

**MINUTES OF THE
BI-STATE REGIONAL COMMISSION**

Wednesday, February 28, 2007, 3:30 P.M.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: O'Brien – Chair, Adams, Becker, Burns, Dean, Freemire, Harris, Heninger, Kelly, Lohse, Malvik, McDaniel, Minard, Nicholson, Rockwell, Schwiebert, Spring, Sunderbruch, Tank, Thodos, Volz, Washburn, Welvaert, Wilkinson

MEMBERS ABSENT: Austin, Bohnsack, Brooke, Dumas, Gallin, Hillman, Lawrence, Rangel, Ripperger, Sherwin, Wilson, Winborn

STAFF PRESENT: Bulat, Connors, DeLille, Doonan, McCullough, Miller

Chair O'Brien called the meeting to order at 3:34 p.m.

1. Approval of the January 24, 2007 Minutes. Ms. Dean moved approval of the minutes of the January 24, 2007 meeting as written and mailed. Mayor Lohse seconded the motion, and the motion passed unanimously.
2. Treasurer's Report. Mayor Freemire presented the Treasurer's Report for the month ending January 31, 2007, noting an ending total bank and book balance of \$399,353.38. Mayor Freemire moved the report be accepted as written and mailed. Ms. Dean seconded the motion, and the motion passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Malvik presented the bills totaling \$38,979.25, as listed on the following addendum and bills listing dated February 28, 2007:

Addendum

Bancard Center, VISA charge card expenses related to one staff attending the 2007 Iowa Bicycle Summit; one staff attending the Public Involvement in Transit Decision-Making; Mayors and County Board Chairs Dinner meeting (cost reimbursed by participants); Iowa Association of Regional Councils meeting; Chief Elected and Administrative Officials meeting (cost reimbursed by participants); Transportation Policy Committee meeting (cost reimbursed by participants); computer supplies	1,387.28
Best Buy, staff computer purchase on Bi-State's computer purchase program (cost to be reimbursed by staff member)	1,846.96
GeoComm, Inc., communication consulting	14,148.00

Rock Island Tri-County Consortium, Rock Island County NEG (National Emergency Grant) administration and programs expense (3 invoices: \$13.13, \$3,439.41, \$3,066.53)	6,519.07
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Corrections – Louise A. Kerr, Treasurer, (previously listed as \$6,899.41), additional cost of postage (\$165.59)	7,065.00
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Bills List

Council for Community and Economic Research, one staff attending the Industry Clusters in Economic Development conference	550.00
Eastern Iowa Community College District, Rock Island County NEG (National Emergency Grant) administration and programs expense	5,592.94
Louise A. Kerr, Treasurer	6,899.41
3/07 Rent \$4,165.96	
3/07 Internet Access 88.00	
1/07 Postage 827.09	
1/07 Printing 1,664.32	
1/07 Supplies 154.04	
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	1,870.00

Mr. Malvik moved approval of the bills totaling \$38,979.25 as presented above. Mayor McDaniel seconded the motion, and the motion passed unanimously.

b. Report on Progress on Commission’s FY 2007 Program Budget as of January 31, 2007.
 Mr. Malvik explained the Program Budget Status Report was distributed at the meeting. The Commission is 58.3% through the fiscal year with 54.0% expended and within budget.

4. Commission Committee Assignments for 2007-2008. Chair O’Brien presented the listing of the 2007-2008 committees. Chair O’Brien requested approval by the Commission of committee members.

Ms. Kelly moved to approve the Commission committee assignments as presented. Mr. Nicholson seconded the motion, and the motion passed unanimously.

5. Update on Office of Economic Adjustment/National Emergency Grant. Ms. Doonan reported to the Commission on the status of two granting opportunities that address the local response to the Base Realignment and Closure (BRAC) decisions of 2005. Although the Rock Island Arsenal (RIA) was not closed, three organizations on the Island are scheduled to move out, and the 1st Army military unit will move in by 2011. Overall, this means a net loss of at least 1,000 civilian jobs. The job loss triggered award of a Department of Labor National Emergency Grant (NEG) to Rock Island County.

The grant, currently administered by Bi-State Regional Commission, provides for community planning activities and the establishment of the I-FORCE offices at RIA to assist BRAC-affected employees. The Workforce Development offices in both Iowa and Illinois are working jointly through this grant to provide direct training and placement services through the I-FORCE office.

A second grant application is being developed for funding through the Department of Defense Office of Economic Adjustment (OEA). The grant provides funding to local governments for planning and economic adjustment activities in response to the BRAC decision. The local jurisdictions identified as directly affected have met and agreed that funding assistance for two task areas would be mutually beneficial.

The first task area is marketing to the Financial/IT and Logistics business sectors that would most likely hire BRAC-affected employees. This would include funding of marketing studies in these sectors and increased staffing through the Quad City Development Group (QCDG) to develop and carry out targeted marketing in these sectors.

The second task area would include studies by financial experts to determine the demand for support of new businesses in these sectors. These would include examining how many BRAC-affected employees might be interested in starting their own businesses, whether adequate entrepreneurial financing currently exists in the region, and whether the existing Bi-State Revolving Loan Fund (RLF) might be adapted to meet identified needs. Bi-State staff has been working closely with OEA staff to develop a funding application for these activities.

6. Report on Grants.gov Process. Ms. Bulat reported on a new registration process required for direct federal grants. In an effort to streamline the grant recording process at the federal level, all direct federal grants will require that applicants complete an online registration process. Information that, in the past and for many years, had been included in the cover form for federal grants (the SF-424 Form), must now be submitted electronically following a multi-day registration process.

If you plan to apply for a federal grant, be aware that your organization must complete the Grants.gov registration process. It is important to note that this process **does not** involve state grants, including those that involve federal pass-through dollars for which the state has been delegated the authority to make funding decisions.

The development of a Grants.gov will create a federal grant clearing house on the web and that this process/requirement is being implemented incrementally. Initial work actually began at the federal level in 2003 and now will be required to be implemented by all federal agencies. Eventually, not just the SF 424 Form, but entire federal grant application packages will soon be submitted electronically. Some federal agencies have already fully implemented this process, but many have not.

Because of the increased time it will take to register for federal grants, Bi-State staff recommends that local governments, not-for-profits, and other potential federal grant applicants begin the registration process prior to applying for a grant.

Ms. Bulat informed Commissioners that the registration process on Grants.gov involves several steps that must be conducted in order. The step-by-step process is described at www.grants.gov – click “Get Registered” on the front page. If you have any questions about the registration process, you may contact the support staff of the program by emailing support@grants.gov or calling the Grants.gov Contact Center at 1-800-518-4726.

An annual renewal registration is required for Grants.gov. The point of contact at your organization will be emailed 30 days prior to the expiration of your registry. If your organization misses the deadline, you will be required to complete the multi-day process again.

7. Questions and Comments by Commissioners. There were no questions or comments by Commissioners.
8. Other Business. There was no other business.
9. Adjournment. The meeting adjourned at 4:10 p.m.

Respectfully submitted,

Tom Nicholson
Secretary