

Two Rivers Regional Council

Governing Board

CAA BOARD

Meeting Minutes

Thursday, April 17, 2014

Governing Board members present:

Harry Wright

Lynn Smith

Theresa Bockhold

Mary Arp

Michael Boren

John Heidbreder

Kaye Iftner

Ryan Niekamp

Rebecca Weed

Fred Bradshaw

Peggy Perry

CAA Board members present:

Holly Cain

Olive McNeff

Candy Knight

Ryan Niekamp

Harry Wright

John Douglas

Others present:

Howard Kirchner

Becky Pruden

Sandra Trusewych

Don Amsler

Charles Bell

Carol Wells

The meeting was called to order at 7:15 PM by Chairman, Harry Wright, at Reene's Place in Mt. Sterling. Roll call was taken by Carol Wells and a Quorum was declared. The Governing Board minutes from the February 13, 2014 meeting were approved. A motion was made by Michael Boren and second by Rebecca Weed the minutes were approved on a voice vote.

Acting Executive Director's Report. Howard went over the Acting Directors Report. He reported that the IACAA team will begin the evaluation of all TRRC programs on Monday, April 21st thru Friday, April 25th. All Staff are to complete a survey on line prior to April 21st. They will interview clients as well as staff and they may want to talk to the board members also. They will provide us with a written report. The report will be forwarded to the board. We have met a second time with the United Way regarding the shoe fund. TRRC is expected to receive \$5000 for vouchers in the amount of \$20 each. Howard is working with Quincy Driving School to lease office space and will meet with the foundation board after this meeting to discuss the details. Howard has also completed the application for TRRC to continue as the contractor for WIA

services in Adams, Brown, Pike and Schuyler for the next two years. The previous contract is up June 30th, 2104. We probably won't receive a reply until May. The state uses a formula to give the dollar amount, we don't know what the amount is at this time.

A motion was made by Fred Bradshaw to accept the acting executive director's report, second by Kaye Iftner. All ayes, motion carried.

FISCAL REPORT. Christine was ill so Howard presented the fiscal report. He explained the new format and asked if anyone had any questions. The cash operations were explained as being the Consolidated Account. Michael Boren asked what the Cafeteria Fund was and he was told this was a flex spending plan for the staff. There will be a webinar next week regarding Health Insurance and the board was invited to sit in on the webinar.

A motion was made by John Heidbreder to accept the fiscal report, second by Michael Boren. All ayes, motion carried.

Becky Pruden gave the **LIHEAP/COMMUNITY SERVICES REPORT**. We have spent the 2013 LIHEAP grant and have started on the new grant and are spending a lot of money. They have started to disconnect people and we are seeing quite a few households with very high bills. We will be sending out letters for PIPP and will start the recertification in May. We have 566 clients in all counties and hope to be done the 1st week in July. We are pretty sure we will have a cooling program in July and want to have the PIPP program done before that program starts. TRRC-CSBG received a check from DOT for the Pike County Food Pantry for \$8655. We can use this at the Central Illinois Food Bank @ .19 a pound. A press release will go out Monday to the media for the scholarship program. Becky asked the board to spread the word because it's hard to get people to apply. The scholarship requires a lot of paperwork and information. This scholarship is for \$1250. There have been 2 food drives in Brown County for the food pantry. The Boy Scouts collected 648 lbs. and Fuel 24 and Farm Bureau collected 271 lbs. The Brown County United Way Grant is expended. Becky and Carolyn did the presentation of the new grant to the committee and should know if they will receive the grant at the banquet that will be held in May. We have purchased the seed for the garden project; DOC will plant it at their facility, care for it, harvest it and bring it to the Pike County Food Pantry to distribute. The "Ladies Night" Spring Fling was successful. The Reachout made over \$800 from 5:00 to 9:00 P.M. The shelter grant is expended. The quarterly reports for rent & shelter were sent out on time. Becky attended the CSBG Round Table in Springfield. There have been some federal changes implemented for January 2016. There has been a 50% cut as of now. The state is going to have to adopt some changes. Becky is working on the "MIA" Mission in Action Program. They are pairing children with adults. This year on May 3rd the group will paint 3 houses and the Riply Community Center. This is a great program that not only helps people in the community but teaches the children skills and to work together. Thirty two kids attended the last "big Buddy" movie night. They all had a good time.

