

TWO RIVERS REGIONAL COUNCIL

GOVERNING BOARD

MEETING MINUTES

OCTOBER 8 2015

Location: Deb and Di's Restaurant in Rushville

Governing Board Members Present

Kaye Iftner

John Heidbreder

Theresa Bockhold

Ryan Niekamp

Michael Boren

Rebecca Weed

Max McClelland

Rodger Hannel

Governing Board Members Not Present

Peggy Perry

Jed Parn

Carri Martin

Others present

Mike McLaughlin

Becky Pruden

Howard Kirchner

Don Amsler

A moment of silence was observed in honor of Lynn Smith who passed away

The pledge of allegiance was said

The meeting was called to order by Kaye Iftner. Roll call was taken by Becky Pruden and a quorum was declared

The board minutes for the July 9, 2015 were reviewed with no corrections; Kaye Iftner asked for a motion to approve the minutes; 1st by John Heidbreder; 2nd by Rebecca Weed, all ayes, motion carried.

Executive Director Report: Report given by Michael McLaughlin

Lisa Garner was hired as Fiscal Director, she has worked at the agency in the past and knows the system and fund accounting. She has put in a lot of hours trying to get the department back in shape. We are not ready for the audit as of yet.

The Pittsfield building has a few issues that need to be dealt with. The guttering on the building has pulled away and causing a leak in the building. We put it out for bid and only received 1 bid which is from Peters for \$650.00. A sewer line was replaced in the basement that was rusted out. There is mold in the basement and upstairs in the REACHOUT and in one of the offices. Two dehumidifiers were put in the building to try and reduce the mold. The compressor on the walk in freezer in the Pike pantry went out and the air conditioner had issues around the same time; both have been fixed.

Mike has been talking with Quincy Medical Group about leasing out parking spaces, they sent a 1 year lease that Mike turned down, and we have people looking at the building so it was decided to do a month to month lease on the parking spaces

Seven employees were laid off on July 29th; all are back except Skip Bright

We moved the Schuyler County office to the Health Department; Michael Boren asked if there is enough room for us at the health department and the cost

The EDA grant that was for \$54,000.00 we were only awarded reimbursement for \$ 1,800.00; we have been given a 30 day extension to provide them with additional information in order to receive additional funds. This grant is used in the planning department to support staff.

Mike has met with RETAC (Rural Economic Technical Assistance Council) and IACAA (Illinois Association Community Action Agencies) to talk about planning.

LIHEAP started back October 1st; staff have been called back with a few coming back part time

Directors and Officers insurance is almost \$10,000; we can pay monthly

John Heidbreder asked if Lisa Garner is a repair person or back on staff full time; Mike responded that she is back full time in place of Skip Bright. Kaye asked if Lisa is going to be the Fiscal Director and Fiscal Clerk. Due to budgets we won't be able to hire a clerk for awhile. Lisa McDonald does the payroll. Becky mentioned that the Fiscal Director from Western Illinois Council in Macomb has a great fiscal officer that Lisa can talk too.

John Heidbreder and Rebecca Weed questioned if we are going to lose any funding due to the cost allocation plan that was due in May; we have been given an extension. The bank reconciliation's were not done for several months.

Kaye Iftner asked for a motion to approve the Executive Directors report; 1st by John Heidbreder; 2nd by Ryan Niekamp, all ayes, motion carried.

FISCAL REPORT GIVEN BY MICHAEL MCLAUGHLIN

Mike handed out a hand written report with information from the bank accounts; \$50,000.00 was taken from the REACHOUT center to cover pay roll; this is a loan. Kaye asked if Lisa will be attending meetings in the future.

Kaye Iftner asked for a motion to approve the Fiscal Report; 1st by Ryan Niekamp; 2nd by Theresa Bockhold, all ayes, motion carried.

Kaye asked Max McClelland to introduce the new member from Schuyler County, Sandy Valentine is replacing Lynn Smith

Community Services Department; report given by Becky Pruden

The LIHEAP (Low Income Home Energy Assistance Program) program started October 1st which is a month behind when it usually starts. Due to the State budget problems the program has been pushed back a month and only has federal funds to start with. The month of October is for the elderly and disabled; November is for elderly, disabled, children under the age of 6 and disconnected households; December is for the general population. We do not know if we will get a State grant. We booked close to a month out with appointments in the first few days of opening. In Quincy we take appointments every 15 minutes with the outer counties taking them 20-30 minutes apart. We have had a lot of media coverage to get the word out. The benefit matrix has been reduced by 12% and the emergency assistance was reduced as well.

