

Two Rivers Regional Council

Governing Board

CAA Board

Meeting Minutes

Thursday, January 16, 2014

Governing Board members present:

Harry Wright	Lynn Smith	Theresa Bockhold	Mary Arp
Michael Boren	Max McClelland	John Heidbreder	Kaye Iftner
Ryan Niekamp	Rebecca Weed	Fred Bradshaw	Jed Parn

CAA Board members present:

Holly Cain	John Douglas	Sara Goodapple
Candy Knight	Charla Meyers	Olive McNeff

Others present:

Howard Kirchner	Becky Pruden	Sandra Trusewych	Don Amsler
Christine Goggins	Charles Bell	Carol Wells	

The meeting was called to order at 7:08 PM by Chairman, Harry Wright, in the TRRC Conference Room. Roll call was taken by Carol Wells and a Quorum was declared. The Governing Board minutes from the November 14, 2013 meeting had one misspelling of Michael Boren's last name. The minutes were approved. Following a motion by Harry Wright and second by Ryan Niekamp the minutes were approved on a voice vote.

The CAA Board minutes were approved as presented. Following a motion by Charla Meyers and second by Olive McNeff. All ayes, motion carried.

Acting Executive Director's Report. Howard reported that Janice Weiland was now a full time employee and that Alissa Stults is now only working 4 days a week in Pike County and will be off most Fridays. The fiscal monitor for LIHEAP and Weatherization was here 12/9/13 – 12/13/13 testing the period of Jan-Mar 2013. He will be returning the last week of January to do further testing of the period Nov-Dec 2013. We will be receiving the Continuum of Care grant for Emergency Services as soon as all MOUs are approved. TRRC has been accepted as a partner agency with United Way. Harry and Howard attended a partner meeting at United Way on January 16th. Howard also

attends the Inter Agency Meeting the first Tuesday of each month at 10:00 a.m. Howard attached the fiscal monitoring report for CSBG. There were no findings. Phil has resigned as the head of weatherization and we are moving forward. Don Amsler will be filling in until a long term decision has been made. A motion was made by Jed Parn to accept the acting executive director's report, second by Rebecca Weed. All ayes, motion carried.

Christine Goggins gave the **FISCAL REPORT**. Christine stated that the cash flow was good now but we needed admin money to come in. She also said the all the grants but weatherization was going smoothly. She is currently working on W2's and 1099's. A motion was made by Jed Parn to accept the Fiscal Report, second by Kaye Iftner. All ayes, motion carried.

Becky Pruden gave the **LIHEAP/COMMUNITY SERVICES REPORT**. Becky passed out her report. She is going to have an Energy Blitz on Saturday January 25th from 9 a.m. to 2 p.m. People don't need an appointment they can just walk in if they have not received help since September. This may get people in who work the same hours we do and do not have anyone to come in for them. They may try this in other counties as well. Becky wants to have one of her staff go out to JWCC to try to get people to come in and apply for LIHEAP. She is able to open up the furnace program again. Becky has submitted Emergency Food and Shelter grants for Brown and Pike Counties but not for Adams. These grants for Adams were given to other agencies. She has submitted the pre-app to the Tracy Foundation for the school supplies. She should hear something soon. Becky has heard back from Dot Foods for the Dot Food Charitable grant for Brown County but is still waiting on news of the Pike County grant. Brown County received a cash grant of \$2814 and store credit in the amount of \$5227 which is up from last grant period. We filled 500 Christmas baskets for Brown County. The weather was bad but between deliveries and pickups they were given out. Jed had mentioned that Becky, Carolyn and Charla worked very hard and did not know how they did it. He said that even with the volunteers it was a tremendous amount of work. They need more and younger volunteers to help out. The CSBG surveys are February 8th this is a big report for our agency and it affects all departments. Rachael from the REACHOUT is doing well but still needs some help with the food pantry; the person that was hired has since quit; she was not physically able to do the job.. They are looking into putting an overhead door in the REACHOUT building so that the trucks will not block the alley. Becky questioned if this is an issue for the Foundation Board since they own the building. The rural development grant will match 50/50 and there is a gentleman who offered his labor for free. They will do research to see if this is feasible. Debbie Grabel has been asked to sit on the CAA board and Ryan has asked for a packet of information to share with perspective new members.

WEATHERIZATION REPORT was given by Don Amsler. Don stated that the DOE section was not in to report. They have spent over 50% of the admin money but there has been no work done yet. Don has been in contact with John Knox at the state and they have verbally told him that they will roll over \$160,000 and \$40,000 of that is admin. They get reimbursed per job. They have 18 applications waiting to be approved, 62 clients approved to be done and 52 new clients needed for the roll over. Ten emergency furnaces have been done. Don had called 22 contractors and he had a good response from 18 of them. They need to send a letter of interest by the 21st and have bids in by next Tuesday. MCS in Jacksonville is working with Don to bring him up to

speed on the program. They are also willing to do per diem to help with assessments if the budget allows. They need 28 ½ jobs per contractor done in 5 months. Its doable but will be hard.

