

BOARDS AND COMMISSIONS

Definitions

AGING RESOURCES OF CENTRAL IOWA (formerly CrossRoads)

The board of supervisors have eight appointments to the advisory board, one supervisor appointment and one elderly representative to the board of directors. The advisory board appointments are 3 year terms, and the board of director terms are a 2 year term for the elderly representative and a one year term for the supervisor appointment. The advisory board meets monthly, and the board of directors meet quarterly. The advisory board recommends to the directors with respect to issues on aging, determine needs, and writes an annual plan to address those needs.

AIRPORT AUTHORITY

The Authority meets the first Thursday after the first Monday of each month. The 7 member board is comprised of three Polk County, two Ankeny, one Bondurant and one Altoona representative. They oversee the operation and budget of the Ankeny Regional Airport. There is also a **Technical Advisory Board** that Polk County appoints an individual from the Engineer's office to assist the Authority in matters relating to design, construction and budget of improvements such as additional T-hangers, taxi-way construction, etc. Meetings held monthly. Code 330A.

AIRPORT BOARD OF ADJUSTMENT

The Airport Board of Adjustment is a five member board. The Board of Supervisors appoint two persons, who reside in the unincorporated area. The City of Ankeny will appoint two members and the two members from each jurisdiction will then appoint a fifth member to act as chairperson. The appointees should not be from the Polk County Aviation Authority. The purpose of the Airport Board of Adjustment is to hear variance request to the tall structures ordinance that protects the air space around the Ankeny Regional Airport. It is important that the air space around the airport be protected to maintain eligibility for federal funding of the airport and to reduce potential navigation hazards. Term 5 years. Code 329.12.

ANKENY REGIONAL AIRPORT ZONING COMMISSION

The Ankeny Regional Airport is required to have an Airport Zoning Commission and an Airport Zoning Ordinance to prevent, control, and eliminate hazards to the use of the airport. The Board of Supervisors is to appoint two members to the Airport Zoning Commission, the City of Ankeny is to appoint two members to the Commission and those four appoint a fifth person as Chair. Term six years.

BOARD OF ADJUSTMENT

A five-member board, of which a majority must reside in unincorporated Polk County, is appointed by the Board of Supervisors to 5 year terms. The Board rules on exceptions to

terms of the Polk County Ordinance, modifies regulations and restrictions to property if approved by majority of the Board. Meetings are held monthly. Code 335.10.

BOARD OF APPEALS

A five-member board appointed by the Board of Supervisors to 5 year terms. The Board of Appeals hears complaints regarding decisions made by Polk County building inspectors in the process of enforcing the Uniform Building Code. Meetings are held as necessary.

BOARD OF HEALTH

The Board of Supervisors comprise the Board of Health. They provide those health, welfare and social services that a county is required by law to provide. The Board of Supervisors appoints an **Advisory Board** to facilitate the operation and management of the health department. The Board is appointed to four-year terms. Code 346A.

CENTRAL IOWA EMERGENCY MEDICAL SERVICES COUNCIL

This Council is responsible for emergency medical services planning for a twenty-one county area. Meetings are held on a monthly basis.

CENTRAL IOWA EMPLOYMENT AND TRAINING CONSORTIUM

This board is the governing body for CIETC. They oversee and approve the operations of and budget for the agency. They monitor activities in relation to JTPA (Job Training Partnership Alliance) in conjunction with the PIC (Private Industry Council). Meetings are held monthly. The Board of Supervisors have three regular appointments and one alternate.

CENTRAL IOWA REGIONAL DRINKING WATER COMMISSION

This commission was created to improve cooperation, collaboration and coordination among governmental and regulatory entities of the region. They will facilitate the coordination of its participating entities to improve regional planning for water facilities. This commission will meet monthly. The Board of Supervisors has two appointments one is a voting member one is a non-voting member.

CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE

This board deals with regional planning for transportation facilities in the metropolitan area according to federal and state guidelines for unincorporated areas not belonging to the Metropolitan Planning Organization. There is a policy and technical committee to which Polk County has two regular and two alternate appointments.

CENTRAL IOWA TOURISM COUNCIL

They generate revenue from business establishments for the promotion of special events and activities for the benefit of the travel industry in this area. Meetings are held monthly.

CIVIL SERVICE

This is a three-member board, with one being appointed by the Supervisors, one by the District Court Judge, and one by the County Attorney. They are appointed for 6 year terms. The function of this commission is to adopt, or amend rules which govern the way examinations are taken, and appointments, promotions, transfers, statements, demotions are handled. They meet at least once annually. Code 341A.

CLUSTER BOARD

A five-member board appointed by the Board of Supervisors. This board acts in an advisory capacity on programs and review policies and procedures of the local departments of Human Services. They make recommendations for changes to insure effective services are provided to the community. Meetings are held bi-monthly. Code 217.

