

Two Rivers Regional Council

Governing Board

Meeting Minutes

Thursday, June 12, 2014

Governing Board members present:

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| Harry Wright | Theresa Bockhold | Mary Arp |
| Mike Boren | Fred Bradshaw | John Heidbreder |
| Max McClellan | Ryan Niekamp | Peggy Perry |

Governing Board members absent:

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| Lynn Smith | Jason Garthaus | Kaye Iftner |
| Jed Parn | Rebecca Weed | |

Others present:

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| Mike McLaughlin | Becky Pruden | Sandra Trusewych |
| Charles Bell | Don Amsler | Howard Kirchner |
| Janna Cline | Marie McLean | |

The meeting was called to order at 7:00 PM by Chairman, Harry Wright, in the TRRC Second Floor Conference Room. Roll call was taken by Howard Kirchner and a quorum was declared. The Governing Board minutes from the May 8, 2014, were reviewed, Ryan Niekamp moved to accept the minutes, Peggy Perry seconded, and the minutes were approved on a voice vote.

Executive Director's Report. Mike started by welcoming Marie McLean from DCEO and introduced himself to Max McClellan and Mike Boren.

He thanked the board for their confidence in him and as for any questions from his written report and asked that he might discuss some parts of the report later in the meeting. Harry Wright asked Mike when he was going to the conference in New Orleans, Mike replied he had been asked by Dalitso Sulamoyo, IACAA Executive Director, to attend the CAPLAW conference at their expense and would be leaving on June 17. CAPLAW is for executive directors' to learn and develop policy and programs for CAA programs. Theresa Bockhold moved to approve the Executive Director's Report; Ryan Niekamp seconded the motion and the motion carried.

FISCAL REPORT. Christine asked if the layout of her report was acceptable; with some discussion it was thought to be an improvement over the earlier fiscal reports. Jeff McPherson, Gray Hunter Stenn, was at TRRC the previous week for preliminary work on the audit. She introduced Janna Cline, TRRC Fiscal Consultant; she spoke very briefly about her current role with TRRC fiscal. Christine said that most of the TRRC Grants will be closing on June 30 and the fiscal office will be very busy through Sept 30. John Heidebreder asked if there was sufficient administration money in the grants for TRRC to operate. He wanted to know the percentage of each grant that was available for admin costs. They reviewed the first draft of the new cost allocation plan with the understanding that a more complete draft will be available at the July meeting. Harry complimented Christine on the improved fiscal report.

A motion was made by John Heidebreder to accept the fiscal report, second by Ryan Niekamp. All ayes, motion carried.

Becky Pruden gave the **LIHEAP/COMMUNITY SERVICES REPORT**. LIHEAP ceased taking applications for energy assistance the end of May; the Cooling Program will begin on July 7. Ameren donated 50 air conditioners for distribution in the four counties. Eligibility guidelines are comparable to LIHEAP. John Heidebreder asked if recipients of the air conditioners are also eligible for LIHEAP, Becky responded that they are. Most of the PIPP recertifications have been completed ahead of schedule. The food pantry is starting to receive produce from the gardens at the DOC Work Camp in Pittsfield. Harry asked about the number of people using the food pantry is increasing; Becky said that is the trend statewide.

The **WEATHERIZATION REPORT** was given by Don Amsler. There are still some problems with the Weather Works program. DCEO and DOE are working to resolve the problem. The T and TA Grant has been approved for \$58,000 and Weatherization will be receiving an additional grant of ARRA funds of \$72,000 to be spent by September 30. About half of the HHS funding will be expended by June 30; TRRC will not have to rebid for next year, after July 1 work on homes will continue. The State and DOE funds will be rolled over to TRRC after July 1; this will dramatically improve the Weatherization program for next year. John Heidebreder asked about prevailing wage; Don said that the prevailing wage for Weatherization is not related to the prevailing wage that is on the agenda later in the meeting.

WORKFORCE INVESTMENT REPORT was given by Howard Kirchner; he stated workforce is still recruiting for adults, dislocated workers and youth. Funds are being spent but some training slots are available; there is plenty of funding for youth. Graphic Packaging closed on May 15; a large comprehensive meeting for affected employees was held on May 21 at the JWCC Workforce Development Center. There were 4 people who attended. Also a workshop for the TGI Fridays employees was held on June 3, again only 4 people attended. The TANF Grant was awarded an additional \$22,000 for the TANF program. He also pointed that the number on the wait list is the number of questionnaires that have been turned in since December 1, 2013. Most of these individuals are either in training or were deemed ineligible for WIA services.

