

TRRC Governing Board Meeting

Minutes for 1/18/18

Max McClelland called the meeting to order at 7:09 PM and roll call was taken. In attendance were Kaye Iftner, Theresa Bockhold, Max McClelland, John Heidbreder, Ryan Niekamp, and Rebecca Weed. Staff in attendance were Mike McLaughlin, Lisa Garner, Charles Bell, Becky Pruden, and Jeremy Oshner.

Chairman McClelland declared a quorum present.

The minutes for previous meetings were presented. Ryan Niekamp motioned to accept the minutes and Rebecca Weed seconded the motion. The motion passed unanimously.

Max called for the Executive Director's report. Mike started his report by highlighting that there had been a burglary at the office on December 18th. It was found that 3 laptops were missing from TRRC. Ryan Niekamp asked if we had any idea who it was. Mike indicated that it appeared that the cleaning company was involved in some way and that investigations are still ongoing. The other topic that was mentioned was that there were screws outside the parking garage and that most of the staff that park below ended up with screws in their tires and some had to replace tires. Mike also reported that the agency is now out of the contract with Pitney Bowes for our mail machine. That was at a cost of \$122.00 month and now we are paying \$15.99 month for mail services. Mike also said he has had the opportunity to work the front counter recently and he feels that is good for him and that it is good for staff to see him doing that as well. Mike also reported that he has been working on a land bank grant similar to a fix and flatten program. This would allow Two Rivers to buy a dilapidated property and demolish the building and sell it as a green space. The grant was written for \$322,000. Mike also noted that the agency was down to about \$6,000 at the end of December and that we had to borrow \$50,000 from the Reachout. Mike also said that it appears that holding off on the Mt. Sterling building has allowed the agency to operate without a huge outlay of funds.

Max McClelland called for a motion to accept the Executive Director's report. Ryan Niekamp motioned and Rebecca Weed seconded. The report was accepted unanimously.

Fiscal Report was presented by Lisa Garner. Motion by Heidbreder, second by Weed passed unanimously. Lisa was excused to attend to a family medical issue.

Max McClelland called for a motion to accept the Executive Fiscal report. Ryan Niekamp motioned and Rebecca Weed seconded. The report was accepted unanimously.

LIHEAP and Weatherization report was then given by Becky Pruden.

Max asked for the Workforce Development report. Jeremy reported that at the last meeting, it reported that we were looking for new WIOA Staff. We had offered that position and it was accepted but then that individual's current employer made them a counter offer and they

turned our position down. We have yet to fill this position. Jeremy reported that the department recently partnered with Gary Farha, the probation office, IDES, & JWCC to bring a new program targeting individuals on probation. This program was called Adams County Employment Re-Entry (ACER). The focus was to help individuals on probation find gainful employment. Jeremy said that things are proceeding as normal for the DHS programs which are SNAP, TANF, & EPIC. The EPIC grant is going to be extended to June 30th of 2018. Jeremy reported that he recently met with all of the owners and leadership staff at Craig Industries. He met with them to explain how our DHS employment programs work and told them of the soft skills training and other employability issues we go over with all of our clients. They were quite impressed and agreed to partner with us as worksite. Previously the department has only used non-profits as worksite locations. Craig Industries has agreed to be our first business partnership on this endeavor. Jeremy reported that Workforce was awarded a Marion Gardner Jackson Grant. This is a \$15,000 grant, which is the maximum for this grant. It is for additional training dollars and support services. This grant becomes a great opportunity for our department because we have also submitted to be a pilot for the ongoing SNAP to Success program through DHS. We can take that funding and bill it to the SNAP to Success program and receive 50% of what we spent back as what they are calling a "shared investment". What this means for our department is that if we take this \$15,000 and bill it to SNAP to Success they will give us \$7,500 back for future use in a non-restricted fund. Those dollars can also be used the following year for SNAP to Success. So if we can continue to get the Marion Gardner Jackson grant and that could continue on year to year. The greatest opportunity here is that there is no limit the amount of dollars we can bill. If we can fund other initial sources of funding then the potential growth here is exponential. Jeremy said that things are going well as the One-Stop Operator at the Quincy Workforce Center at that we recently presented those services to the Horizons's Soup Kitchen and at Adams County Probation. Kay Iftner asked about TANF eligibility and that was discussion on that. John Heidbreder asked about Workforce financials. There was discussion on that and he asked that numbers be included in the next Workforce report.

