

TWO RIVERS REGIONAL COUNCIL

GOVERNING BOARD

MEETING MINUTES

June 11, 2015

Location: Quincy Administrative Office

Governing Board Members Present

Theresa Bockhold	Lynn Smith
Michael Boren	Kaye Iftner
Rebecca Weed	Ryan Niekamp
Rodger Hannel	

Governing Board Members absent:

Jed Parn	Max McClelland
John Heidbreder	Peggy Perry
Carrie Martin	

Others Present:

Michael McLaughlin	Becky Pruden
Don Amsler	Charles Bell
Sherri Harvey	Howard Kirchner

The meeting was called to order by Chairman Lynn Smith at 7:01 p.m. Roll Call was taken by Becky Pruden and a quorum was declared.

The board minutes for the January 8, 2015 meeting were reviewed with the following corrections: The spelling of Carrie Martin was wrong; Chairman Smith asked for a motion to approve the minutes, 1st by Ryan Niekamp; 2nd by Rebecca Weed, all ayes, motion carried.

The April 9, 2015 meeting held in Mt Sterling; there was not a quorum, it was recorded but no action was taken.

Executive Director Report: Report given by Michael McLaughlin

There were Lobbying and conference calls in Springfield mainly for LIHEAP; a little for Weatherization

Our offices are closed every Friday through August; it should save us \$30,000.00. The Governor has frozen several grants

We have not hired a janitor and have laid off 2 intake workers in LIHEAP. Dawn Reckers left the agency to pursue another job

Kaye Iftner asked for clarification to the hours in Pike. Becky replied that the REACHOUT Center is closed to the public every Thursday which has always been the case; the Friday off does not apply to the store. It is not feasible to close the store and loose revenue as Friday is one of the biggest days. The office is open on Monday, Tuesday and Wednesday; closed Thursday and Friday. The food pantry is not affected since Rachel runs the pantry not Stephanie

Mike has stopped the trash pickup in Rushville and has changed out the dumpster in Quincy to a smaller one.

We have hired through the Experience Works program; this program is similar to the old Green Thumb program. They can work 22 hours per week and doesn't cost the agency anything. Carla Clapp works at the front desk answering the phones; Shelly McCarthy was hired as a grant writer, she has experience in writing grants with HUD and has been working on a grant for the Village of Versailles. Becky Pruden and Carolyn Chaney have been surveying the homes; we have a selected target area that will be used in the grant. Don Amsler and Tom Mueller will do the work write ups to submit. A public hearing will be held June 16th at the Village Hall by Becky to be in compliance with the grant requirements.

Charles submitted the Tiger grant. We should know in a few months. It is for the Port Authority and the total grant is for 26 million. That would get a Port in place.

Lynn Smith asked for a motion to approve the Executive Director report. 1st by Rebecca Weed; 2nd by Ryan Niekamp

Fiscal Report given by Michael McLaughlin:

Skip was not at the meeting

Mike directed them to the report in the packet.

Mike introduced Sherri Harvey to the board.

We have had several grants frozen and/or suspended. One of the grants that the Governor is looking at is the PIPP grant. Becky passed out a petition asking the board members to sign in an attempt to save the LIHEAP program. IACAA is asking that we get this done.

Department reports

Community Services Department report: Report given by Becky Pruden

The LIHEAP program shut down April 10th due to funding; this is the first time in years that we were shut down this early. The 200,000 that was de-obligated at the beginning of the program has been restored and that is part of the modification to the grant.

As of right now, there will not be a cooling program this summer.

REACHOUT Center is doing well; we held the volunteer appreciation dinner in April. It was well attended

Ameren is donating 50 air conditioners to the agency tomorrow with a press conference at 11:00a.m. If any board members are able to attend that would be great. Adams County will receive 26; Brown will receive 6; Pike 12 and Schuyler 6. They have to be income eligible and have a member in the household that is one of the following; senior age 60+; disabled, children under the age of 7 or a veteran.

The LIHEAP grants manager was here May 5-7th there were no findings, files were reported in great shape. We are now going to have Marie McLean as our new grants manager after the State moved the managers around

PIPP recertification's are starting; they are getting letters from the State telling clients when to come in and recertify. There are talks around the State that the Governor plans to end the program, nothing is definite as of today so we are not telling clients anything. If this happens the State will send out letters letting the PIPP clients know the program ended.

