

TWO RIVERS REGIONAL COUNCIL  
GOVERNING BOARD  
AGENDA  
November 10, 2016  
6:30 pm

1. Call to Order
2. Roll Call
3. Approval of Minutes (motions needed)
4. Executive Director's Report – Mike McLaughlin (motion needed)
5. Fiscal Report - Lisa Garner (motion needed)
6. Department Reports (motion needed)
  - a. LIHEAP – Becky Pruden
  - b. Weatherization (WX) – Becky Pruden
  - c. Workforce Development (WIA) – Howard Kirchner
  - d. Community Development (CD) – Charles Bell
  - e. Revolving Loan Fund (RLF) – Charles Bell
7. Personnel Committee – (motion needed)
8. Finance/Building Committee Report – Presentation of Annual Audit/Jeff McPherson,  
(motion needed)
9. Old Business
10. New Business -I. Resolution to rescind Bi-Monthly Payroll return to Bi-Weekly.
11. Other Business- Real Estate Update
12. Public Input
13. Executive Session
14. Final action may or may not occur in the open session
15. Adjournment

TWO RIVERS REGIONAL COUNCIL

GOVERNING BOARD

MEETING MINUTES

NOVEMBER 10, 2016

Location: TWO RIVERS REGIONAL COUNCIL  
Second Floor Conference Room  
1125 Hampshire  
Quincy, IL 62301

**Board Members Present:**

Kaye Iftner  
Sandra Valentine  
Jed Parn  
Rebecca Weed  
Ryan Niekamp

Theresa Bockhold  
Max McClelland  
Rodger Hannel  
Peggy Perry

**Board Members Absent:**

Michael Boren  
John Heidbreder

Carri Martin

**Others Present:**

Mike McLaughlin  
Lisa Garner  
Charles Bell

Howard Kirchner  
Jeremy Oshner  
Jeff McPherson

Kaye Iftner called the meeting to order at 6:30 p.m., and asked for all present to recite the Pledge of Allegiance. Roll call was taken by Howard Kirchner and a quorum was declared.

The board minutes for October 13, 2016, were reviewed. Jed Parn moved to approve the minutes as presented; Rebecca Weed seconded and the minutes were approved on a voice vote.

Mike McLaughlin asked to skip to Item 8 on the agenda, the presentation of the annual audit report by Jeff McPherson and all agreed.

**Audit Report:** Jeff McPherson began the presentation by stating that he worked for Gray, Hunter Stenn and there was a big improvement in the fiscal records at Two Rivers. Last year it was March before the audit was complete, this year he is able to

give the board the audit in November. He said he would talk about some of the basic items in the audit report and review the findings. Pages 1 and 2 are the auditor's opinions about General Accepted Accounting Principles and that it is a single audit based on the amount of federal funds received by the agency. LIHEAP was picked to review eligibility and timely payments to the correct vendor. They also tested 5 weatherization files that are part of the LIHEAP program. Page 3 states funds held and expended on June 30, 2016, along with real estate holdings. The building in Mt. Sterling was added this year as a donation; it also shows a debt of \$784,000 on the building at 1125 Hampshire. Page 4 shows information about individual grants and he said it wasn't necessary for him to go into detail. The rest of the pages are required; pages 20 through 61 are the individual grants by themselves; this is for grantors to review how Two Rivers is spending funds. Federal grants are listed on pages 66 and 67, LIHEAP is the major program. Page 70 begins with the findings; last year there were 8 findings, some severe. There are three findings this year; the first finding is a repeat of last year, LIHEAP failed to make the payments to vendors within the 15 days after verification. Finding two on page 72 is Lack of Segregation of Duties; Jeff said this is common in agencies that have small fiscal departments. Two Rivers has some policies and practices in place that help but with only one person in the fiscal department it is going to be difficult to meet the segregation of duties requirement. Also grants were left overspent and not closed out in a timely matter with the over expenditure charged back to the unrestricted funds. This is a leftover situation from the previous year close outs and not indicative of the present fiscal office. Jeff said the audit proceeded very well and he thought presenting the audit report in November demonstrated the vast improvement over last year. His staff worked in May and then a week and a half in early September. Jed Parn moved to accept the audit, Rodger Hannel seconded and the audit was approved.

