

Governing Board  
Meeting Minutes  
Location: REACHOUT Center  
120 S Madison, Pittsfield IL  
July 12, 2018

**Board Members Present**

Derek Ross	Kaye Iftner
Theresa Bockhold	John Heidbreder
Max McClelland	Rebecca Weed
Ryan Niekamp	

**Board Members Not Present:**

Peggy Perry

**Others Present:**

Tamitha Ague	Becky Pruden
Lisa Garner	Charles Bell
Jeremy Oshner	Earl Bricker

Max McClelland called the meeting to order. Roll call was taken by Becky Pruden and a quorum was declared.

Max McClelland asked for motion to approve the minutes. A motion was made to approve the minutes by Ryan Niekamp, 2<sup>nd</sup> by Rebecca Weed; all ayes, motion carried.

**Director Report**

Tamitha gave her report. She reported that she has visited the QBTC with Charles and plans to go with Becky to the outer counties to see the county offices.

Tamitha, Charles and Earl will be going to Springfield to attend CBDG meetings at DCEO

WGEM came in and did an interview with Jeremy and Lisa concerning services and the budget. Lisa stated that they focused on budget cuts not on services once it was aired. Tamitha is going to follow up with WGEM with concerns about how it was covered

The Illinois Housing Development Authority on the Land bank capacity program, they have awarded us \$15,500.00 to do a feasibility study. We don't have to go forward after the study; they are interested in having the program in the Quincy/Adams County area. Shelly McCarthy, who is with National Able is

helping with the grant, she is not an employee of the agency. Derek asked for clarification of what the Land bank is; it is finding buildings or plots of land that are deteriorating. We would be the landlord, revitalize it and sell it. It is both Federal and State funds.

A survey was sent out to staff to get to know them better

We are looking to go to Gmail instead of yahoo for the email account; yahoo is no longer supported as in the past

Tamitha asked what the board wants to see in her report. John Heidbreder asked to have a list of employee phone numbers and emails

Ryan asked about the power point for TRRC. The last brochure was done by Sandy when she was here. Ryan asked for a newsletter

Tamitha discussed getting better signage for the building, both inside and outside. When someone walks in it is hard for our clients to know where to go. Same when they drive in the parking lot.

Tamitha talked about the computers that were stolen; she talked to the detective and things are moving. An arrest is pending.

Lisa Garner spoke on the Workman's Compensation process: It is a program out of Peoria. Our insurance company wants us to implement the process when there are accidents. There will be forms to fill out and documents that are more formal than in the past.

Max McClelland asked for a motion to approve the Executive Directors report. 1<sup>st</sup> by Ryan; 2<sup>nd</sup> by Theresa Bockhold; all ayes, motion carried

### **Fiscal Report**

Lisa Garner gave her report: She passed out her report; the LIHEAP grants over lap and run around 16 months. We just closed one LIHEAP HHS grant for 1.5 million. When the new grants begin they will total a little over a million. The Weatherization programs were extended to September 30 except for DOE. The DOE grant was close to double; we asked for additional funds in this program this year. Close outs are due August 15<sup>th</sup>. LIHEAP and Weatherization grants will be closing out.

Max McClelland asked for a motion to approve the Fiscal report. 1<sup>st</sup> by Ryan Niekamp; 2<sup>nd</sup> by Becky Weed. All ayes; motion carried

### **Community Services Department**

Becky Pruden gave the report.

The LIHEAP grants ended May 30<sup>th</sup>. The State grant was spent down to \$4.00 and the Federal grant was spent down to .69; this allows us to receive 100% of the program support and administration dollars.

The LHIEAP implantation plan was submitted and approved

The Weatherization implementation plan was submitted and approved

We receive 20,000 in the Ameren grant and is has been fully obligated. It was spent faster than in the past

Warm Neighbors Cool Friends is still fully funded and is for all counties.