Charles Bell presented the Community Development report. He said that he recently had a meeting with John Simon, with EMS, and the CEDS Committee to look at a business resiliency plan for our area. They reviewed a Wisconsin model to put together a disaster recovery plan for businesses. This will help them identify issues and work out plans for recovery if a business disaster does occur. He reported that Morgan County is now in our EDA loan area so he is working at getting representation from them for the economic development district. He has been meeting with people in that county toward that end. It was also reported that Community Development is working on a traffic study for IDOT. It is focused on looking at increased traffic in the South Quincy development area. This increased traffic is due to the new Kohl's warehouse and new expansion by ADM. ADM has indicated that they estimate it will bring in 50,000 more trucks in the area for the year. Charles said that they are currently discussing what was studied and then they will make a final recommendation to IDOT. This will be done in the next month and a half. Ryan Niekamp asked how the Quincy Business & Technology Center is

doing. It was reported that the Quincy Business & Technology Center is at 95% occupancy. There was some discussion on who is located in the building, potential new tenants, and some of its past successes. Mike McLaughlin indicated that issue with the building is that it is over 100 years old and often needs maintenance and there are still some things that could use updating.

Charles went on to report on the revolving loan fund. He said that the CSBG program had some loan money but was shut down 3 years ago. There is still money sitting there but he figures the state will eventually ask for that back. Charles reported that we have not made any loans through the EDA funds for about 3 years but it is active. Previously the interest rate on that was too high to be competitive and now we have the opportunity to lower that rate as needed to be competitive. It was reported that the Crider Construction Loan had been discussed by the loan committee to write that off. It was determined there were not assets to draw on for that loan. We can go back and get payment on the loan if the financial situation for Crider were to change in the future.

Charles presented a resolution to the board to write off the remainder of the loan for S. Crider Construction. The original loan was for \$69,000.00 and there is currently \$44,496.21 remaining on that loan. Ryan Niekamp moved to accept the resolution and Rebecca Weed seconded that motion. The resolution passed unanimously.

The report went on to discuss the loan for the florist which was originally for \$30,000. The assets were sold for that business and there is still a balance of over \$15,000. Discussion occurred on how they are looking at restructuring that loan so it won't be delinquent. Charles has spoken with two individuals that are interested in the Asian carp processing and he is connecting them with Big River Fish for a buyout. There is a possibility of \$150,000 EDA loan in the works. There is roughly 380,000 in EDA and \$78,000 in the rural development loan.

Max McClelland called for a motion to accept the department reports. Ryan Niekamp motioned and Rebecca Weed seconded. The motion passed unanimously.

There was no personnel report.

Finances - Jeff McPherson then presented the Annual Audit Report and answered questions.

At this time Kaye Iftner motioned to accept the Audit Report and Ryan Niekamp seconded the motion. The motion passed unanimously.

For old business, Mike McLaughlin reported that there were some housekeeping issues to be approved by the board. Jeremy Oshner was added to the check signing authorization. The governing board meeting schedule, pay and holiday schedule, and a code of conduct and ethics were all reviewed under old business. The present board members reviewed and signed the "Code of Conduct and Ethics Policy" for Two Rivers. An updated plan for the financial procedure was also presented to the board for review.

Max McClelland called for a motion to accept all of the old business. Ryan Niekamp motioned and Rebecca Weed seconded. The motion passed unanimously.

The meeting proceeded on to new business with the election of Governing Board Officers. The offices are Chairman, Vice Chair, and Sec/Treasurer.

Ryan Niekamp motioned to keep the current officers for the upcoming year. Rebecca Weed seconded that motion. The motion passed unanimously.

Max McClelland will remain as Chairman. Ryan Niekamp remains as Vice Chair. Theresa Bockhold remains as Secretary/Treasurer.

The meeting moved on to other business with the appointments to the Foundation Board. Ryan Niekamp motioned to keep the current members for the upcoming year and add Kaye Iftner. Rebecca Weed seconded that motion. The motion passed unanimously. This appoints John Heidbreder, Sara Goodapple, Michelle Gates, Ryan Niekamp, Theresa Bockhold, Rebecca Weed, Max McClelland, Jed Parn, Patrice Mills, Derek Ross, and Kaye Iftner to the Foundation Board for this year.

There was no public input.

There was no executive session.

Kay Iftner motioned to adjourn the meeting and Rebecca Weed seconded that motion.

Meeting adjourned at 8:21

Minutes respectfully submitted by Jeremy Oshner

Signed Max McClelland Date 4/12/18

Max McClelland, Chairman

Signed Theresa Bockhold Date 4/12/18

Theresa Bockhold, Secretary