Becky submitted the CSBG (Community Services Block Grant) grant, Community Action Plan and the Needs Assessment. The Needs Assessment is just the beginning phase of the new standards handed down by the federal government. There will be additional work to be completed to be in compliance.

Scholarships were awarded; the names will be submitted at the next meeting

MIA (Mission is Action) program was held on September 19th; we were able to paint a house for an elderly couple, we painted a garage, power washed a house and cut brush for a lady that has cancer; cleaned the downtown area of Mt Sterling in anticipation of homecoming.

The school supply program was held in Brown, Pike and Schuyler counties; over 300 kids were served. We do not hand out in Adams since there are numerous places that handout supplies.

The Brown County United Way will hold their annual food drive that will be used for the Christmas basket program. In the past Cargill gave \$2,000.00 if we raised 2,000 lbs of food. They recently sold to another company so we are not sure if they will continue this practice.

DOT Food is going to hold a 5k chocolate run on November 7th to benefit the Pike County food pantry.

The mold in the Pike building is still a problem.

Shoe vouchers for the Adams County school districts are being handed out at a rapid speed

Workforce Development Report given by Howard Kirchner

On Sept 19th we participated in the Quincy Herald Whig Career Fair held at John Wood.

Quincy Electric is closing October 17th. Howard met with the remaining 4 employees about training opportunities.

Fred Meyer Jewelers in the mall is closing; information has been given to their employees

The Workforce office partners will host orientation meeting on the first and third Tuesdays at the workforce office. The partners are WIA, DHS (Department of Human Services) John Wood College, Employment Security, Division of Rehab Services, Experience Works, West Central Area on Aging. Howard will get flyers out to everyone. The target is those that are laid off or just looking for a job or a better job.

Two Rivers is applying for the JTED/SNAP grant (Job Training Economic Development, Supplemental Nutrition Assistance Program); we are applying for nine county region. We can apply for \$480,000 for a 2 year period.

Kaye asked is anyone attends the Job club in Pike County. Alissa does not have anyone show up, Kaye asked that it be advertised more to try and get awareness.

Revolving Loan Fund Report; given by Michael McLaughlin

Mike stated that he didn't have a report to hand out but Times Square in Quincy has paid their loan off. Masters Heating and Air has paid off their loan. John Heidbreder asked about Big River Fish, he asked that Charles start foreclosure proceedings.

Kaye Iftner asked for a motion to approve the department reports; 1st by John Heidbreder, 2nd by Rebecca Weed, all ayes, motion carried.

Personnel Committee: No report

Finance Committee: No report

Old Business: No report

New Business: A motion was made by Rebecca Weed, 2nd by Michael Boren to welcome Sandy Valentine to the board. Mike looked at the By-Laws and there is nothing there about replacing the Chairman with the Vice Chairman. Since there is only 2 months left it was decided to put Kaye Iftner as the Chairman. Kaye asked that the By Laws be looked at for future reference.

Kaye stated that a Peer Review was done by the EDA that she was a part of along with Mike and Charles; it is done every 3 years. Kaye talked about issues they look at in order to get the grant. They will be writing a report with issues that need to be addressed. John Heidbreder and Rebecca Weed stated that we need to meet more often as a board.

Other Business: A Resolution needs to be passed; it is a housing grant that is mainly for Pike County. It will be used for housing counseling, helping with homeless. Mike and Elaine Davis will attend a housing meeting in Bloomington. Michael Boren commented on 2 typos in the Resolution. The first is the word Resolution and in the 4th paragraph the letter r was left out of further resolved. John Heidbreder asked if the \$20,000.00 is to hire a person in Pike County. Howard responded that it is for counseling and the funds are for staff to get certified. Kaye asked for a motion to approve the Resolution; 1st by John Heidbreder; 2nd by Rebecca Weed.

Public Input: Kaye stated the Color Drive is coming up and Ladies Night Out is coming up

Executive Session: Michael McLaughlin asked to go into Executive session to discuss personnel. Motion was made by Max McClelland; 2nd by Ryan Niekamp

Minutes respectfully submitted by Becky Pruden