COMMUNITY WORKFORCE PARTNERSHIP

This board meets on a monthly basis and is working to develop the one stop center. The board comprises of 17 members from various private, non-profit and government agencies. There is one Polk County representative. The term of appointment is indefinite.

CONDEMNATION COMPENSATION COMMISSION

The Board of Supervisors appoint not less than 28 residents for one year terms. One fourth are owner/operators of agricultural property, one fourth owners of city property, one fourth licensed real estate brokers, and one fourth of appointees are knowledgeable of property values. The Chief Judge selects by lot six persons from the list who constitute a compensation commission to assess the damages to all property to be taken by the applicant. This commission meets on an as-needed basis. Code 6B.4.

CONSERVATION BOARD

A five member board appointed for 5-year terms based on an individuals demonstrated interest in conservation matters. This is the governing body which approves the operational plan and budget for the Polk County Conservation Department. They meet on a monthly basis.

CORRECTIONAL SERVICES BOARD OF DIRECTORS

One county supervisor shall be appointed to serve a one-year term. This board adopts bylaws and rules for the conduct of its own business and for the government of the district departments community-based correctional program. This Board meets on a quarterly basis. Chapter 905.3.

DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION

This board deals with regional planning for transportation facilities in the metropolitan area according to federal and state guidelines, as well as allocation of certain funding provided from grants. There is a policy and a technical committee to which Polk County has two regular and two alternate appointments.

DES MOINES RIVER AREA GREENBELT AREA ADVISORY BOARD

The Board of Supervisors have 2 appointments to the committee. This is a federally funded program that addresses issues revolving around development along the Des Moines River bank. The appointments are for an indefinite length of time.

FUNCTIONAL CLASSIFICATION REVIEW BOARD

The IDOT administers this board function of reviewing or changing classification of roadways. The Board of Supervisors appoint one of its members to serve. They meet only when necessary.

GREATER DES MOINES CONVENTION AND VISITORS BUREAU

This board meets every other month and gives direction to the Convention and Visitors Bureau staff toward meeting their overall mission. There are 17 voting members which consist of seven mayors within Polk County, two hotel general managers and civic leaders. The term is indefinite.

GREATER DES MOINES SPORTS AUTHORITY

The purpose of this board is to attract sporting events to the community, conduct new sporting events and improves sport facilities. There are 30 members on this board consisting of representatives from government, sports organizations and private businesses. The term of appointment is indefinite. This board meets quarterly.

HEALTH PLANNING COMMITTEE

The Board of Supervisors has seven representatives on this committee, along with various other organizations in the community having appointments as well. The committee serves in an advisory capacity in developing a community health plan which includes identification and problem analysis of direct and indirect risk factors as well as proposing action to remedy. This Board meets monthly.

HEALTH SERVICES BOARD OF DIRECTORS

This is a policy-making board responsible for the planning and oversight of Health Services activity in the area of mental illness and mental retardation services and monitoring of purchase of service contracts with state institutions. The Board of Supervisors make one appointment amongst themselves for a three year term. Meetings are held monthly.

HERITAGE GALLERY ADVISORY COMMITTEE

This committee oversees the development, implementation and operation of the Polk County Heritage Gallery. The Board of Supervisors appoints up to 12 members. The committee meets monthly from September-June (excluding December) or more frequently, if necessary.

HOUSING REVIEW COMMITTEE

The housing review committee was established to oversee program activities by reviewing projects approved for assistance, deciding appeals on eligibility determinations, settling homeowner/contractor disputes and recommending administrative adjustments. The committee is composed of one citizen from each of the townships but outside of the two program areas and three county employees designated by the County Manager. Term of appointment is indefinite. The committee meets on an as needed basis, usually quarterly.

HUMAN SERVICES PLANNING ALLIANCE BOARD OF DIRECTORS

The Board of Supervisors has one regular appointment and one alternate to this Board. They oversee expenditures and the allocation of funds for decategorization. They make grants and approve juvenile placements in group homes. This board meets monthly, more frequently if necessary.

I-235 STEERING COMMITTEE

The I-235 Steering Committee's mission is to reach consensus with responsible public bodies on how the I-235 project will be constructed and impact the metro area. This will be accomplished by making policy recommendations to appropriate decision making bodies, setting direction for and approving subcommittee work and holding partnering meetings with key stakeholders for information and coordination. The committee consists of members from the Des Moines MPO, the cities of Des Moines, West Des Moines, Windsor Heights, Federal Highway, Polk County and the Iowa DOT. The term of appointment is indefinite. This board meets on monthly.

