

Two Rivers Regional Council

Governing Board

Meeting Minutes

Thursday, May 8, 2014

Governing Board members present:

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| Harry Wright | Lynn Smith | Theresa Bockhold |
| John Heidbreder | Ryan Niekamp | Fred Bradshaw |
| Rebecca Weed | Peggy Perry | |

Governing Board members absent:

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| Mary Arp | Michael Boren | Jason Garthaus | Jed Parn |
| Kaye Iftner | Max McClelland | | |

Others present:

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| Howard Kirchner | Becky Pruden | Sandra Trusewych | Don Amsler |
| Charles Bell | Mike McLaughlin | | |

The meeting was called to order at 7:05 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 April 10, 2014 meeting were discussed. Ryan Niekamp said that a correction needed to be made; the minutes state no action was taken following the closed session when the board gave personnel committee authority to make an offer to an executive director candidate. There were no other corrections, Fred Bradshaw moved to accept the minutes as amended, Ryan Niekamp seconded, and the minutes were approved on a voice vote.

Harry Wright introduced Mike McLaughlin to the board and Mike indicated that he knew most of the board members in attendance.

Acting Executive Director's Report. Howard said that there was not that much to report since it has only been three weeks since the last meeting.

Most of the time has been spent with the IACAA Peer Review. The review team arrived at TRRC on April 21st, and the entrance meeting was held at 1:00 p.m., TRRC was represented by all

department directors and Harry Wright from the governing board. After the entrance meeting the review team immediately began to review programs and conduct interviews with TRRC Staff and customers. Howard reported that the peer team had conducted a focus group with the department directors. The week concluded on Thursday afternoon, the exit meeting was on Friday at 9:00 a.m., Harry and I attended. The team thanked us for the cooperation of staff and said they would return in May to complete the review with the report back to TRRC in June.

Howard also reported the LWA14 fiscal monitor was here on April 28 and 29. They reviewed all WIA charges for the months of August and October 2013.

Howard said that the application for TRRC to again provide WIA services in Adams, Brown, Pike, and Schuyler was submitted to LWIA14. There was a request for additional information on April 30; that information was due back on or before May 6. They asked for step by step information about customer services, job descriptions and qualifications, and expenditures compared to budget. He reported that all requested information has been submitted.

Ryan Niekamp asked about the survey that was sent to all CAA board members; specifically when would they receive any feedback from the survey. Harry said that all the information would be available in the final IACAA Report. John Heidbreder said that he had been in contact with roofers and they were having trouble finding suitable workers. Many workers do not want to work a full schedule. Howard said that is a problem with any profession, many workers lack the "soft" skills to compete in the workplace. Harry said there is a program underway in Pike County to help high school students develop skill employer need. Fred Bradshaw moved to accept the acting executive director's report; it was seconded by Theresa Bockhold. All ayes, motion carried.

FISCAL REPORT. Christine was not in attendance. John Heidbreder questioned the dates on the fiscal report; Howard stated that the columns included costs through April 30. Fred Bradshaw stated that he would like to have the report titles fully printed out instead of acronyms.

A motion was made by John Heidbreder to accept the fiscal report, second by Lynn Smith. All ayes, motion carried.

Becky Pruden gave the **LIHEAP/COMMUNITY SERVICES REPORT.** LIHEAP will cease taking applications for energy assistance the end of May. PIPP will begin on June 1, there are 560 PIPP participants to recertify and they will take another 60 applications or so. The scholarship application has been released to the media and it is hoped there will be several applications from all the counties. The Work Camp is in the process of planting the garden in Pike County. Becky reported she had attended the Round Table in Springfield; there are some changes coming in the next two years for CSBG. Jean Buckley met with Becky and assured her that the Tracy Family Foundation will be funding the School Supplies program this year. TRRC will receive \$10,500. They will be attending the workshop at the Central Illinois Food Bank. Next she played a video of the MIA workers in Brown County. There were 70 volunteers this year, they were able to repair a furnace for the community building in Ripley. Part of Becky's responsibility is finding the homeowners to participate. Peggy Perry asked about churches

being involved and they are to some extent but the YMCA takes the lead. Becky completed here report with saying that Bonna has been hired to help with the food pantry. Harry said he was concerned that 10% of the Pike County population is using the food pantry.

WEATHERIZATION REPORT was given by Don Amsler. Bids are out and homes are being weatherized. 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. The DOE Grant is being held up until USDOE is satisfied with DCEO ability to award the contracts. HHS has to be complete by June 30; TRRC will not have to rebid for next year, after July 1 work on homes will continue.

