

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha NE 68102-4328  
Benefit Committee & Finance Committee  
July 20, 2016

The MAPA Benefit Committee & Finance Committee met July 20, 2016, in the MAPA conference room. Melissa Engel called the Benefits Committee meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale, Secretary/Treasurer  
Clare Duda, Douglas County  
Melissa Engel, MAPA  
Michael Felschow, MAPA  
Ron Kohn Mills County  
Carl Lorenzen, Washington County  
Tom Richards, Sarpy County  
Greg Youell, MAPA

Staff

Natasha Barrett  
Amanda Morales

Guests

Kristin Nollett, SilverStone Group  
Rita Sanders, Bellevue

Members Absent

Grant Anderson, MAPA, Tom Hanafan, Pottawattamie County

A. HEALTH INSURANCE RENEWAL(Action)

1. The Committee will make a recommendation to the board for the September 1 renewal date.

Ms. Nollett with SilverStone Group presented the Finance Committee health insurance options for the September 1<sup>st</sup> renewal date. One option presented was to continue the existing coverage with a 5% increase in premiums. The average premiums increase was 7% and many groups the premiums increase was even larger. Another option presented would include a premium decrease of almost 3%, but would increase deductibles \$500 for individuals and \$1,000 for families. Silver Stone Group feels that the renewal rate to continue our current coverage is very good.

Also discussed was how the Affordable Care Act impacts MAPA and our current plan will be grandfathered for 1 more year.

MOTION by Richards SECOND by Lorenzen to continue with current health insurance plan. MOTION CARRIED.

B. PAID TIME OFF AMENDMENT (Discussion)

1. The Committee will receive an update on the status of policy changes as a result of the new Fair Labor Standards Act (FLSA) regulation effective December 1, 2016.

Ms. Engel advised the committee that recommendations for policy changes in regard to paid time off are currently in the works and will be action items in the months to come. Ms. Engel also spoke to the committee about the staffs plan to change from 24 pay periods a year to 26 pay periods a year to accommodate and simplify calculating hours worked per week given the changes in the Fair Labor Standards Act regulation.

C. ADJOURN BENEFIT COMMITTEE AND CONTINUE WITH FINANCE COMMITTEE

MOTION by Richards SECOND by Bloomingdale to adjourn the Benefits Committee meeting at 8:50 am. MOTION CARRIED.

Patrick Bloomingdale called the Finance Committee meeting to order at 8:50 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale, Secretary/Treasurer  
Clare Duda, Douglas County  
Ron Kohn Mills County  
Carl Lorenzen, Washington County  
Tom Richards, Sarpy County

Staff

Natasha Barrett  
Melissa Engel  
Michael Felschow  
Amanda Morales  
Greg Youell, MAPA

Guests

Rita Sanders, Bellevue

Members Absent

Tom Hanafan, Pottawattamie County

D. MONTHLY FINANCIAL STATEMENTS (May)

1. Bank Reconciliation (American National Bank) and Statements on Investments
2. Receipts and Expenditures
3. Schedule of Accounts Receivable/Accounts Payable
4. Consolidated Balance Sheet
5. Program Status Report/Line Item Status Report

Ms. Engel presented the financial statements for May 2016.

**E. FOR FINANCE COMMITTEE APPROVAL**

1. Contract Payments: (Action)
  - a. Heartland Family Services – PMT #28 - \$2,406.97
  - b. Olsson Associates –Platteview Road – PMT #25 - \$1,242.33
  - c. The New BLK – PMT #1 - \$7,400.00
  - d. Steve Jensen – PMT #5 - \$1,625.00
  - e. Lovgren – PMT #3 - \$15,965.00
  - f. Intercultural Senior Center – PMT #3 - \$5,196.20

Mr. Youell presented the contract payments listed above. The Heartland Family Service payment is for their “Ways to Work” program for the month of May. Olsson Associates contract payments are for services through June 11, 2016, on the Plattview Road Land Use and Corridor Study. The New BLK payment is for work on Heartland 2050’s summit messaging and branding. Steve Jensen has invoiced MAPA for consulting services on Heartland 2050 Implementation through June 30th. Lovgren’s payment is for the 2016, “Little Steps Big Impact Ozone Awareness Campaign” expenses through June 30th. The Intercultural Senior Center is requesting reimbursement for personnel expenses for April through June 2016.

MOTION by Lorenzen SECOND by Duda to approve contract payments under E. 1 as presented. MOTION CARRIED.

2. Contract Payments with exception
  - a. Olsson Associates – Sarpy Co. Transit – PMT #4 - \$20,331.22

Mr. Youell presented the contract payment with exceptions, for Olsson Associates work on the “Sarpy County Transit Feasibility Study through June 11,2016.

MOTION by Duda SECOND by Kohn to approve the Olsson Associates contract payment once all necessary documentation is received. MOTION CARRIED.

**F. RECOMMENDATION TO THE BOARD**

1. Final Payments:
  - a. Pottawattamie County GIS - \$3,820.03
  - b. H2050 Guest Speaker Jeff Speck - \$10,000 plus expenses
  - c. Sarpy County Planning - \$6,589.92

Mr. Youell presented the final payments presented above. The Pottawattamie County GIS payment for continued maintenance of numerous transportation related geographic datasets and websites through June 30<sup>th</sup>. Jeff Speck the guest speaker of the August 2<sup>nd</sup>, Heartland 2050 Summer Summit. Sarpy County Planning’s reimbursement for their work on transportation planning from April through June 2016.

MOTION Duda SECOND by Lorenzen to recommend that the Board of Directors approve the final payments as presented. MOTION CARRIED.

2. Final Payments with exceptions
  - a. City of Omaha Planning – not to exceed \$44,996.85

Ms. Youell presented the City of Omaha Planning’s final payment with exceptions for their transportation planning during 4th quarter of FY 2016.

MOTION Kohn SECOND by Duda to recommend that the Board of Directors approve the final payment once all necessary documentation is received and exceptions are cleared. MOTION CARRIED.

3. Contract Amendments
  - a. Crescent Comp Plan Amendment
  - b. Pottawattamie County Master Transportation Plan Amendment

Mr. Youell presented the contract amendments for both Crescent and Pottawattamie County. The City of Crescent Iowa Comprehensive Plan Update amendment extends the completion date of the contract out to December 31, 2016. The

Pottawattamie County Iowa Transportation Master Plan amendment extends the contract completion date out to June 30, 2017.

MOTION by Duda SECOND by Kohn to recommend that the Board of Directors approve the contract amendments as presented. MOTION CARRIED.

G. DISCUSSION/INFORMATION

1. Conflict of Interest

Ms. Engel informed the committee that she will be working with the City of Omaha's attorney to draft a Conflict of Interest document to be signed by MAPA members. Richards recommends that MAPA staff start at the state level as to how Iowa and Nebraska defines a conflict of interest for guidance on drafting the document.

2. August Board of Directors meeting date

Mr. Youell mentioned that there is necessary Long-Range Plan amendment for a Nebraska Department of Roads project and to meet the required 30-day public review period he recommends that the August Board meeting be moved to August 31<sup>st</sup>.

H. OTHER

I. ADJOURNMENT

MOTION by Lorenzen to adjourn the meeting at 9:20 am. MOTION CARRIED.