IOWA HEARTLAND RESOURCES CONSERVATION AND DEVELOPMENT COUNCIL

The central Iowa Heartland Resources Conservation and Development Council provides technical assistance and access to various federal programs that will aid in economic development and conservation projects. This is a six-county program which Polk County has one representative. Meetings are held monthly.

JUDICIAL MAGISTRATE APPOINTING COMMISSION

The Board of Supervisors have three appointments who serve 6-year terms. The Bar Association and the Chief Judge have one appointment each. They meet once a year to appoint the allotted number of magistrates as apportioned by the state to Polk County. The appointees to the commission shall not be attorneys or law enforcement individuals.

LAND USE COMMISSION

The Board of Supervisors have one appointment on this commission for a four year term. The commission compiles a county land use inventory for unincorporated Polk County. Land is used for agricultural purposes, public facilities, and open soil use. Code 352.3.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Under Title III, Emergency Planning and Community Right-to-Know Act of 1986 (Pub.Law 99-499) it is the obligation of the County Emergency Management Coordinator and the Joint City County Emergency Management Committee to nominate representatives to a Local Planning Committee and the Board of Supervisors to ratify said nominees. The committee should consist of the following people: elected state and local officials, law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, transportation personnel, broadcast and print media, community groups, owners and operators of facilities. Term indefinite.

MEDICAL EXAMINER

The Board of Supervisors appoints County Medical Examiner for a 2-year term. The medical society and osteopathic society shall each submit two or more names of physicians to the Board for consideration. The Medical Examiner duties include reporting and investigating deaths of various natures, including but not limited to violence, sexual abuse, disease, unexplained causes, etc. The medical examiner determines if an autopsy is necessary as required by state law. Code 331.801.

METROPOLITAN ADVISORY COUNCIL

This council was established to be an advocacy body for joint cooperation among entities. It will be a discussion forum for issues and may partner for legislative needs and regional planning (utilizing existing regional structures). This council consists of a regional group of elected officials including mayors, council members and county supervisors. All municipalities and counties in the region (Polk, Dallas, Warren, Madison, Jasper and Story) are potential members and invited to participate. Each participating entity is represented by two people, its mayor and a council member, the board of supervisor's chair and a supervisor. These members are appointed annually. The council meets monthly. The council annually selects an Executive Committee with a chair (two year term), vice chair and seven other representatives. Four shall represent the four quadrants of the geographical area. Two positions will be reserved, one for the City of Des Moines and one for Polk County. The secretary shall not be a voting member, but staff person who will handle all paperwork.

METRO WASTE AUTHORITY

The Board of Supervisors appoints one Board member and one alternate to serve for an indefinite length of time. Metro Waste Authority is committed to provide for the responsible management of all solid waste generated within its service area in a cost effective manner. Meetings are held monthly.

MID-IOWA ASSOCIATION OF LOCAL GOVERNMENTS

All cities within Polk County are represented by their mayors, with Polk County Supervisors having an appointment, along with several cities outside of Polk County having appointments. Members report on issues within their own governmental entities. This council meetings monthly.

MID-IOWA DEVELOPMENT FUND

Polk County joined with five other central Iowa counties to create an economic development organization to provide an opportunity for enhanced business development for a modest investment. Polk County has three appointments to this board. They meet on a monthly basis.

NEIGHBORHOOD DEVELOPMENT CORPORATION BOARD OF DIRECTORS

The Neighborhood Development Corporation was established as a non-profit housing and commercial development and assistance vehicle. NDC utilizes public and private financing tools for assistance across the city of Des Moines. To help provide planning, coordination and implementation of public and private redevelopment efforts within Recognized, Designated, or Charter Neighborhoods located in low to moderate income census tracts in the City of Des Moines. The Board of Supervisors is entitled to appoint five members to the NDC Board of Directors; one Polk County representative, two neighborhood based representatives and two business community based representatives.

NEIGHBORHOOD FINANCE CORPORATION

NFC is the alternative financing arm created to provide alternative financing for reconstruction and revitalization of neighborhoods and housing in Des Moines. The Board of Supervisors appoint two members to serve. This board meets once a month.

POLK COUNTY AFFORDABLE HOUSING & HOMELESS PARTNERSHIP

This board is a continuum care board for Polk County mandated by HUD to receive funding. This board oversees the care of the homeless from the street to self sufficiency county wide. This board also serves as the FEMA board for Polk County. Members of this board are comprised of polk county, west and east suburbs and the city of Des Moines, service and religious organization. This board meets monthly. Term of appointment is two years.

