

IOWA MUNICIPAL FINANCE OFFICERS ASSOCIATION
Board Meeting, January 30, 2010
Airport Holiday Inn

The IMFOA Board met at the Airport Holiday Inn on January 30, 2010, President Kent Anderson called the meeting to order and those present were Barb Barrick, Joyce Lawler, Nancy Earles, Lori Brown, Laura Schaefer, John Lloyd Deb Wheatley Field, Kay Cmelik, Roxanne Schneider, Deb Hartman and Pamela Blessman.

Mark Tomb of the Iowa League of Cities gave an update on the League activities including Legislative Day, and Legislative issues such as government re-organization at the state level, proposed open records-open meetings changes, possible increases in township levies, IPERS and MFPSI changes and the possibility of federal legislation forcing states into collective bargaining for public safety. He also announced that Cindy Kendall would be starting work with the League and ISU and one of her first tasks will be to work on the Clerk/Finance Officer's Handbook. He also reported on the revised DOT revenue estimates.

Motion by Laura, second by John to approve the minutes of the December 3, 2009 meeting. All in favor.

Motion by Barb, second by Joyce, to approve the treasurer's monthly and budget reports as presented. Motion carried.

As a follow-up to the Certification Retreat, it was noted that the database software has a problem that is being resolved. On another matter regarding recertification, John moved and Laura seconded a motion to eliminate the requirements for the four sub-fields of education types for recertification of both Clerk and Finance certifications. All in favor. It was determined that IMFOA certifications will be recognized in the spring with those receiving IIMC certifications recognized in the fall.

Also regarding certification, a motion was made by Joyce and seconded by Barb that a \$5 re-filing fee will be charged to those that fail to provide the proper documentation when applying for certification. Unanimous aye vote. The \$5 fee will help cover the cost of postage to send the application back to the applicant.

Motion by John, second by Laura to approve the renewal/recertification process as follows:

- A. Renewal process must be done within the four year time frame previously set with the following guidelines:
 1. A grace period of 90 days is established for individuals beyond the target renewal date
 2. For those who exceed the grace period a fee of \$75 dollars will be charged, this equals the fee for initial certification. The individual will not have to complete additional education if they have met the 15 hour per year requirement
 3. For individuals who fail to renew within the four year period because they have a break in service the policy will be:
 - a.) They will need to complete 25 hours of specialized courses in each certification sought
 - b.) They will have to complete 15 hours of continuing education per certification for each year they missed
 - c.) If the break in service has been short enough that their original certification has not expired, the individual will have to prove completion of 15 hours of continuing education each year

4. For individuals that have a break of service beyond the four year renewal period the policy is that they will need to repeat all educational and experience requirements.
 5. The grace period also applies to an individual employed in a city that is not a member of IMFOA. The individual may choose to pay the fee individually for their city
- B. Attendance at an IMFOA Conference is required for all certification as follows:
1. Individual seeking certification must attend at least one IMFOA conference during the period in which they are working toward certification
 2. Individuals seeking renewal of a certification must attend at least one IMFOA conference during the four year renewal period

Motion carried unanimously.

President Anderson will be in contact with Paul Coates regarding the updating of the certification brochure with the content of the Certification Retreat. If Paul doesn't have the funds available, Kent will get a consensus of the Board regarding cost sharing for printing costs.

Roxanne reported on the Region VI meeting held January 23 in Wisconsin. Discussed was how each of the three states handle conference expenses for the Region Directors and State Presidents or their designee. Motion by John, second by Nancy to agree to pay two nights lodging and full registration at either or both of our conferences for Region VI Directors and State Presidents or their one designee. All in favor. Minnesota and Wisconsin have agreed to the same. Roxanne also passed out guidelines for the IIMC scholarship that was awarded to an attendee of the Region VI meeting. The winner was drawn from a hat. She also made note of the Athenian Dialogue that is provided at the Region VI meetings. It was noted that the MCEF scholarships for attendance at the Institute or Academy need to be advertised to our membership.

Kay reported that IAMU would like to partner with IMFOA and ISU to provide educational opportunities. Motion by Lori, second by Nancy to partner with IAMU to provide educational opportunities at the two IMFOA conferences. All in favor.

Motion by Nancy, second by Joyce to appoint Jody Smith, Director of Administrative Services in West Des Moines as the IMFOA representative to GFOA. Motion carried.

The Board worked on plans for the Spring 2010 conference.

A Resolution of appreciation will be drafted for the IIMC Conference Scholarship donors.

There being no further business to come before the Board, President Anderson adjourned the meeting at 11:16 a.m.

Respectfully submitted,
Pamela Blessman, Secretary