

Governing Board
Meeting Minutes
Location: Brown County Outreach Office
206 SW Cross, Mt Sterling IL
April 14 2016

Board Members Present

Sandra Valentine
Theresa Bockhold
John Heidbreder
Jed Parn
Rodger Hannel

Kaye Iftner
Peggy Perry
Ryan Niekamp
Rebecca Weed

Board Members Not Present:

Michael Boren
Carri Martin

Max McClelland

Others Present:

Michael McLaughlin
Lisa Garner
Howard Kirchner

Becky Pruden
Charles Bell

Kaye Iftner called the meeting to order at 6:45 p.m.; Mike asked for a moment of silence in honor of staff member, Linda Oshner who passed away unexpectedly. Roll call was taken by Becky Pruden and a quorum was declared.

The board minutes for January 14th 2016 meeting were reviewed.

A motion was made to approve the minutes by Rebecca Weed; 2nd by Ryan Niekamp, all ayes, motion carried.

Audit Report

Jeff McPherson from Gray, Hunter Stenn gave the audit report. There were problems getting the information needed to conduct the audit due to the turnover in the prior years to the Fiscal Department. This delayed the process and made the audit difficult to complete. Jeff said he feels comfortable that the agency is moving in the right direction. Jeff went over the findings and corrective action the agency will take going forward

Kaye asked for a motion to approve the audit report as written; 1st by Peggy Perry; 2nd by Ryan Niekamp. All ayes, motion carried.

Director Report

John Heidbreder asked for an update on the Port Authority. The Tiger grant went in for a little over 16 million; there are 11 counties in Illinois in the Port district along with counties in Iowa and Missouri.

Quincy Medical Group came through the building and is drawing up numbers. They have a third party interested in the bottom floor and QMG will use the top floor. The church will be out.

Jed Parn asked what the asking price of the building is. The board discussed the price to sell and what they feel it is worth. Blessing hospital is interested in the building due to their need for additional space. Questions arised from the members on who the officers of the foundation are. Becky read off the Foundation members as follows; John Heidbreder, Chair; Michael Boren Vice Chairman, Sara Goodapple, Sec/Treas; other members are Michelle Gates from the CAA Board, Rebecca Weed, Theresa Bockhold, Max McClelland, Ryan Niekamp, Rodger Hannel and Carrie Martin. John Heidbreder made the statement that if an offer is made on the building the committee would be notified to make a decision.

Kaye Iftner asked for additional comments on the audit. There was discussion between members on issues. Kaye stated that she feels the board needs to meet monthly until we are back on track. She wants to have a financial report each month. Jed Parn stated that a financial report needs to be emailed each month if a meeting is not held. John Heidbreder will send out a report on information he has compiled. Lisa Garner asked what type of report the board wants to see. John wants to see the cash flow and plans to get with Lisa and come up with a report.

Kaye asked for a motion to accept the Directors report; 1st Jed Parn, 2nd by Theresa Bockhold, all ayes, motion carried.

Fiscal Department

Lisa Garner gave the report. Jed Parn asked what the balance is in the Foundation. Lisa explained her report so members could understand the balances. She explained how cash draws are done through the State and how that affects the operation of the agency. She explained that the Weatherization program is based on production and since the department is behind in production she can only draw down on what is finalized, that affects the overall operation. The department heads submit a check authorization to Fiscal when bills need to be paid. Lisa explained that she cuts the checks after the check authorizations are received in her office. She checks the coding to ensure the correct grants are charged.

Kaye Iftner asked for a motion to approve the Fiscal report: 1st by John Heidbreder; 2nd by Rebecca Weed. All ayes, motion carried.

Community Services Department

Becky Pruden gave the report. LIHEAP is going strong with disconnections. We will have enough funds to get through May 31st. Last year we ran out on April 10th. The program runs through May; applications cannot be taken in June. We will not have a cooling program this year due to the State budget. Kaye asked how the extended hours in Pike went the week before. It didn't go over well; we only had 2 people come in during the extended hours. The REACHOUT stayed open and did very well.

Warm Neighbors Cool Friends grant is going good. We have expended the \$5000.00 we started with and Ameren will add another \$5,000.00 to start the second phase of the grant.

The Ameren Grant we received is going fast. The grant is \$45,000.00 and the guidelines are above the LIHEAP guidelines.

The Rental and shelter grants were submitted for PY 2017. Due to the budget crisis in Springfield we have not been able to open the grant.

The REACHOUT Center is doing great. Jed Parn asked why the balance is 18,000.00 when the report shows a much larger amount. Money was borrowed from the REACHOUT ; Kaye Iftner asked what the plan is to pay the money back. Lisa will send out an expenditure report of the Foundation and REACHOUT. Jed asked for clarification of the balance of the Foundation fund; the amount of rent that is taken in each month does not reflect the balance. Lisa stated that the agency borrowed from the building account.

Rachel does a great job with the REACHOUT and the volunteers she has do an excellent job.