The PIPP recertification process will start soon. This program is a year round program and those on it must come in and recertify all their information. If they fail to come in they are dropped from the program. It will depend on the budget whether we take new applications in October. There are several variables that will determine if we can take new apps or just maintain those we currently have in the program.

The Weatherization program ended better than it has in years. We were able to ask for additional funds and completed more homes because of it. The clients were all very satisfied with the work they had done. BCMW is the agency we are contracted with. It has worked very well

Ameren has a Weatheriation program and we are looking into the details. We will work with BCMW if we continue. The contract is signed but we are not obligated to anything.

In CSBG we are taking Scholarship applications

We have received the Schuyler County United Way and Brown County United Way funds that will be used for emergencies

May 12<sup>th</sup> was the Mission In Action (MIA) project in Brown County; we completed 1 home and worked in a couple parks.

The Activity Group is down for the summer; I have had a pool party and plan to have more throughout the summer to keep the kids active. We had a great turnout. Movie in the park will be scheduled later in the summer.

The REACHOUT Center is doing great. The cooler in the pantry is still not working. We are looking at costs. We would like to put units outside the building if possible.

The Department of Corrections garden program is bringing in a lot of fresh vegetables

Ameren donated Air Conditioners and we are busy handing them out.

I just finished the Organizational Federal Standards. It is part of our monitoring tool. The Strategic Plan has to be updated as a part of the Standards. The last one was done in 2008. We have to have a conflict of interest signed by each board member. The By-Laws have to be updated and looked at by the agency attorney. The Fiscal procedures will need to be updated. There are several areas that will need to be updated. Max stated that we need to look at the Bylaws and the Personnel policy.

Becky handed out the results of the Community Assessment that was done earlier. The Board will be asked to fill out a survey that will become part of the assessment. The clients that come in for services fill out the survey.

The Pike County building has issues. Max Middendorf did an assessment of the building to point out problems. I will send out the report in an email.

### **WIOA**

Jeremy Oshner will email his report later. LWA14 took a 23% cut. It has made things tight this year. For this year, the Adult budget was \$59,430.00; the dislocated budget was 71,582 and the youth budget was 74,487.00 which is a 10% decrease in budgets. There were roll over funds that will help in the 1<sup>st</sup> quarter.

The ACER program which is the Adams County Employment Reentry program that we partner with Gary Farhaugh , States Attorney, Probation Office, John Wood Community College and IEDS. We work with people that are on probation. It is a tough population to work with; we had 2 complete the program.

Jeremy talked about the workshops that help people that have trouble with basic skills needs. They will work with employers to help these individuals find employment

Bergner and Sears have gone out of business; we had rapid response meetings to help employees get training.

In the spring, the Herald Whig career fair was a success.

Trade Act – we have 2 people left in that program and everyone in the program have found employment

The SNAP program had 231 clients referred to the program. We got 33 applications out of those and 15 employment placements. Strategies are in place to encourage people to come in for their appointments. The budget for SNAP was increased this year close to double due to placements.

The TANF program had 15 people referred to it.

The EPIC grant was amended to December of this year and we hope for an extension

The housing program is full with 32; the housing counseling program has started back Max McClelland asked for a motion to approve department reports. 1<sup>st</sup> by John Heidbreder; 2<sup>nd</sup> by Ryan Niekamp; all ayes, motion carried.

### **Community Development**

Charles Bell gave the report. He stated the Revolving Loan program can no longer loan CSBG funds. The non performing loans are either performing or written off. We have 3 loan programs; EDA, CSBG and USDA. The EDA also covers Morgan and Scott Counties.

The EDA has asked that the Strategic Plan is updated. We have 90 days to update. They have put us on a different scoring management basis; it is based on the loans made, the amount of the loans, the reports that are sent in, and the job creation per job. It shows strengths and weakness in the program. The EDA loan program strategy needs to support the CEDS. With the bank rates going up our program will be more attractive and it should see an increase. We need to get a representative from Morgan County on the loan committee.