Mike asked Jeff to explain the money that the Two River Foundation owes to the Two Rivers Regional Council. In the report there is an item that the Foundation owes the Council \$214,000. When the building was purchased Two Rivers loaned the Foundation \$50,000 and Two Rivers paid \$22,000 and \$38,000 for roof repairs in 2010. Also Two Rivers paid \$102,000 for the new HVAC system. If Two Rivers sells the building those funds will be repaid and go into the unrestricted fund account. Jed Parn asked if the sale of the building would there be enough funds to repay the Council, Jeff said the payout amount on the building is \$763,000 plus the \$214,000 owed the Council for a total of \$977,000. Jeff said that the repayment of the \$214,000 by the foundation would allow the Council to purchase a building or remodel the building in Mt. Sterling. The building at 1125 Hampshire was purchased for \$1,150,000 with an additional \$100,000 borrowed to make needed improvements. Kaye asked if there were any more questions for Jeff, he again said it was a big improvement from last year.

**Executive Director's Report:** Mike said his report was in the packet; it is not very long due to just having a meeting last month. He had spent quite a bit of time reviewing properties with Charles Bell and John Heidbreder. Mike announced that Carolyn

Chaney's father has passed away and Becky is attending the visitation this evening. It will also be Howard's last meeting as he retires in December. Jeremy Oshner will replace Howard in the Workforce Department. Some highlights of the report included:

- Worked with Charles Bell on CEDS material planning.
- Worked on counter offer to QMG.
- Met with Jeremy Oshner regarding combination of Workforce jobs and with Elaine Davis regarding housing issues.
- Conference call about indirect cost rate.
- Attended the WX/LIHEAP Roundtable in Springfield.
- Took pictures of 3<sup>rd</sup> and Maine building and working on inventory.

Jed Parn moved to accept the Executive Directors Report, Rebecca Weed seconded and the motion carried.

**Fiscal Report:** Lisa reported the cash balances as of the end of October. She has recently received notice of grant award for State of Illinois LIHEAP and Weatherization DOE, they expect those grants to be executed soon with drawdown of cash then possible. Currently cash flow is very good. She asked if anyone wanted to see anything else in the reports. The GATA reporting is making quite a bit of additional work for each of the grants; it is a new process that is moving slowly. Lisa said that the third finding about the over expenditures were IDHA grants that we were expended but IDHA has never released the final funds. If those funds are ever released they will reimburse what is has been paid from unrestricted funds.

Jed Parn moved to file the fiscal report; Theresa Bockhold seconded, the fiscal report was approved.

Mike told the board he would like to thank Lisa for her work in the fiscal office and it is her efforts that have resulted in such a good audit report.

**Community Services:** In Becky's absence, Mike briefly reviewed Becky's report that was part of the packet. Mike asked for questions and said the Pike County Reach-out was doing very well. Sandra Valentine commented that she has recently visited the Reach-out and was very impressed.

Weatherization will soon release additional state funds.

**Workforce Report:** Howard reported that WIOA has limited funding available for Adults and Dislocated Workers; enrollments should resume in early January. WIOA is enrolling Out of School Youth; for some reason it is becoming more difficult to recruit this 17-24 age group. Workforce is currently working with JWCC Adult Education to

recruit some of their participants. SNAP and TANF are continuing to enroll customers; there have been just over 60 referrals for the SNAP program this month. Any recent former employees of Trinity Container are eligible for Trade Act services; it appears there will be nearly 30 individuals served in this grant. Stephanie Dehart is now working with Workforce, Mondays in Pike County, Tuesdays in Schuyler County, Wednesday in Brown County, and alternating Thursdays between Quincy and Pittsfield. There is an attempt to provide additional services in the Workforce Office. DHS now conducts all TANF orientation meetings and EPIC orientation in our office. The workforce activity report was attached. Rodger Hannel asked about finding a use for the welding lab at the former Kinderhook High School. Stephanie Rennecker is the contact person.

**Community Development/Revolving Loans:** Charles is now working on the CEDS five year updated plan. Now the CEDS report can be used for all county projects. The report includes cluster analyses and SWOT analyses. He is now working on projects for each county and others that affect the whole area. Morgan County is now included in the data and statistics. There was a recent meeting at the YMCA in Mt. Sterling. Vada Yingling has recently joined the CEDS group; a tentative meeting schedule was included in the report.

The revolving loan report was similar to last month's report. The four loans remain delinquent; with the first two sporadic in payments. The last two are not making any payments. They may need to foreclose on Big River Fish. The CSBG loan program is still frozen statewide.

Jed Parn moved to accept reports, Rebecca Weed seconded, motion carried.

**Personnel Committee Report** – No Report

**Finance/Building Committee Report** – Nothing in addition to annual audit.

**Old Business:** No old business

**New Business:** Mike told the board that the Foundation Board met on November 3, and decided to sell the building at 1125 Hampshire. QMG has accepted the offer and Mike has taken the documents to the Two Rivers attorney to draft the purchase agreement. QMG has not notified their employees at this time; they would like to take possession 90 days after closing. Mike said it appears TRRC will move to the office at 107 N 3rd that houses IDES and Two Rivers Workforce.

