

TWO RIVERS REGIONAL COUNCIL

GOVERNING BOARD

MEETING MINUTES

January 8 2015

Location: Quincy Administrative Office

**Governing Board Members Present**

Theresa Bockhold	Lynn Smith
Michael Boren	Kaye Iftner
Max McClelland	Rebecca Weed
John Heidbreder	Peggy Perry (on phone)
Ryan Niekamp	Rodger Hannel
Carri Martin	

**Governing Board Members absent:**

Jed Parn	Jason Garthaus
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**Others Present:**

Michael McLaughlin	Becky Pruden
Don Amsler	Charles Bell
John Bright	

The meeting was called to order by Vice Chairman Lynn Smith at 7:05 p.m. Roll Call was taken by Becky Pruden and a quorum was declared.

It was reported that Harry Wright, Fred Bradshaw and Robert Kenady are no longer on the board

The board minutes for the November 13, 2104 were reviewed with the following corrections:

Page 4: 1<sup>st</sup> paragraph: change to "Jeff reported that they were done with the fraud interviews"

Page 4 under Becky Pruden report – change to “We use the Budget Host Inn and house the people that Salvation Army can’t due to the clients who are felons and sex offenders.

Page 5 last paragraph: It should read “Annual Vacation Time”

The last page of minutes: closed session lasted 10 minutes

Mike Boren made the motion to accept the minutes; 2<sup>nd</sup> by Rebecca Weed, all ayes, motion carried

### **Executive Director Report: Report given by Michael McLaughlin**

Mike introduced the new Fiscal Director; John Skip Bright. John started December 1<sup>st</sup>. The new Fiscal Clerk is Sherry Harvey; Christine resigned her position as of November 25 2014.

The board and staff introduced themselves to the new board members

We have had 3 different auditors here from State

Attended an energy conference in Springfield through DCEO and received a voucher for 15% credit for energy improvements; Pete Pullman has agreed to come to the Hampshire building and offer his input on ways we can save money

The Hotel Elkton fire displaced 45 low income persons. The Salvation Army and Red Cross took the lead on placing them in different hotels in the area.

Mike passed the resignation letter from Christine Goggins to the board members

Staff Christmas party was held at Tiramisu on December 23<sup>rd</sup>.

Dave Fowler, Hampshire street building janitor resigned his job. He was employed 11 years and worked approx. 14 hours per month. The job has been posted

A plaque will be presented to Harry Wright and Dave Fowler.

Harry Wright submitted his resignation letter to the board per mailing to the office

Motion to accept the Executive Director Report was made by Kaye Iftner, 2<sup>nd</sup> by Michael Boren; all ayes, motion carried

### **Fiscal Report: Report given by John Bright**

Skip passed out the department report.

John Heibreder expressed the need for a better report next month. He asked for more explanation on the report; there are grants on the report that are no longer active. Skip will have a different format at next month’s meeting.

Fiscal staff will be in training with the software company for 2 days next week.

Rebecca Weed made a motion to accept the Fiscal report, 2<sup>nd</sup> by Carri Martin; all ayes, motion carried.

### **Department reports**

#### **Community Services Department report: Report given by Becky Pruden**

The LIHEAP program is going strong.

The emergency furnace program has been shut down. We have expended all the funding available for furnaces.

The PIPP program was explained to the new board members. We are currently not taking new applications but maintaining the ones that are in the program

The floors in the Pike County building were waxed and buffed. They look very nice as well as the REACHOUT center. Board members are encouraged to stop in and have Rachel give them a tour. We use the Pike County Work Camp to help with lifting and moving items up and down the steps. We have a great group of volunteers that help keep it going.

Food Pantries: The numbers continue to rise. In the Pike County pantry we received a total of 27, 533 pounds of food that was donated by the community. We purchase the food at the Central Illinois Food Bank in Springfield at .19 per pound.

Shelter program is shut down due to funding; referrals are made to the Salvation Army shelter.