Carolyn Chaney, Eze Emeka and I have been to training in Springfield on the Community Assessment that is mandated by the Federal Government. The board needs to be involved in the process and as we progress I will be getting information to you. This is a requirement for the entire agency. We also attended training in Chicago on ROMA (Results Oriented Management Accountability) on the new standards

The Scholarship program has been extended but due to lack of interest we are going to award them at the Community Action Board meeting.

Rachel Baker and I attended the Annual Conference at the Central Illinois Foodbank May 15th; it is a requirement since both pantries receive federal food commodities. Contracts were handed out; they are purchasing more fresh vegetable and fruit.

The garden project with the Department of Corrections is going well; we are getting fresh produce for the pantry.

The Brown County Post office held the annual food drive; our Brown County pantry received the food.

We were awarded the food grants from DOT Foods charitable for both Brown and Pike County.

The MIA project was held in Brown County on May 9th. We painted a house, did yard work for another, and stained a shed. We worked on 3 houses and the Community Building in Ripley

May 16th I received a call that someone had attempted to break in to the Brown County office, the police were called along with the landlord who had to repair the back door. Entry was not made.

Weatherization Report given by Don Amsler

All assessments are finished and jobs are out in the field with contractors. We should be completely spent out except for minor changes.

Procurement process is started for next year. The draft copy is finished now we need to finish the items list which has to be specified with minor changes from year to year. We don't know what the budget is for next year. MCS agency (Morgan, Cass, Scott) in Jacksonville and TRRC have been chosen to do a pilot project for the development of a new Weatherization program. Currently Weatherization is based on every item that you put in a house has to pay for itself at least one time in its lifetime by the amount of energy savings. The new program has to save 30% on their bill per month. It will give us double the money on a house which gives us additional program dollars.

Tom Mueller has passed his Weatherization certification. Both Tom and Don need to take a test in Champaign to be Quality Control Inspectors for Weatherization.

Workforce Investment Act report given by Howard Kirchner

The name of the program will change July 1; it will change to Workforce Innovation and Opportunity Act. The new regulations will not be out until fall; the eligibility guidelines will start now. The youth program will increase from age 21 to 24; we will have to spend 75% of funds on out of school youth. The adult program priority will be the hardest to serve; for example, someone with less than a high school education or no work experience and is 25-30 years old are a priority which creates a problem since at times they are hard to work with.

We continue to work with Quincy Compressor; they did the last of their layoffs on May 14th; they had 35 employees leaving and we had 24 at our workshop which is a high number. Most of the employees had been employed 30-40 years.

A presentation was held at Camp Point Central High School to talk with seniors that are not going to post-secondary education; they were able to apply for work.

The TANF program was granted an additional 14,500.00.

A job fair will be held at the Senior Resource Center on June 25th; a flyer is attached in packet

Community Development Department; Report given by Michael McLaughlin

A housing grant for Versailles will be submitted by July 8th.

Mike and Elaine Davis attended a housing summit in Fort Madison on June 10th.

Loan Report given by Charles Bell

The EDA planning grant application is finished and ready to submit; it will be for the same amount as last year \$58,000.00. A representative from EDA will be here later in July to see what we are doing; we need to pass a resolution, it is in the packet. The grant covers the Economic Development district. The CEDS plan should have quarterly meetings but there has not been a meeting since Sandy left. We need to have one before the end of the fiscal year (June).

Loan Program: we have been trying to get the delinquent loans taken care of especially in the CSBG loan program. The loan committee has decided to negotiate a settlement with Bartlow Brothers with the quantors that are in Missouri; once it was determined, negotiations were put in place; Bartlows has 2 loans, one in CSBG and one with EDA. The CSBG loan was for \$ 109,306.82; they paid it down to a balance of 63,000. EDA made a 50,000 loan with no payments; an agreement of \$5,000 was agreed upon. The loan committee has recommended that the write off be \$ 42,041.36 on the EDA loan; CSBG loan \$63,608.14.

The rest of the loans through CSBG are current with modified loan payments except Big River Fish.

EDA revolving loan has not reached an agreement with Design Central; no payments have been received for 3-4 months. Decisions will need to be made on foreclosure.

Stefan Crider is in default.

