

**Southeast Iowa Regional Planning Commission
Special Executive Board Minutes
3rd Floor Conference Room, Memorial Auditorium
July 9, 2010**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Jim Howell, and Gary Folluo,
Staff Present: Brian Tapp, Mike Norris, and Debbie Laughlin
Guests Present: News Media

Call to order at 9:34 A.M.

Agenda Approval

Motion by Howell to approve the July 9, 2010 agenda, second by Trousil. All Ayes, motion passed.

Old Business

1. Facility Funding: Tapp updated the board on the pending lease agreements and discussion ensued as to what construction requests would be paid by SEIRPC and what would be considered expense by the tenant. The consensus of the board was that they would like to see actual figures before continuing the discussion. Tapp updated the board in regard to progress in discussions about the phone system and information technology including the time notification needed in advance to ensure these services are in place prior to moving in. Tapp stated that the IDOT has approved the revised space allocation for SEIRPC. Tapp highlighted the project budget that was included in the packet. Howell questioned whether the utilities should be deducted from the net total, and Tapp agreed. No action necessary.
2. Development Director Position: Schleisman stated that he felt the new Executive Director would probably like to have a hand in selecting his own staff, and even possibly in deciding on staff redirection. Tapp stated that Derek Stotlar is contracting with SEIRPC to handle the RLF side of the position during the interim. Trousil suggested we hold off on continuing with the hiring process for the Development Director Position. The board directed Laughlin to send out notification to candidates explaining the delay. No action necessary.
3. Executive Director Position: After discussion, the board stated their preference to see what candidates apply for the Executive Director position by the July 16th deadline before deciding whether to proceed with a head hunter company. Laughlin was directed to send a packet of all Executive Director applicant documents to each of the Executive Board Members immediately after the 4:00 p.m. July 16th deadline. Schleisman stated that Brian Tapp was employed by Southeast Iowa Regional Planning Commission for 17 years. Trousil made a motion to approve SEIRPC buy back Brian Tapp's sick time, at a three to one ratio, second by Folluo. All Ayes, motion passed.

MATTERS FROM THE FLOOR:

Tapp stated that the SEIRPC staff are great to work with, including those present at this meeting, Norris and Laughlin. Tapp further stated that he was confident that the proposed tenants will be a great fit at the new facility.

Trousil made a motion to Recommend to the Full Board that they appoint Mike Norris as the Interim Executive Director at the July 22, 2010 Full Board Meeting, second by Folluo. All Ayes, motion passed.

Motion to adjourn meeting by Howell.
Second by Trousil. All Ayes

Meeting adjourned at 10:15 a.m.

Submitted by Debbie Laughlin

Brian Tapp, Executive Director

Jim Howell, Secretary

Date: _____

Date: _____