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. Workforce went to the Alternative School to recruit for the youth program. His department is currently working with Graphic Packaging that will close on May 15. A large comprehensive meeting for affected employees will be May 21 at the JWCC Workforce Development Center. A couple of the IACAA Peer Review Team spent the week at workforce agency. Howard said that WIA is concentrating on short term training programs, specifically the Truck Driver Training Program at JWCC.

COMMUNITY DEVELOPMENT REPORT was presented by Sandra Trusewych. Sandy said that they hired a new assessor/inspector; Tom Mueller has a bachelor's degree in construction management. John Heidbreder asked about the funding for Wendy McDonald to write CDAP grants. Harry stated that there were funds available from several sources to pay the salary. Howard said she was submitting 10 CDAP applications on June 2. Harry said that many of the local units of government were not getting the services that TRRC should be providing them.

There are two individuals enrolled in the asset building grant. They are recruiting and will have additional participants soon. They have received funding for the IHDA single family grant.

REVOLVING LOAN REPORT was presented by Charles Bell. There is approximately \$300K available to loan at this time. Bartlow Brothers is in litigation, but nothing new to report. Design Central is working with the bank to get them on a paying schedule again. J E Biggs is making payments on a modified schedule. Crider Construction has been awarded transportation contracts and should be able to begin payments in July. Hopefully they will be caught up in a year. He is working on two loan applications.

John Heidbreder asked if any were Adams County loans, none are, all TRRC. Adams County has one active loan and three that will be written off. Charles said that there has been some differences in the way the admin funds have been calculated and paid to TRRC. He said that he would likely meet with Adams County within the next week or two.

Lynn Smith made a motion to accept all of the departments reports with second from Rebecca Week. All ayes, motion approved.

PERSONNEL COMMITTEE. Peggy Perry asked if they needed to go into closed session. Harry said he didn't believe so; he immediately read the offer of employment letter the personnel committee sent to Mike McLaughlin to the board members. Harry said that Mike McLaughlin will begin work on May 16. Mike stated he will be resigning from the Adams County board and asked everyone to keep this confidential until May 16.

FINANCE COMMITTEE. Theresa Bockhold said the committee met on April 28 and discussed the director's salary, replacement of the roof, lease agreement for the church, and rental of office space to Quincy Driving School. John Heidbreder stated he has measured the roof, it is in five areas; the leaks are in the u shaped section and all hold the AC units. The blueprints show it is the original roof from the 1970s, and it was suggested to add insulation to the roof. He has been in contact with Matt Hutmacher to discuss prevailing wage and if it applies to Two Rivers Foundation. Prevailing wages will add about 30% to the cost of the roof replacement. Howard said that the Two Rivers Foundation has given the Finance Cmte authority to negotiate the roof replacement. Theresa Bockhold said that the cost will be \$4.50 - \$5.00 per square foot. Charles Bell said there is a possibility of getting another loan from DCEO to pay for the roof replacement.

John Heidbreder said the committee was looking at increasing the rent to the church of \$100 a month each year. There was discussion of hiring an engineering firm to assess the roof and make a plan for replacement.

Lynn Smith moved and Ryan Niekamp seconded to go ahead with the finance committee recommendation on the roof. Approved on a voice vote.

OLD BUSINESS. None

NEW BUSINESS. Gray Hunter Stenn had a proposal to conduct the 2014 Audit.

John Heidbreder moved, Fred Bradshaw seconded to accept the audit proposal for 2014 from Gray Hunter Stenn. The motion was approved on a voice vote.

Health insurance was discussed; Christine proved a memo with information about the health insurance for the coming year. The state presented managed care and local care plans available to TRRC employees; the premiums will increase 6% for the coming year.

John Heidbreder moved to accept, Rebecca Weed seconded.

Discussion was how will TRRC pay for this increase, Howard and Becky stated that it will be part of the staff costs and might result in fewer staff hours from reduction in part time staff or layoff. Rebecca Weed asked if anyone had discussed insurance with employees and that maybe TRRC could no longer provide this level of payments for health insurance.

With no further discussion, the measure was approved on a voice vote.

OTHER BUSINESS.

Resolution for the new Executive Director to sign on behalf of Two Rivers Regional Council of Public Officials.

Fred Bradshaw moved and Ryan Niekamp seconded to approve the resolution giving Mike McLaughlin authority to sign on behalf of TRRC.

PUBLIC INPUT. None

John Heidbreder moved to adjourn, the second was given by Rebecca Weed, the motion carried and the meeting adjourned at 8:45 p.m.