POLK COUNTY ASSESSOR'S BOARD OF REVIEW

This Board is comprised of 3-5 members appointed by the Conference Board for six-year terms. One a licensed real estate agent/broker, one experienced in the building and construction industry and one a farmer. They review and act on protests filed by property owners in regards to assessments, omitted taxable property and erroneously exempted property. They are in session May 1 - May 31 and hold as many sessions as necessary to discharge its duties. Code 441.31

POLK COUNTY ASSESSOR'S EXAMINING BOARD

This board meets in the case of a vacancy of the County Assessor's position. They also review deputy candidates and make recommendations to the Conference Board. There are three members consisting of one mayor representative, one school board representative and one polk county representative. The term of appointment is 6 years.

POLK COUNTY ASSESSOR'S LIAISON CONFERENCE BOARD COMMITTEE

The Board of Supervisors appoints one member to serve on this committee to consider budgetary matters. The term is one year.

POLK COUNTY COMPENSATION BOARD

The Compensation board shall be composed of seven members who are residents of the county. The members of the county compensation board shall be selected as follows: two members appointed by the board of supervisors; one member appointed by each of the following county officers: the county auditor, county attorney, county recorder, county treasurer, and county sheriff. Term four years. The compensation board determines the annual compensation of the auditor, treasurer, recorder, sheriff, county attorney, and supervisors.

POLK COUNTY E911 SERVICE BOARD

The service board consists of one member appointed by the board of supervisors as the county representative who has traditionally served as chair. Other voting members include any unit of local government which provides a public safety function such as police, fire or rescue. Private or non-profit organizations that provide a public safety function are entitled to one non-voting appointment. Term – indefinite. A wireless surcharge is being used to upgrade 911 service to handle cell phone calls. Rules require the service board to receive and disburse reimbursements for wireless upgrade costs requiring the board to meet.

POLK COUNTY EMERGENCY MANAGEMENT COMMISSION

The commission is composed of a member of the board of supervisors or its appointed representative, the sheriff or the sheriff's representative and the mayor or the mayor's representative from each city within the county. The commission members shall be the operations liaison officers between their jurisdiction and the commission. The commission shall determine the mission of its agency and program and provide direction for the delivery of the emergency management services of planning, administration, coordination, training and support for local governments and their departments. The commission shall coordinate its services in the event of a disaster. Term one year.

POLK COUNTY HOUSING TRUST FUND BOARD

The Polk County Housing Trust Fund is a public and private partnership originating in 1995. It is funded by numerous public and private partners. Public sector funders include Polk County

Board of Supervisors, U.S. Department of Housing and Urban Development and the State of Iowa. Funds from these groups assist with the development of affordable housing within Polk County. Private sector funding from corporations and foundations support the operating, supportive services and capacity building of six non-profit housing organizations. Polk County has also contributed to the operating and supportive services funding for the six non-profits. The Board of Directors is comprised of 18 members 9 of which are appointed by the board of supervisors for indefinite terms.

POLK COUNTY RISK MANAGEMENT COMMITTEE

The committee was established to provide supervision and guidance to the Polk County Risk Management Program. There are five members appointed by the board of supervisors, two board of supervisor representatives, one county attorney representative, one county manager representative, one risk management representative. The committee meets on an as needed basis. The term of appointment is indefinite.

RACING AUTHORITY OF CENTRAL IOWA (RACI)

RACI is a nonprofit, tax exempt corporation which holds the racing license at the Prairie Meadows facility. RACI is the operating company overseeing all operations at the track. The Board of Supervisors have four appointments to serve 3 year terms. This board meets once a month, and more frequent if necessary.

RED ROCK COMMUNITY ACTION PROGRAM

This agency receives funding to improve and restore outreach services for the poor, unemployed and underemployed residents in our county. They assist families and individuals to attain a greater measure of self-sufficiency and self esteem by creating community awareness and partnerships. Meetings are held monthly.

VETERAN AFFAIRS COMMISSION

This commission meets monthly to determine those who are entitled to benefits and the amount to be expended. The Commission submits to the Board of Supervisors a certified list of those receiving benefits and the amounts. The Commission is also responsible for the costs incurred in the burial of any honorable discharged man, woman, spouse, surviving spouse, or child should financial resources not be available. Code 35B.

WASTEWATER RECLAMATION

The DMMWRA is the owner/operator of the sewage treatment plant, with Des Moines being the operating agency. The integrated wastewater treatment facility serves the metro area customer and the member governments of Polk, Warren and Dallas counties. There is both a policy and technical committee which Polk County has one regular member appointment to each and one alternate appointment each. They meet monthly.

ZONING COMMISSION

The zoning commission holds hearings to approve or deny recommendations by the Public Works Department to adopt or amend the Comprehensive Plan or Zoning Ordinance in Polk County, and in turn recommends to the Board of Supervisors in cases where necessary. Seven citizens are appointed for one year terms. They meet on a monthly basis. Code 335.8.