

Two Rivers Regional Council of Public Officials

Governing Board

Meeting Minutes

Thursday July 10, 2014

Location: Pike County, Cardinal Inn Restaurant

**Governing Board Members present:**

Harry Wright	Lynn Smith
Theresa Bockhold	Mary Arp
Michael Boren	Fred Bradshaw
Kaye Iftner	Ryan Niekamp
Peggy Perry	Rebecca Weed

**Governing Board members absent:**

Jason Garthaus	John Heidbreder
Jed Parn	

**Others Present:**

Mike McLaughlin	Becky Pruden
Don Amsler	Charles Bell

The meeting was called to order at 7:00 p.m. by Chairman, Harry Wright. Roll call was taken by Becky Pruden and a quorum was declared. The Governing Board minutes were reviewed from the June 12, 2014 meeting and the following corrections were stated:

- Mike stated that Sandy had a correction on her report. The last sentence in her report should read – strike “award their own contracts” and replace with “will be awarding contracts soon”.
- Under Old Business, 2<sup>nd</sup> paragraph the word “draft” taken out concerning the lease
- Under New Business, 1<sup>st</sup> line is should read “wage resolution on roof”
- Don Amsler had a correction in the Weatherization report: 4<sup>th</sup> line it should read ARRA funds of \$101,339.00 to be spent by September 30. The \$72,000.00 is material and labor.

Chairman Harry Wright called for a motion to approve the minutes; Rebecca Weed made the motion; 2<sup>nd</sup> by Ryan Niekamp; all ayes, motion carried

**Fiscal Report:** Mike handed out and gave the report in Christine's absence. In comparison to last month it looks better. Kaye asked why there are program benefits (201) in the LIHEAP and Weatherization grants but other grants do not have that line item. Becky responded that in the DCEO grants those funds are client dollars; in LIHEAP it is the funds sent to the utility companies on behalf of the clients and in Weatherization it is the funds used on client homes for material and labor. Other grants are not set up that way. Mary Arp asked about the LIHEAP and Weatherization additional lines on the report; Becky responded that Janna had added that to the report to show our rate of earning Program support and admin in comparison to the rate we spend the 201 funds. Becky explained that 2 of the LIHEAP grants ended 6/30/2014; the 14-224004 is the only one open currently. Mary Arp asked about the over expenditures in weatherization. Don responded that the HHS 53113 and State 53214 grants are over spent. The T/TA grant is the training grant and we will get that entire grant, it is a separate line item; ARRA grant is just starting. Mary asked if the over expenditure would be covered with local funds; Mike responded that is coming out of others to cover. Harry Wright called for a motion to approve the Fiscal report; Ryan Niekamp made the motion; 2<sup>nd</sup> by Mary Arp; all ayes, motion carried.

**Community Services Department:** Becky Pruden gave the report. A cooling program was called starting July 7-23<sup>rd</sup>. The program is limited to at risk households, 60+, disabled, children under the age of 5. Funding is limited and households will receive \$150.00 benefit.

The PIPP applications are almost complete and we are ahead of where we were last year with this grant.

The scholarships will be awarded next week at the CAA board meeting. Each county will receive one \$1,250.00 recipient voted by the CAA members.

The REACHOUT Center will be open late Friday night for Pig day celebration; many of the stores around the square will be open. The Department of Corrections is continuing to bring in produce from our garden.

The Community Action Board (CAA) will meet next Thursday, July 17<sup>th</sup> in Schuyler County

The Pike County food pantry was named as a memorial for Doug Lord. We have received approx \$1,100.00 thus far.

Becky reported that the brick wall in the Pike building has issues. The brick wall going upstairs has a lot of mortar falling out from around the bricks and some of the bricks are like powder when you touch them. Harry requested that Don Amsler look at it and see what needs to be done. Don stated that some of that could be from the water leak. The outside of the building was tuck pointed.

**Weatherization:** Don Amsler gave the report. Don reported that 15 homes were done; 50% of the grant was completed. Don pointed out the grants were cut. DOE was the same; HHS was more than a 50% cut and State about a 40% cut from last year. DOE and State grants will be rolled over into this year's grants. We have about 60 homes without the rollover and with the rollover we will have 105. Tom Mueller is

going to lead training and then starts his weatherization training in Champaign. He has 10 training sessions to complete, he can begin working out in the field after his 2<sup>nd</sup> week of training. Procurement will be rolled over this year; contractor prices will remain the same as last year. There are 4 mechanical contractors; 4 architectural and 1 refrigerator contractor.

**Workforce Investment Program:** Mike gave the report in Howard's absence. Quincy Compressor has 150 jobs that are being phased out starting in September. Blanche Shoup has been down and met with Mike and Howard to see how the money will come in; it looks like around \$300,000 in additional training dollars will be received. We do not know what the requirements are going to be. Kaye Iftner asked if the programs are advertised in all papers; she has not seen any advertisements in the Pike paper.

**Community Development Program:** Don Amsler gave the report in Sandy's absence. 1 job is complete in Clayton and 1 that is almost done; 3 that are in progress in the rehab program. In the SFOOR there are 2 houses ready to go but since that grant is not close to completion they are concentrating on the rehab grant to get the money spent. There is not a shortage of clients for the housing grants; there is a waiting list.

