BOARD OF COMMISSIONERS
MINUTES - REGULAR MEETING
January 12, 2016

(1) CALL TO ORDER
Chair Croatt called the Regular Meeting of the Scott County Community Development Agency
Board of Commissioners to order January 12, 2016, at 4:09 p.m.

(2) ROLL CALL
(Roll call was held over from the CDA Annual Meeting)

Commissioners present: District I, DeAnn Croatt
District II, Ben Zweber
District III, Kent Robbins
District IV, Patti Sotis
District V, Jane Victorey

Staff present: Bill Jaffa, Executive Director
Julie Siegert, Housing Director
Stacy Crakes, Business Development Manager FSS
Linda Janovsky, Recording Secretary

Others Present Julie Urell, Assistant VP-Consultant, Springsted

(3) MINUTES SUBMITTED FOR APPROVAL

3.1) CDA Regular Meeting – December 7, 2015
Commissioner Robbins made a motion to approve the Minutes from the December 7,
2015, meeting. Commissioner Sotis seconded the motion. Unanimous voice vote
followed. Motion carried.

(4) AGENDA ACTION(S)

4.1) Agenda Modifications
No agenda modifications were requested.

4.2) Consent Agenda
Commissioner Zweber made a motion to approve the Consent Agenda. Commissioner
Sotis seconded that motion. Unanimous voice vote followed. Motion carried.

(5) FINANCIAL REPORT

5.1) Payment of Bills
Commissioner Victorey made a motion to approve the check registers in the amount of
$877,277.93. Commissioner Sotis seconded the motion. Unanimous roll call vote
followed. Motion carried.
5.2) *Procurement Summary
[Consent item; no discussion]

5.3) **RESOLUTION NO. 03-16: ADOPTING INTERNAL REVENUE SERVICE (IRS)
STANDARD MILEAGE RATE FOR COMMISSIONER AND STAFF TRAVEL**
Commissioner Victorey made a motion to approve Resolution No. 03-16. Commissioner Sotis seconded the motion. Unanimous roll call vote followed. Motion carried.

5.4) **RESOLUTION NO. 04-16: ADOPTING REVISED SALARY RANGE, TITLE, GRADE
ASSIGNMENTS, AND APPROVING COMPENSATION PLAN IMPELMENTATION**
Julie Urell, Springsted Incorporated, was in attendance to provide a report. The Personnel Committee indicated that they had met and reviewed the information. It was indicated that the option selected for implementation would move employees with a length of service of 7 years or more to the mid-point of the grade. Commissioners Croatt and Victorey had questions and voiced concern that there wasn’t enough information for review; specifically the Final Report. Commissioner Robbins made a motion to approve Resolution No. 04-16. Commissioner Sotis seconded the motion. Unanimous (5-0) roll call vote followed. Motion carried.

(6) **OLD BUSINESS**

6.1) **Affordable Housing Programs**

6.11)* **Affordable Housing Occupancy Report**
[Consent item; no discussion]

6.12)* **Housing Choice Voucher Utilization Report**
[Consent item; no discussion]

6.2) **Home Ownership Programs**

6.21)* **Homeownership Programs Report**
[Consent item; no discussion]

6.3) **First Stop Shop (FSS)**
Stacy Crakes, Business Development Manager, provided information on the 2015 Scott County Wins and asked for feedback on the monthly report of FSS activities. It was Commissioners’ preference to receive this update quarterly rather than monthly. Ms. Crakes also provided an update on the Economic Development Incentive (EDI) grant program. The application due date for the cities is January 29.

6.4) **SC-CDA Development Activities**

6.41) **The Henderson**
Executive Director Jaffa reported that the construction is on time and within budget. It is expected the pre-cast will be delivered the last week of January.

6.42) **The Hamilton Water Intrusion**
Executive Director Jaffa indicated that the cold helps with this issue as it is the driving rain that causes the water intrusion. A plan has been established to repair/replace the stucco where the water is penetrating when the temperatures are warm enough to complete this work. If there is water leaking
before that time, the repair work can be moved up in schedule but there will be an extra cost for winter conditions.

6.5) **Families and Individuals Sharing Hope (FISH)**
Executive Director Jaffa stated that the finalist for the FISH Executive Director position declined the offer stating that she did not feel it was a good fit for her. Hiring Committee members will meet with the second top candidate.

(7) **NEW BUSINESS**

7.1) **Liaison Report – Scott County Commissioner**
Commissioner Ulrich not present; no report.

7.2) **RESOLUTION NO. 05-16: ADOPTING REVISIONS TO PERSONNEL POLICIES**
The Personnel Committee indicated that they reviewed the policies and they approved. Commissioner Sotis made a motion to approve Resolution No. 05-16. Commissioner Robbins seconded the motion. Unanimous roll call vote followed. Motion carried.

7.3) **Executive Session**
Commissioner Robbins made a motion to close the Regular Meeting for the Executive Director’s Annual Performance Evaluation at 5:28 p.m. The Board did perform the review. Commissioner Victorey moved to open to the Regular Meeting at 5:40 p.m. [It was discovered after the meeting that clarification was needed for the calculation of the salary increase. The Personnel Committee is requesting a brief Executive Session at the next meeting.]

(9) **ADJOURN**
Commissioner Zweber made a motion to adjourn the Meeting of the Scott County CDA Board of Commissioners at 5:47 p.m. Commissioner Sotis seconded the motion. Unanimous voice vote followed. Motion carried.