Son View Services have not paid for 2 years; had 40,000 outstanding but paid it including interest and penalties.

Mike Boren asked about Big River Fish. It appears that nothing is happening at the business.

Kaye Iftner asked about Sauk 80; it was written off a year ago; a settlement was made recommended by the loan committee.

A motion was made to approve the resolution to write off the Bartlow loans in concept knowing the exact dollar amount might change a small amount. 1st by Roger Hannel; 2nd by Kaye Iftner; all ayes; motion carried.

A resolution for the EDA planning grant needs to be passed; motion made by Kaye Iftner, 2nd by Rebecca Week, all ayes, motion carried.

Chairman Smith asked for a motion to approve the department reports; motion make by Ryan Niekamp; 2nd by Rebecca Weed. All ayes, motion carried.

Personnel Committee

The committee voted on the following board members to sit on the Personnel and Finance and Building Committees. A motion was made by Rodger Hannel, 2nd by Ryan Niekamp, all ayes, motion carried.

Kaye Iftner, Chairman

Peggy Perry

Ryan Niekamp

Lynn smith

Carrie Martin

Rebecca Weed

Finance and Building Committee

Michael Boren, Chairman

Lynn Smith

John Heibreder

Jed Parn

Rodger Hannel

Theresa Bockhold

Old Business

A resolution was passed giving Becky Pruden permission to apply for United Way grants. Kaye Iftner made the motion to approve the resolution, 2nd by Rodger Hannel, all ayes, motion carried

New Business

Three bids were submitted for the Health Insurance. Currently we are covered by Health Alliance HMO; the plan that was selected is cheaper; it should save 105,000 at least the first year. A motion was made to approve the health insurance change, 1st by Ryan Niekamp, 2nd by Rodger Hannel

Other Business

The engagement letter from the auditing firm was received; they would like to come in within the next week to get some of the preliminary work done. A motion was made to give Chairman Lynn Smith permission to sign the letter, 1st by Rodger Hannel; 2nd by Theresa Bockhold. All ayes, motion carried.

The Resolution for prevailing wage rate was passed out; each county has a different rate. A motion was made by Rodger Hannel to approve the resolution; 2nd by Theresa Bockhold; a roll call vote was taken

Kaye Iftner - yes

Lynn Smith - yes

Theresa Bockhold - yes

Ryan Niekamp - yes

Rebecca Weed yes

Michael Boren – no

Rodger Hannel – yes

6 yes votes and 1 no vote – motion passed

Kaye Iftner asked what we should do about members that are not attending; Mike responded that we need to reduce the number of members to 15. The By-Laws state 21 members. According to By Laws if a member does not show up for 3 consecutive meetings they can be dropped. The number can be lowered to get a quorum.

The Rushville office needs to be closed; we are there one day per week. We will need to find a place that is handicap assessable; we need a place that will not mind people in and out all day some with screaming children and need internet service. Lynn Smith indicated that he might have a place for us.

The Quincy and Mt Sterling offices have expenses we need to reduce; Pike County is paid for. MS Communications lease is up in September or November and they have indicated that they are interested in staying. The church has not signed the lease agreement yet, we have one leak in the corner in the church area; there was a plumbing issue that had to be taken care of.

Financially the agency was in the negative; 50,000.00 was taken from the REACHOUT Center and 50,000.00 was transferred from the Foundation. The same situation will happen again soon; we are roughly 200,000.00 in the hole. Mike has talked to the bank about a line of credit. Further reductions will need to take place.

The monthly mortgage to the bank is 6,120.00 per month and we bring in 10,000.00 per month. That money goes to the Foundation. The Foundation had loaned the agency money several years ago in the amount of 200,000.00 or 300,000.00 Some salaries can be charged to the Foundation

Michael Boren stated that some decisions can be made by the Executive Committee which consists of John Heidbreder and Theresa Bockhold Adams County; Peggy Perry, Brown County; Lynn Smith, Schuyler County; Kaye Iftner, Pike County. A motion was made by Michael Boren and 2nd by Rebecca Weed all ayes, motion passed.

Kaye Iftner made a motion to adjourn, 2nd by Rodger Hannel, all ayes, motion carried. The meeting adjourned at 8:42 p.m.

Minutes respectfully submitted by Becky Pruden