

Governing Board/CAA Board Meeting  
Meeting Minutes  
Location: Quincy Administrative Office  
1125 Hampshire Quincy  
January 14 2016

**Board Members Present**

Sandra Valentine  
Theresa Bockhold  
Max McClelland  
John Heidbreder  
Jed Parn  
Rodger Hannel

Kaye Iftner  
Michael Boren  
Peggy Perry  
Ryan Niekamp  
Rebecca Weed

**Board Members Not Present:**

Carri Martin

**Others Present:**

Michael McLaughlin  
Lisa Garner  
Charles Bell  
Carolyn Chaney  
Michelle Gates  
Candy Knight

Becky Pruden  
Don Amsler  
Howard Kirchner  
Holly Cain  
Burl Boyd  
Sara Goodapple

Kaye Iftner called the meeting to order at 7:05 p.m.; the members said the Pledge of Allegiance to start the meeting. Roll call was taken by Becky Pruden and a quorum was declared.

The board minutes for the November 12 2015 meeting were reviewed. Kaye Iftner pointed out the on the last page Rebecca Weed's name was spelled incorrectly. A motion was made to approve the minutes by Michael Boren; 2<sup>nd</sup> by Rebecca Weed, all ayes, motion carried.

John Heidbreder asked about the building in Mt Sterling. Mike told the board that we own the Casey's building and have possession. Michael Boren stated he has signed the papers on the building.

**Director Report**

Mike introduced Lisa Garner as our Fiscal Director; she has made great progress in the department since coming back. He said a thanks to the staff for all their hard work. The Christmas party for staff was held

in Quincy at Talayna's on December 22<sup>nd</sup>. We have 16 full time staff, 6 part time and 3 experience works.

The agency has closed on the Casey's building in Mt Sterling; Mike is working with the attorney to get the tax abatement taken care of since it was a commercial business that paid taxes. The building committee needs to be developed and the committee needs to become active to make the move. The building has a leak in the roof at the back door. Jed Parn asked what the plan is to fix the roof and about the mold in the building. Discussion about the mold was held and Jed Parn stated he has the OSHA guidelines on mold and asked if anyone wants to read them. He stated that there are 2 companies in Mt Sterling that address mold, Service Master and Cory Anderson, Home inspector. The building committee needs to address the mold before we move. Jed stated that we need to have professionals clean it up to make it safe for all persons going into the building mainly our staff. Jed asked about the mold in the Pike county building and how we addressed it. Mike read a letter he had received from OSHA concerning the Pike County building. Becky named the persons that are currently on the building/finance committee as of April 9, 2015 meeting; they are as follows: Michael Boren, Chairman; John Heidbreder, Jed Parn, Rodger Hannel and Theresa Bockhold. Michael Boren asked that he receive a copy of the letter from OSHA. The bathrooms will have to be updated to make them handicap accessible; an overhead door needs to be put in the side of the building to make it possible to unload the food truck for the pantry. There are walk-in coolers and a freezer but we don't know if they are functional. We will have less room when we move.

Mike gave an update on the Quincy building; he has had interest from a couple businesses that have asked for the floor plans.

The Schuyler county office is still in the temporary office space waiting for the addition to be done

Once the new officers are put in place the committees need to look at the personnel policy, the foundation will need to meet about the buildings.

The auditors have been here and want the Chairman and Secretary sign the minutes from the last meeting.

Kaye Iftner asked for a motion to approve the Executive Director report. 1<sup>st</sup> by Ryan Niekamp; 2<sup>nd</sup> by Rebecca Weed all ayes, motion carried

### **Fiscal Department**

Lisa Garner gave the report; she explained to the board that she has been back to the agency since August. She is making progress trying to get things caught up and in place. She asked for suggestions on what type of report the members would like to see. John Hiedbreder asked to see the check book balance, current accounts payable and receivable. John stated that the committee will meet and decide on what type of report will be given to the board monthly.

Kaye Iftner stated that the building and finance are combined and asked if the committees should be separate since the building committee will be busy in the near future.

The auditors will be finishing the audit soon. They expect to have the report to the board at the March meeting.

The cost allocation plan has been submitted to DCEO; we are waiting approval.

The Pearl system that reconciled our EDA, CSBG revolving loan fund is now up and functional; both Lisa and Charles have access to it.

Kaye Iftner asked for a motion to approve the Fiscal report: 1<sup>st</sup> by John Heidbreder; 2<sup>nd</sup> by Jed Parn

### **Community Services Department**

Becky Pruden gave the report during the CAA board meeting and all members were present so it was not given the second time.