WEATHERIZATION REPORT was given by Don Amsler. Don stated he has entered all the tasks and pricing information into the state database. There are 19 Jobs in the field and the client information has been entered in the system. He has finished the emergency furnaces and is

now able to focus on Weatherization. The emergency furnaces took a lot of time away from Weatherization. Don has applied for and received a t&ta grant from DOE. Since he has been out of this program for some time, he is able to use this for his salary and any other training he has completed. They will release money in the middle of May and will have one month to spend it. They are planning to roll over what they don't spend.

WORKFORCE INVESTMENT REPORT was reported by Howard Kirchner. At the present time there are slots available for all WIA youth programs and a few dislocated workers and/or low income individuals. The people for this youth program have to be under 22 years of age. They are still recruiting for the ATIM program. The monitors were here in February. There were no findings in SNAP but the TANF program had one finding concerning program participants delivering their time sheets. Worksites are responsible for recording and maintaining all timesheets and deliver them to TRRC. TRRC cannot accept time sheets directly for the participants. Sandy and Howard are applying for funding for the Summer Employment Program for individuals through 24 years of age and is income based. The program begins on June 1st. The grant average is \$40,000 to \$50,000. The WIA office held a Work Readiness Task Force meeting on 4/14/2014. They worked on soft skills necessary to be work ready. These skills can make or break them. Howard attached the WIA Client Activity Report for March. There were fewer people active due to concentrating on the short term programs such as truck driving and welding. They are in and out quickly.

COMMUNITY DEVELOPMENT REPORT was presented by Sandra Trusewych. Sandy briefly went over her report. She mentioned that the amount for the Historical Society was wrong, it should have been \$_____. Dawn Reckers, a former TRRC employee has been hired as the grant administrator. We stopped taking applications for the HHF September 30th but there are still applications in process. The IHDA Emergency Loan Program Grant was approved for \$289,000 for 12 units. We received \$168,000 for four homes for the IHDA SFOOR Grant. We have received over 30 pre applications already for this grant. The EDA Planning Grant midterm report has been submitted. One person has enrolled in the HHS Grant-ACFS AFI/IDA. They are looking for participants. DCEO-Job Training & Economic Development Grant proposal was approved for \$55,000. This is for Howards CNA program.

REVOLVING LOAN REPORT was presented by Charles Bell. Charles went over his report. Our attorney is filing a law suit in Schuyler County Court against the Bartlow Bros Corporation and guarantors. We hope to negotiate instead of going to court. We met with Design Central and the Rushville State Bank President and gave the borrower some repayment options. A modified repayment plan for Gentman Florist, Inc is being sent to the loan committee for consideration. We met with S. Crider Construction and are working on a repayment plan. He is focusing back on the highway work and has enough contracts to get him through the year and is expecting several more. We are getting updated financial reports from the Sonsview Services Inc and will discuss repayment options with them. They have also met with their bank and discussed modified repayment plans. The bank is discussing financing the building they are leasing to help with cash flow. The board asked about Big River Fish. Charles said their payments are on schedule and they are getting things moving again. They had a 30,000 lb shipment to NYC and are working on a shipment to Israel. They have about a dozen employees at the present time

and can have up to 45 employees. The question was raised if the minimum wage increase would hurt the business; Charles stated they are already in the \$9-\$11 range and should be alright.

Rebecca Weed made a motion to accept all of the departments reports with second from Kaye Iftner. All ayes, motion approved.

PERSONNEL COMMITTEE. Kaye Iftner said they had 33 applications for the Executive Directors position and they narrowed it down to 8 for telephone interviews and then to 6 for personal interviews that were held on Monday. They have now narrowed it down to 2. They will have more discussion in a Executive Session. The personnel committee consists of:

Kaye Iftner Mary Arp Peggy Perry Ryan Niekamp

Ryan Niekamp moved to approve with second from Theresa Bockhold. All ayes, motion approved.

FINANCE COMMITTEE. There was no report. John Heidbreder had done some research and handed out a report to the board.

OLD BUSINESS. None

NEW BUSINESS. Sandy asked for a resolution to submit an application for an EDA Planning Assistance Grant and Commitment of Local Funds.

Rebecca Weed moved to approve with second from Ryan Niekamp.

OTHER BUSINESS. None

PUBLIC INPUT. None

EXECUTIVE SESSION. A motion was made by John Heidbreder to go into a closed session seconded by Rebecca Weed. Carol Wells took roll call and the members present were:

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

Rebecca Weed moved to adjourn the meeting at 8:45 p.m., second by Ryan Niekamp. All ayes, motion carried.