Charles explained the planning grant; it is a 50% reimbursement quarterly. Mike's time as Executive Director was charged at 20% of his time was reimbursed 50%; Lisa's time reimbursed was charged 10% and reimbursed at 50%. Charles time was reimbursed at 50%. Earl's time will be the same. This grant also helps with the Administrative costs. Last year the grant was increased to 70,000.00; we can only draw down what we can match, we probably won't draw down everything this year. This grant will allow us to concentrate on 3 areas. 1). Comprehensive Economic Strategy making it more useful and meaningful. 2). Infrastructure grants and Environmental Trending. 3). Housing grants.

Earl Bricker was introduced. He will be working with Charles. Charles will be reducing his time 50%; Earl will be working on the Comprehensive Economic Develop Strategy; Charles will concentrate of the loan program and Infrastructure grants.

Earl brings years of experience in Community Development. He will be working with the CEDS committee. Earl wants to work on an Action Plan and attend the County Board meetings in each county. He stated that each county has a group that the agency needs to get connected to and be a partner. One of the requirements is Economic Resiliency, we need to get together with all the Emergency Management personnel in each county to come up with a plan in case there is a disaster and the businesses will be a position to rise up and accommodate things. Earl is also works with the Brown County Action Team.

Max McClelland asked for a motion to approve the department reports; 1<sup>st</sup> by John Heidbreder; 2<sup>nd</sup> by Ryan Niekamp, all ayes, motion carried.

## **Personnel Committee**

Becky Weed introduced Tamitha. Kaye Iftner will be coming off the Personnel Committee so someone will need to be appointed.

John Heidbreder made the motion to approve the Personnel Committee report; 2<sup>nd</sup> by Ryan Niekamp, all ayes, motion carried

**Finance/Building Committee Report** – No Report John H asked for the report from the Engineer. Becky will email it out

**Old Business** - Tamitha explained that Mike had decided not to pursue the land bank grant due to funding and planned to turn it over to the City. After 2 years it has to sustain itself which could be a problem. She asked if the board wants to proceed. If we cannot financially sustain it we can back out. John Heidbreder asked why the City doesn't do it. The decision was made to have Tamitha look into it further with no obligation to move forward.

A motion was made to have Tamitha look into it further before a decision is made. 1<sup>st</sup> by Kay Iftner; 2<sup>nd</sup> by Ryan Niekamp, all ayes, motion carried.

## **New Business**

A Resolution for check /operational and general signing authority needs to be approved to add Tamitha so she can sign checks. John Heidbreder asked who is on the list currently. Lisa Garner explained that she is not on the list since she is the Fiscal Director. Those that can sign checks are: Becky Pruden, Jeremy Oshner, Lisa McDonald and Theresa Bockhold.

A motion was made to approve and sign the Resolution; 1<sup>st</sup> by Ryan Niekamp; 2<sup>nd</sup> by John Heidbreder. All ayes; motion carried.

Lisa Garner asked about Mike coming in during the month of June to sign documents and checks. Ryan stated they agreed in a Personnel meeting to continue to pay him through June. Jeremy stated that they need to get the minutes to him to put on the website. Becky Weed asked Ryan to complete the minutes and get to Jeremy.

Lobbying: A Certification Regarding Lobbying. We are not allowed to lobby, just educate. A motion was made to approve. 1<sup>st</sup> by Ryan Niekamp; 2<sup>nd</sup> by Kay Iftner; all ayes, motion carried

**Other Business: No report**

**Public Comment/Input: Nothing to report**

**Executive Session: Not needed**

**Adjournment**

Kay Iftner made a motion to adjourn; 2<sup>nd</sup> by Becky Weed; all ayes, motion carried

Minutes respectfully submitted by Becky Pruden

Signed \_\_\_\_\_  
Chairman, Max McClelland Date

Signed \_\_\_\_\_  
Secretary/Treasurer, Theresa Bockhold Date