We have a new staff person in the Pike county office in the Community Services department; Stephanie Dehart began as the caseworker on January 5<sup>th</sup>. Becky has been in Pike most of the last week training and will spend more time next week. Stephanie has a large learning curve ahead of her but so far she has done very well.

The IS Survey is due on February 6<sup>th</sup>. This report covers the entire agency and is probably the biggest report we do agency wide. The report is mandated by the Federal government through the CSBG program. All department directors along with Mike will be involved in compiling information to Becky and she will pull the report together and submit it.

#### **Weatherization: Report given by Don Amsler**

We need 22 more assessments to complete this year's grant.

The cost we spend on a home went from 5,200.00 to 7,500.00 per job. This will use the funding faster but we can do more to the home. We have unspent funds from 2013 and 2014 from DOE; the State will reallocate those funds to the agency if we can get the jobs done. This means an additional 24 homes; to get everything done we need a complete assessment done every 1-1.5 days

Tom Mueller works in Weatherization 3 days per week and Planning Department 2 days per week. He is in his last week of training and will be a certified Assessor/Inspector

Procurement will begin in May with the contractor and hope to have it complete in June to start the new program in July. John Heidbreder questioned the numbers on the report. Don explained the difference in the fiscal report compared to his report.

#### **Workforce Development WIA: Report given by Michael McLaughlin**

They are still working with Quincy Compressor

JC Penney will be closing and they will be working with the employees

#### **Community Development : Report given by Michael McLaughlin**

The CDAP grants were not funded; 2 have been re-submitted for funding.

#### **Revolving Loan Fund: Report given by Charles Bell**

Bartlows loan was written off on the advice of the loan committee

Big River is having trouble with payments. They have had export problems to the East Coast and it has set them back. He plans to have a meeting soon with them to get a plan in place. The plant is now located in Griggsville.

Due to a Federal Audit at the State, issues arose with the CSBG loan program. This program will be discontinued in the future. We will continue to administer the active loans; we will have to return approximately \$129,000.00 of recaptured funds. This is one of our most active loan programs. Kaye Iftner asked for a list of businesses that have been success.

Lynn Smith asked for a motion to approve the department reports. 1<sup>st</sup> by Kaye Iftner; 2<sup>nd</sup> by Ryan Niekamp; all ayes, motion carried.

**Personnel Committee:** Kaye Iftner, nothing to report

**Finance Building/Building committee report:** Mike received a payment from the church with an increase for a 3 year lease. He will meet with them next week. It appears they are going to want the 3 year lease. The roof does not leak now

#### **Old Business**

Ryan Niekamp reported that the committee nominated Lynn Smith for Chair, Kaye Iftner for Vice Chair and Theresa Bockhold for Secretary/Treasurer. John Heidbreder made the motion to accept the nominations 2<sup>nd</sup> by Rebecca Weed; all ayes, motion carried

Lynn Smith will name appointments to the different committees

Mike passed out the list of board members. Discussion was held concerning the board members that do not attend meetings on a regular basis. Calls have been made to the County Clerks in the counties to see who has been appointed by the county board to serve on the board.

Governing Board members that were nominated to the Foundation board are: Lynn Smith, Ryan Niekamp, Carri Martin, Rodger Hannel, Michael Boren, Theresa Bockhold, Rebecca Weed, Max McClland, John Heidbreder

Michael Boren read the Bylaws and it states the one fifth of the board members have to be from the Community Action Board.

The Community Action Board members that were nominated to sit on the foundation Board are Michelle Gates and Sara Goodapple.

Motion was made by Michael Boren to accept the nominations to the Foundation Board 2<sup>nd</sup> by John Heidbreder; all ayes, motion carried

John Heidbreder made a motion to adjourn, 2<sup>nd</sup> by Carri Martin, all ayes, motion carried. The meeting adjourned at 8:50 p.m.

Minutes respectfully submitted by Becky Pruden