The food pantries are seeing an increase. The Central Illinois Food bank and DOT foods have sponsored a mobile pantry in Brown County at the high school. Families receive a lot of food

The Brown County Acitivity group is still going and meets weekly.

The Brown County United Way has been submitted

The Schuyler County United Way has been submitted

We have just started a partnership in Pike County. It is the Pikeland Snack Pack program. We will be their fiscal agent since they do not have a 501 C3. The Snack Pack program will order under us at the Central Illinois Food bank and we will pay the bills as they get started. Funds that come in will be put in a separate account.

On April 25 & 26 the LIHEAP State Grants manager will here to monitor the program. The Weatherization tech will accompany her on the trip to go over Weatherization issues.

The Mission In Action program will be May 21st in Brown County. There will be 4 houses worked on

Scholarships are being taken; each county will give a 1,250.00 scholarship away. They are graded by the CAA board.

Weatherization Department

Mike gave the report. Don Amsler left the agency. Tom Mueller is in the program and will be put on a 6 month probation period. Becky will look over the grant to ensure it is submitted on time and reports are turned in. There are 8 homes finalized and we need to complete 27 by the end of June.

Workforce Development

Howard Kirchner gave the report. Workforce program and SNAP/TANF have funds available. We are working with Trinity Containers. There was a job fair on April 1st; only 27 people attended out of 72 employees. The Orientation to Services Workshop continues but isn't attended well. We have received the EPIC grant and will serve 9 counties; we have to serve 62 people in the next 2 years. This grant includes training for truck driver training, Certified Nursing Assistant, Welding, Food Sanitation Certificate and Manufacturing Technician. The grant is for 483,000.00

We will contract with Blanche; this grant comes straight to TRRC.

Kaye asked how many people show up in Pike County for job club. Howard stated not many and Alyssa is going out on maternity leave. Stephanie Dehart will work in SNAP/TANF while Alyssa is gone.

Community Development

Charles Bell gave the report. The EDA grant is getting back on track. They approved last reimbursement. There is a conference call tomorrow with the Chicago office. We probably can't draw down the total grant this year. We need to put an emergency plan in place. We have met with John Simon from Adams County and he will help with the plan and share with the other counties. We will need to track the number of jobs created; we don't have to have a major update this year but will next year.

The grant application for the Port is held up in Springfield for 1.3 million.

Revolving Loan

Charles Bell gave the report. Lisa has updated the software as far as payments. Charles will send out a report on all loans later with outstanding balances. There is a loan in litigation and one loan will be written off.

Jed Parn made a motion to accept the department reports; 2nd by John Heidbreder, all ayes, motion carried

Personnel Committee – There was a meeting but no report at this time. John Heidbreder asked for an organizational chart of employees. Peggy Perry asked how Linda Oshner position will be filled; Becky answered that in LIHEAP there is no rush to fill the position since the program is ending; Howard will have to fill it soon. Staff will be moved around to make it work.

A motion was made by John Heidbreder to accept the Personnel committee report; 2nd by Rebecca Weed, All ayes, motion carried

Finance/Building Committee – Appointments

John Heidbreder stated that the finance report that was given by Lisa was good and asked for a motion to approve it. 1st by Rodger Hannel and 2nd by Rebecca Weed. All ayes, motion carried.

Jed Parn asked what is being done with the Casey building. John Heidbreder is going to make a sketch of the building then show it to contractors to see if we can get bids. The power is on in the building. Jed stated he talked to the Ameren employees and the bill ran about \$3,000.00. He talked to Jim Wood the engineer and the bill will run about 30% which will be 700-800.00 per month. It is a 3 phase electrical. Jed sent off mold tests but they haven't come back yet. He showed the mold test to the board after it had been in the building for 4 days. Jed stated that we do not need to send our personnel in the building to clean up; we need to get professionals. Mike said there are grants available to get for cleanup. Jed stated there is a cooler unit missing.

New Business

The health insurance expires at the end of June. The insurance agent stated that it increased about 5%. Mike handed out the plan we currently have and changes. Deductible will go from 250.00 to 500.00. To approve the plan it needs to be on the agenda at the next meeting.

A motion was made by Jed Parn; 2nd by Ryan Niekamp to give permission to the Finance Committee to make the decision on insurance.

Other Business

The tree on the side of the building blew over in the storms last year. Someone came to the office and will try and save the tree for \$100.00. A motion was made by Ryan Niekamp and 2nd by Rebecca Weed to save the tree.

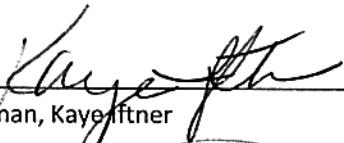
Public Input

No Public Input

Adjournment

Jed Parn made a motion to adjourn; 2nd by Ryan Niekamp; All ayes, motion carried

Minutes respectfully submitted by Becky Pruden

Signed  7/4/16
Chairman, Kaye Jftner Date

Signed  9-7-16
Secretary/Treasurer, Theresa Bockhold Date