WORKFORCE INVESTMENT REPORT was reported by Howard Kirchner. Howard went over the attached client activity report for December 2013. WIA is currently recruiting for the WIA Youth Program and the dislocated workers. Howard is working with the Alternative School to enroll students into dual credit manufacturing training at JWCC. He is serving on the Workforce Readiness Task Force as part of the initiative to provide work ready high school graduates. He is also working with Pam Foust and Blanch Shoup to develop a recruitment program for the ATIM training.

COMMUNITY DEVELOPMENT REPORT was presented by Sandra Trusewych. Sandy reported that they have no production due to training. IHDA has noticed this and are watching us. We will get less money and approved fewer homes. They are lowering the work load. She will need to hire a new grant administrator who will need to be trained and will take more time away from production in the program. The 4 projects that were near completion could not be closed due to various items such as the contractor breaking his leg etc... Sandy enclosed flyer for a new grant. It is the Individual Development Accounts Program.

REVOLVING LOAN REPORT was presented by Charles Bell. Charles went over his report. We have reached an agreement on a repayment plan that began in January. One loan will be paid off at the end of the year and the new loan in approximately 2 years. They had an issue with broken pipes but they have been corrected and are now up and running. It was mentioned that they need 45 employees for the grant but Charles said that they have hired enough that they will work with us. Charles will get more information regarding hourly wage and hiring procedure for the board. Sauk 80 is continuing to try to set up a meeting with the borrowers to develop a repayment plan. Bartlow Brothers real estate has been sold. We received \$2500 to release our lien, which the committee felt had little possibility for recovery. Our attorney is filing a claim against the estate of one guarantor. We are trying to negotiate a repayment plan with the two remaining guarantors. The balance of the loan for The Olive II was approved by the loan committee to be written off. The balance written off is \$6,980.52. A new loan for the purchase of Hofmeister Welding in Griggsville was closed December 27th. Knapheide is one of the major customers.

Jed Parn made a motion to accept all of the departments reports with second from Olive McNeff. All ayes, motion approved.

PERSONNEL COMMITTEE. Kaye Iftner went over the details of the personnel committee. She explained the revisions of the job description and the ad. They went over the topic of whether to have the salary range put in the ad or not. The issue was raised that a starting salary should be in the ad due to the fact that a lot of executives may already be making that amount and would not apply if they were already above the salary listed. It would save our time and not waste theirs. It was agreed to put a starting salary of \$55,000 a year and would be based on education and experience. A minimum of a bachelor's degree was needed. They agreed to put the ad in ASAP and wanted to get everything back by the 5th of February and to meet on the 10th of February. They will place the ad in the newspapers, the webpage and with the ICAA.

They want a letter of interest, resume and references sent in. They will also give an email address for people to use. There will also be a 6 month probationary period.

The job description and ad were approved by John Heidbreder with second from Lynn Smith. All ayes, motion approved.

FINANCE COMMITTEE. There was no report.

OLD BUSINESS. Nominating Committee Report: The current officers will remain in their current positions and will continue for another year. Jed Parn made a motion to accept and second by Ryan Niekamp. All ayes, motion approved.

NEW BUSINESS. The elections for Governing Board Officers were approved by Jed Parn with second by Ryan Niekamp. All ayes, motion carried.

The elections for the Election of Community Action Board Officers were approved by John Heidbreder second by Jed Parn. All ayes, motion carried.

The elections of the governing board appointment to the board of directors were approved by Jed Parn second by John Heidbreder. All ayes, motion carried.

The elections for the community Action Board appointment to Foundation Board of Directors were approved by Kaye Ifnter second by Rebecca Weed. All ayes, motion carried.

Write-off Authorization for RLF Committee for The Olive II was approved by John Heidbreder second by Michael Boren. All ayes, motion carried.

The EDA RLF Program Certification was approved by John Heidbreder second by Olive McNeff. All ayes, motion carried.

Kaye Iftner made a motion to accept the new business, second by John Heidbreder. All ayes, motion carried.

OTHER BUSINESS. Sandy asked for a resolution for a \$168,000 grant for the Home Rehabilitation. A motion was made by Jed Parn and seconded by Lynn Smith. All ayes, motion carried.

PUBLIC INPUT. Some of the board members mentioned that they did not receive a notice that the meeting had been postponed.

EXECUTIVE SESSION. None needed now.

Fred Bradshaw moved to adjourn the meeting, second by Ryan Niekamp. All ayes, motion carried.

was asked at what point do we write off these loans. Charles responded when we can't collect or recoup these loans. It was also asked if TRRC was obligated to pay back these monies if repayment was not recovered and the answer was no.

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

PERSONNEL COMMITTEE. There was nothing to report.

FINANCE COMMITTEE. There was no report. Harry Wright wants to meet before the next board meeting.

OLD BUSINESS. Sandy had needed a biographical survey filled out by a few of the board members. This is needed for some of the grants that she puts in for.

NEW BUSINESS. It was agreed to renew the line of credit from First Bankers' Trust for \$50,000. It was also agreed that a Nominating Committee was needed. Max McClelland, Michael Boren, Jason Garthaus and Mary Arp were appointed to be on the Nominating Committee.

Kaye Iftner made a motion to accept, second by John Heidbreder. All ayes, motion carried.

OTHER BUSINESS. None

PUBLIC INPUT. None

EXECUTIVE SESSION. None needed now.

Rebecca Weed moved to adjourn the meeting, second by Ryan Niekamp. All ayes, motion carried.