The Emergency loan fund is for mainly roofs; you have to address the health and safety of the home first and can spend up to \$20,000 per home. It is anticipated that 12 homes will be done; there is \$289,800 in the grant

**Revolving Loan report:** Charles Bell gave the report. Nothing has changed since the last report. Bartlow and Saukee are in the courts but have not received word on hearing dates. Design Central is working with the bank to get payments started. Gentman Florists wants to offer a payoff; S Crider working with bank and DCEO; working with them to get working Capital to help them get started on jobs; Sonsview Services are working with the bank to get back on track; possible a modification to the loan. We have 2 loans in process. We have received a request from the Economic Development administration; they are auditing the region and have asked for information on our loans that are open and closed. All Illinois EDA region is being audited. Big River shipped fish to Israel this week; they have 27 employees

Chairman Harry Wright asked for a motion to approve the department reports with a 1st from Lynn Smith; 2<sup>nd</sup> by Theresa Bockhold; all ayes, motion carried

**Executive Director Report:** Mike gave the report. Mike reported that the CAPLAW conference he attended in New Orleans was very informative. They went over By Laws, organization standards, CSBG performance management; ABC'S of Community Action. Sessions were 2.5 hours long and intense training every day. He made many contacts with National leaders.

He is still waiting on the Peer review done by IACAA; he will get in contact with them to get the report.

An energy audit was done on the building; right now our electric rates we are doing good, going to look at lighting in the building that could save us money; there are government grants that may help. The plan is to look at the outer county offices as well.

Security cameras were added to the down stairs area where the clients come and go. All entrances will be covered by the cameras. Computers were purchased for the LIHEAP office; the current computers in Pike, Brown and Schuyler are 10 years old.

Chairman Harry Wright called for motion to approved the Executive Director report, 1<sup>st</sup> by Ryan Niekamp, 2<sup>nd</sup> by Michael Boren; all ayes motion carried

**Personnel Committee:** Kaye Iftner stated nothing to report

**Finance Committee:** Theresa Bockhold stated nothing to report

**Old Business:** Lease: Mike met with the Pastor of Calvary Church concerning the lease. The church has concerns about some items with the building; Mike asked for a list which he received at 3:30 today. He passed the list out to the members; discussion concerning the list was held. Some of the items they are asking about are camera's, gates, handicap parking, an awning and also want the rent to remain the same at \$2,900.00 for the next 2 years then it would go up \$50.00 per year for 3 years, also a prevision to opt out after 3 years. The opt out provision is not in the current lease. They asked to renew the lease for 6 months but he told them he would renew for 30 days. The lease expires July 30<sup>th</sup>. Kaye asked about the building and grounds committee.

Roof: Have only gotten 1 contractor to give a bid; 1 other contractor cannot get to it until next year but could patch it. He wants to get 3 bids; his suggestion is to do the back part first since it is the biggest thing in the lease and look at sealing the brick top part at the back of the building. The only place leaking on the front of the building is at the front door. Tournear bid for 130,000 with another 36,000 for prevailing wage if applicable; the contractor wants everything removed then put back on. Charles has a possibility of getting \$100,000 CSBG money. There are questions concerning prevailing wage that need to be answered. Hopes to have more information by the next meeting.

Cost Allocation Plan: Mike handed out a cost allocation plan, Janna wants to make changes to the Community Development part. Mike asked that the board approve the cost allocation plan subject to the changes Janna will make. The numbers should not change; Sandy will need to change something within her grant. Kaye Iftner made the motion to approve the cost allocation plan with changes made by Jana; 2<sup>nd</sup> by Becky Weed. Chairman Harry Wright called for a vote; all ayes, motion carried

Operating Budget: Currently we have not received all the information on a few of the grants for the upcoming year. This information may change once it is available. Mike reminded the board that the document is a guideline and will change when we get the WIA funds for Quincy Compressor. The difference between this year and last is about 160,000. Chairman Harry Wright called for a motion to accept the operating budget. Lynn Smith made the motion; 2<sup>nd</sup> by Ryan Niekamp; all ayes; motion carried

Direct deposit payroll: there are 2 employees that do not have direct deposit, we are working with those staff to get direct deposit.

Board minutes: Mike would like to send the board packet out electronic to save money. We can get it out faster since the mail takes longer than before. Mike Boren asked that copies be brought to the meetings. Harry Wright made a motion to send the board packets electronic 1<sup>st</sup> by Lynn Smith; 2<sup>nd</sup> by Ryan Niekamp. All ayes, motion carried.

Other business: Harry Wright expressed his thanks to the Honor Flight program.

Mike explained we have to develop a Record Retention Policy; he plans to work with staff to get it developed. He is looking at ways to cut costs overall.

Mike passed out the board information and asked the members to update their information with phone numbers, address and email addresses.

Harry requested that we go to quarterly meetings now that we have an Executive Director. Harry suggested we have meetings over the phone if needed. Fred Bradshaw thinks it should be left up to the Executive Director if we have meetings. Kaye Iftner suggests that if meetings go to quarterly that the committees meet during that time. Michael Boren stated that according to the By Laws it states that the Council should meet in January of each year and then quarterly thereafter for a minimum of 4 meetings per year. The council should meet also when the Chairman deems necessary. Harry stated he would consult the Executive Director.

Mike asked if the board would approve getting Howard a plaque for his work as Acting Director. Kaye Iftner made the motion to empower Mike to get a plaque. 2<sup>nd</sup> by Ryan Niekamp; all ayes, motion carried.

Chairman Harry Wright entertained a motion to adjourn, 1<sup>st</sup> by Ryan Niekamp; 2<sup>nd</sup> by Becky Weed; all ayes, motion carried. Meeting adjourned at 8:45 p.m.

Minutes respectfully submitted by Becky Pruden