

Two Rivers Regional Council of Public Officials
Annual Meeting
Governing/Foundation/CAA Board Meeting Agenda--1/09/20
QBTC, 301 Oak Street, Quincy, IL 62301
6:00p.m.-8:30pm (updated 1/07/20)

6:00pm-6:15pm Call Board Meeting to Order/Welcome/Introductions

Governing Board members in attendance were Joel Koch, Peggy Perry, Mark Sprague, Chet Ester, Steve DeMoss, Dave Bellis, Theresa Bockhold, Diana Helmik, and Rebecca Weed.

CAA Board members in attendance were Holly Cain, Sara Goodapple, Heide Welty, Tom Fish, and Ryan Niekamp.

Staff in attendance were Tamitha Ague, Jon Vrandenburg, Charles Bell, Jeremy Oshner, Becky Pruden, and Rachel Rabe.

Rebecca Weed-Governing & Candy Knight-CAA

- ****Agenda Changes**
- Introductions of Board members
 - **All introductions were made for board members and staff.**
- ****Approval of Minutes from October 2019 Governing Board Meeting; October**
 - **Motioned to approve by Steve DeMoss & seconded by Joel Koch**
 - **Passed Unanimously**
- 2019 CAA Meeting
 - **Motioned to approve prior CAA board minutes by Ryan Niekamp & seconded by Heidi Welty**
 - **Passed Unanimously**
 -
- Governing Board Chairman's Report; CAA Board Chairman's Report
 - **Becky Weed talked about the Agency Christmas party**
 - **No CAA report given**

6:15pm-6:25pm *****Executive Director's Report – Tamitha R. Ague (motion needed)**

- **Discussion about board meeting dates and agency holidays and closings**
- **Organizational chart was updated and discussed for new staff and departments**
- **Tamitha reported that she would be presenting at the annual state conference for Community Action Agencies and that she would be doing a presentation to WIU for practicum students to work at TRRC**
- **Ryan Niekamp asked if an I-9 audit had ever been requested – Tamitha reported that most of our grants request that information**
- **There was discussion on CDS installing our new computer hardware and software**
 - **Motioned to approve Executive Director Report by Ryan Niekamp & seconded by Dave Bellis**
 - **Passed Unanimously**
- **Strategic Plan 2020-2023 Update**
 - **Discussed update on strategic plan grid that would be presented to the board**

- ****Records Retention Policy**
 - **Tamitha presented new policy on a records retention policy and the board discussed the policy – was requested by CSBG**
 - **The board decided to have the attorney look at the policy to verify FOIA needs – will vote on electronically**
- ****Disruptive Client Guidelines**
 - **Tamitha presented new guidelines on dealing with a disruptive client – there was discussion on these guidelines and how the Salvation Army handled similar situations**
- Landbank Grant Update - **Updates given**
- Office Update
 - Community & Economic Development Staff Search Update
 - **The Community Development positions was reported on and discussed – no one to hire at this time but Tamitha and Charles will be recruiting; Earl Bricker will stay on until that position is filled**

6:25pm-7:00pm *****Agency Department Reports (motion needed)**

- Financial Report -Rachel Rabe
 - **Report was presented with board discussion – a spreadsheet listing all grants and accounts will be forthcoming**
- Community Action/REACHOUT – Becky Pruden
 - + LIHEAP Furnace MOU (TRRC/WIRC)
 - +Deer Santa Festival Participation-REACHOUT
 - +Walk-In Freezer-REACHOUT
 - +CAACAPLAW Sign-On Letter
 - **Report was presented with board discussion**
- Weatherization--Jon Vrandenburg
 - **Report was presented with no board discussion**
- Workforce Development – Jeremy Oshner
 - **Report was presented with board discussion**
- Community Development (CD) – Charles Bell
 - **Report was presented with board discussion**
- Revolving Loan Fund (RLF) – Charles Bell
 - **Report was presented with board discussion**
- **There was a motion to approve the Executive Director & Department Reports by Mark Sprague & seconded by Joel Koch**
 - **Passed Unanimously**

7:00pm-7:30pm Old Business:

- Casey's Building Update -Mt. Sterling, IL- Charles Bell
 - **No Discussion**
 - **Mark Sprague brought up the parking lot behind the TRRC Pike County office – there was discussion on what TRRC wanted from this property and that our office would remain at that location**

7:30pm-8:15pm New Business:

- *****FY18-19 TRRC Audit-Gray, Hunter, Stenn, LLP**

The department reports were paused in order to have the audit presentation given by Kamryn Schrepfer & Jeff McPherson from Gray Hunter Stenn LLP. There were a few findings, but they were impressed with the job that Rachel Rabe has done. There was some discussion with Charles Bell and Jeff McPherson regarding issues in the Community Development department. There was discussion between the board and Gray Hunter Stenn.

- **There was a motion to approve by Ryan Niekamps & seconded by Steve DeMoss**
 - **Passed Unanimously**
- **Pike Co. Bicentennial Presentation**
 - **Diana Helmik request media support and financial support for this endeavor on behalf of Pike County**
 - **Ryan Niekamp motioned to provide organizational support and Joel Koch seconded the motion**
 - **Passed Unanimously**
- **Election of Officers: Governing Board, CAA Board, & Foundation**
- **Committee Assignments: Governing Board, CAA Board, & Foundation**
 - **Theresa Bockhold, Dave Bellis, Derek Ross, Steve DeMoss, Joel Koch, and Max McClelland from the Governing Board were nominated to be on the Foundation Board**
 - **Sara Goodapple, Michelle Gates, & Ryan Niekamp from the CAA Board were nominated to be on the Foundation Board**
 - **Passed Unanimously**
 - **Governing Board Officer Nominations**
 - **Chairman – Joel Koch Volunteered**
 - **Vice Chairman – Dave Bellis Nominated**
 - **Treasurer – Rebecca Weed**
 - **Secretary – Diana Helmik**
 - **Passed Unanimously**
 - **CAA Board Officer Nominations by Ryan Niekamp**
 - **Chairman – Michelle Gates**
 - **Vice Chairman – Kenny Night**
 - **Secretary – Charla Meyers**
 - **Passed Unanimously**
 - **Foundation Board Officer Nominations**
 - **Chairman – Ryan Niekamp**
 - **Vice-Chairman – Diana Helmick**
 - **Secretary – Michelle Gates**
 - **Treasurer – Rebecca Weed**

8:15pm-8:30pm Public Comment & Announcement Section--Open

- **No Public Comment**

8:30pm Adjournment

CLOSED SESSION: The Board of Directors may “close” the meeting to the public at any time during the designated meeting date to discuss confidential matters. If the meeting is “closed”, the appropriate reason will be identified to the public with the motion and vote recorded to “open” session minutes. A “closed” meeting may be called for the issue of personnel, litigation, agency investigations and complaints, real estate, confidentiality and privileged communication between the board and its attorney, auditor, state government and grant partners, or other designated contracted businesspersons, and other issues deemed necessary by the board to be in a closed session. No board member or privileged entity shall discuss any business in a “closed” meeting, which does not directly relate to the specific reason identified to “close” the meeting.

(*Indicates some action is required for this agenda item), (**Indicates discussion and possible vote), (***)Indicates discussion, vote, and handouts)

Bold writing indicates meeting minutes.