Story, and Warren counties, or combinations of these, may form councils of governments or associate with any existing councils of governments; 90 Acts, ch 1157, §6; 90 Acts, ch 1262, §41

8H.2 Work program - coordination.

1. Each council of governments shall adopt each year a work program to establish guidelines for delivery of services and activities to communities in the area. The work program shall include but is not limited to the following:

a. Cooperation in delivery of community development programs and services to units of local government.

b. Cooperation with the regional coordinating council in the development of plans and programs for community development.

2. The councils of governments shall elect annually a representative to serve on the advisory council established by the department of economic development to provide input on the review and update of the state's economic development strategic plan.

3. The councils of governments shall receive information and recommendations on issues of regional economic importance from the regional coordinating council for possible use in the regional community development plan.

28H.3 Duties.

A council of governments shall perform, but is not limited to, the following duties:

1. Provide planning services or technical assistance to the region defined in section 28H.1.

2. Coordinate regional community development planning to assist community development and planning.

3. Coordinate delivery of community development programs and services with local, state, and federal programs and activities.

4. Prepare a regional community development plan which shall be updated annually. The plan shall include but is not limited to the following:

a. Inventory and needs assessment of regional infrastructure.

b. Labor supply.

c. Cultural and fine arts resources.

d. Housing.

e. Primary health care services.

f. Natural resources, conservation, and recreational facilities.

g. Region-wide development opportunities.

28H.4 Membership - liability of members.

1. Membership, appointments, and terms of office shall be governed by bylaws adopted by each council of governments.

2. A director, officer, employee, member, trustee, or volunteer of a council of governments is not liable for the debts or obligations of the council of governments. A director, officer, employee, member, trustee, or volunteer is not personally liable for a claim based upon an act or omission of the person performed in the discharge of the person's duties, except for acts or omissions which involve intentional misconduct or knowing violation of the law, or for a transaction for which the person derives an improper personal benefit.

28H.5 Agreements with other agencies.

A council of governments shall be considered a public agency for the purpose of chapter 28E. A council of governments may enter into an agreement under chapter 28E with another council of governments, community college, or other public agency for the purpose of community development and planning.