### **Weatherization Department**

Don Amsler gave the report. 9 jobs are in the field and 19 assessments have been completed. The pilot program allows 17,000 per home with a 14,000 average. The average now is 10,895.00 which help us expend the funds faster but it helps less households. We are able to do a complete job to each house; once a home has been done it cannot be weatherized for another 20 years. If we continue with the current average we will need to complete 6 more homes to complete the grant. We received the State grant but it has not been executed to draw cash; it is expected in the next day or two.

John Heidbreder asked about the ranking on the jobs. Don explained there is a waiting list and letters go out to those on the list and whoever calls in gets an appointment.

There are 4 rehab jobs in the field; they are expected to be done within the next month, this grant is in the Community Development department.

### **Workforce Development**

Howard Kirchner gave the report. Training funds are available for older youth that are out of school age group 17-24; this is a hard group of people to get into the office. The Workforce program has funds and is enrolling adults, dislocated workers in the regular workforce program. The SNAP (Supplemental Nutrition Assistance Program) are serving approximately 80 individuals per month. The TANF (Temporary Assistance to Needy Families) program is serving 45 each month

Harbour Freight is opening a store in Quincy, we are working with them and they plan to hire about 40 employees

We are still waiting to hear on the status of the JTED/SNAP Pilot project; we should hear soon.

### **Community Development**

Charles Bell gave the report. He is working with the EDA planning grant. A representative from each County from the Governing Board need to sit on the Comprehensive Economic Strategy board. Scott and Cass County will also have to have a member on the board. A corrective action plan needs to be put in place.

### **Revolving Loan**

Charles Bell gave the report. Charles has access to the Pearl system that is used for the loans. Charles and Lisa are working to get the loan updates completed. Charles went over loans that are delinquent and the plans to resolve the issues.

### **Slate of Officers**

Chairman – Kaye Iftner

Vice Chair – Max McClelland

Sec/Trea – Theresa Bockhold

Kaye asked for nominations. Michael Boren made a motion to elect the current officers by Acclamation, 2<sup>nd</sup> by Jed Parn. All ayes, motion carried.

### **Personnel Committee**

Becky named the officers that were appointed and approved to the committee at the April 9<sup>th</sup> meeting. They are Kaye Iftner, Peggy Perry, Ryan Niekamp, Sandra Valentine, Carri Martin and Rebecca Weed. Kaye stated that she does not wish to continue as chair. Rebecca Weed was appointed as Chairman. The committee needs to get together soon.

### **Finance/Building Committee – Appointments**

Becky named the committee members as of the April 9 2015 meeting. There are as follows Michael Boren, John Heidbreder, Jed Parn, Rodger Hannel and Theresa Bockhold. Kaye Iftner appointed John Heidbreder as Chairman of the committee. The committee will meet and decide if they need to split the Finance and Building committee.

### **Executive Committee**

Becky Pruden named the Executive Committee as of the April 9 2015 meeting and they are as follows: John Heibreder, Theresa Bockhold, Peggy Perry, and Kaye Iftner. We need one from each county; Lynn Smith will need to be replaced in Schuyler County, Sandra Valentine will be placed on the Ex. Committee

### **New Business**

Michael Boren asked that the board look into a stipend paid to the Chairman of the Board. He asked for mileage reimbursement when traveling for agency business.

Election of Officers to the Foundation board. Becky Pruden read the current list of members; they are follows: Michael Boren, Chairman, John Heibreder Vice Chair, Sara Goodapple Secretary/Treasurer, Michelle Gates, Ryan Niekamp, Theresa Bockhold, Rebecca Weed, Max McClelland, Rodger Hannel and Carri Martin. Lynn Smith needs to be replaced in Schuyler County. Sandra Valentine will replace Lynn Smith. A motion was made by Jed Parn to place John Heibreder as Chairman and Michael Boren as Vice Chair, 2<sup>nd</sup> by Michael Boren, All ayes, motion carried.

John Heibreder asked if it is still the intention of the board to sell the Quincy building. Discussion was held and it was determined to pursue selling the building.

### **Other Business**

Jed Parn asked if the board is meeting monthly or quarterly. It was stated that monthly meetings will continue unless they are not needed and then they will be cancelled. Enclosed in the board packet is document for each board member to fill out giving their contact information.

A motion was made by Peggy Perry and 2<sup>nd</sup> by Ryan Niekamp to approve the holiday and pay schedule

### **Public Input**

No Public Input

### **Adjournment**

Kaye Iftner asked for a motion to adjourn, 1<sup>st</sup> by Michael Boren, 2<sup>nd</sup> by Ryan Niekamp. All ayes, motion carried

Minutes respectfully submitted by Becky Pruden