COMMUNITY DEVELOPMENT REPORT was presented by Sandra Trusewych. She reported that the Hardest Hit Grant is closing out. She is also working with someone who wants to purchase

a historical building in Mt. Sterling; they will be looking for tax credits for the purchase. She has been spending a lot of time helping with the rural transportation program proposed for Adams County. She is also working with Mt. Sterling and Rushville for a grant to remove abandoned properties; they want to hire a property inspector for the two municipalities. She may be starting a news letter for the CEDS committee. ETC is working to repair and launch the TRRC website. John Heidbreder asked about the funding for roofs Sandy had mentioned a month or so earlier. Sandy said that they take applications and award their own contracts.

REVOLVING LOAN REPORT was presented by Charles Bell. Suit has been filed against the guarantors or the Bartlow Brothers loan. Design Central is working with the bank to get them on a paying schedule again. Genteman Florist will soon be of the delinquent list, Crider Construction should be able to get back on a payment schedule later this year. They have highway programs for this year. Asbury paid their loan in full last week. There are three loans in process. Available balance to loan is approximately \$332,000. Fred Bradshaw made a motion to accept all of the departments reports with second from Mike Boren. All ayes, motion approved.

PERSONNEL COMMITTEE. No Report

FINANCE COMMITTEE. No Report

OLD BUSINESS.

Calvary Lease expires June 30th; Mike reported he has been in contact with the church and wanted to know with the current rent at \$2900 per month if the board still wanted to increase the rent \$50 to \$2950 per month for the first year of the new lease. John Heidbreder said that he thought TRRC should do everything to keep the church as tenant. John Heidbreder moved to propose a \$300 to \$600 per year increase in the rent to Calvary Tabernacle and to give Mike McLaughlin the power to act, Peggy Perry seconded. Mike Boren asked if it was up to Mike McLaughlin to negotiate the amount, the consensus yes. The question was called, the motion carried on a voice vote.

Mike stated he had met with Kerry Anders and they had decided on less space, Don and Tom had installed a door to provide the square footage the Driving School needed. Rent will be \$400 per month for 524 square feet on a two year lease. Mike asked the board to approve the draft lease for Quincy Driving School. There was some discussion about the Foundation and if the rent amount included utilities and the lease does include all utilities. They are using the south door facing Hampshire Street. Fred Bradshaw moved to approve the lease to Quincy Driving School, Peggy Perry seconded. Mike Boren asked for additional discussion, the foundation board will need to sign the lease. The question was called, and the motion carried

Signature cards need to be signed for all accounts. John Heidbreder moved to approve the signature cards, Fred Bradshaw seconded, motion carried on a voice vote.

Mike McLaughlin said he had received one bid for the roof replacement. Tournear Roofing quoted \$125,000 with prevailing wage adding \$36,000. The quote does not include removal of

equipment and re-install of equipment. There was discussion of adding some type of insulation when installing the new roof. Mike would like to get additional quotes or bids for the new roof. John Heidbreder moved to table further discussion on the roof until next meeting, Fred Bradshaw seconded, motion carried.

NEW BUSINESS.

John Heidbreder moved to approve the prevailing wage resolution, Mary Arp seconded. Motion was approved on a voice vote with one no vote. Mike McLaughlin said he had contacted Matt Hutmacher about the need for prevailing wage and did not receive a definite answer.

Mike McLaughlin stated there are repairs needed for the elevator before the annual inspection total cost will be at least \$2185.

Western Illinois Works has awarded a contract to Two Rivers for WIA Service Provider for two years through June 30, 2016.

Thanked the board for their confidence in him.

PUBLIC INPUT.

Marie McLean spoke briefly. She discussed the IACAA Peer Review and will be reviewing the report when it comes out. She is working on the new standards coming for CSBG. She is also working on some risk-management issue to help protect agencies. She said it was a good move for Mike to attend the CAPLAW Conference next week. She said that DCEO and IACAA are there to help all Community Action programs. She is always available to help in any capacity. Initially it looked at like CSBG funding will be constant after threats of severe budget cuts. The new focus for the feds is accountability and evidence based performance.

Peggy Perry thanked Howard for his service as Acting Executive Director.

OTHER BUSINESS.

Resolution to Mercantile to sign on customer custodial accounts; Fred Bradshaw moved and Ryan Niekamp seconded, motion carried.

Resolution to EDA to commit local dues; Moved by Fred Bradshaw and seconded by Theresa Bockhold, motion carried seconded.

Mike Boren moved to accept United Way shoe grant, Mary Arp seconded, motions passed on a voice vote.

Closed Session.

At 8:55 p.m., John Heidbrieder moved to go into closed session to discuss personnel issues, Mike Boren seconded. Motion carried.

The meeting re-opened at 9:20 p.m., John Heidbreder moved to authorize the Executive Director to offer contracts to Janna Cline and Wendy McDonald at the same rates as last year. Mike Boren seconded and motion carried.

Fred Bradshaw moved to adjourn; the second was given by Ryan Niekamp, the motion carried and the meeting adjourned at 9:25 p.m.