Mike presented a resolution to return to the bi-weekly payroll. Rodger Hannel moved to approve the resolution, Theresa Bockhold seconded, motion carried.


**Public Input:** Howard thanked the board for their help and support of all Two Rivers Departments throughout his tenure at the agency.

The board stated they preferred not to meet in December unless something warranted a meeting.

Jed Parn moved to adjourn, Theresa Bockhold seconded, meeting adjourned at 7:25 p.m.


Minutes respectfully submitted by Howard Kirchner

Signed

  
Chairman, Kaye Iftner

1-12-17  
Date

Signed

  
Secretary/Treasurer, Theresa Bockhold

1-12-17  
Date

## EXECUTIVE DIRECTOR REPORT

ATTENDED BOARD MEETING IN SCHUYLER COUNTY

WORKED WITH CHARLES ON CEDS MATERIAL PLANNING

STAFF MEETING, WORKED ON PERSONNEL FOLDERS PUT IN ALL NEW "CHANGE OF STATUS FORMS" - PAY ADJUSTMENT

VIEWS 3RD AND MAINE BUILDING WITH JOHN HEIDBREDER, AFI CONFERENCE CALL, COMPLETED EDA LOGIN GRANT APPROVAL

WORKED ON COUNTER OFFER, PRESENTED WITH JOHN H., CHARLES AND MYSELF

ATTENDED WIU PRESIDENTS ECONOMIC DEVELOPMENT REGIONAL SUMMIT, SIGNED CHECKS

MEETING WITH JEREMY OSHNER REGARDING COMBINATION OF JOBS, ALSO WITH ELEAINE DAVIS REGARDING HOUSING ISSUES, REVIEW OF PORT MEETING MATERIAL FOR MONDAY MEETING, EMAIL TO DARRIN FLEENER AT EDA TO SET UP TIME FOR HIM TO COME HERE

MEETING WITH ADM ABOUT PLANT EXPANSION ON 30TH STREET AND POSSIBLE EXPANSION OF RIVER/PORT SITE FOR A TANK FARM FACILITY, THEN LUNCH WITH EVERYONE, RESPONSE LETTER BACK TO BLANCHE-WIOA

WX MONITOR HERE FROM CHICAGO TO WORK WITH TOM M FOR 3 DAYS OF TRAINING, ATTENDED VOAD MEETING, VIEWED 4 PROPERTIES WITH CHARLES

EDA CONF CALL: INDIRECT COST RATE, TOOK KEITH (WX) TO LUNCH, RECEIVED FINAL OFFER FROM QMG

CONF CALL ABOUT INDIRECT COST RATE, CHARLES AND I THEN DROVE TO MT STERLING YMCA TO CONDUCT CEDS MEETING, ALSO HAD PROGRAM MONITOR FROM DHS HERE FOR ABOUT 3 HOURS, THEN DROVE TO PITTSFIELD FOR A CCA BOARD MEETING AT OUR REACHOUT OFFICE THAT NIGHT

WORKED WITH CHARLES ON CEDS RECAP OF MEETING, EDA PAPERWORK, SETTING UP MEETING WITH DARRIN(EDA)

CHARLES AND I HAD A MEETING IN MACOMB WITH SEAN PARKS AND HIS INTERN REGARDING CEDS PLAN

MIKE, LISA AND BECKY ATTENDED WX/LIHEAP ROUNDTABLE IN SPRINGFIELD, TERRIBLE STORM ON WAY HOME



DARRIN(EDA) CANCELLED MEETING HERE WITH US, WORKED ON HARD COPY EDA REPORTS WITH CHARLES, FOUNDATION BOARD MEETING THAT NIGHT IN QUINCY

STAFF MEETING, INVENTORY OF BUILDING PROPERTY AND EQUIPMENT, REVIEW OF SECURITY CAMERAS AFTER CHURCH HAD CARS ENTERED ON SUNDAY NIGHT, CALLED QPD TO REPORT WHAT WAS VIEWED

WENT AND TOOK PICTURES OF OFFICES AT 3RD AND MAINE, ADDITIONAL WORK ON INVENTORY, INFORMED THAT CAROLYN CHANNEYS FATHER HAD PASSED AWAY, QMG CALLED AND SAID THEY HAD ARREST MONDAY NIGHT OF A PERSON ENTERING CARS

GREDF EXECUTIVE BOARD MEETING, CONF CALL ON PORT WITH ANN SCHNIEDER, MIKE KLINGNER, DICK KLUSMEYER, MARCEL WAGNER, CHARLES BELL AND MYSELF, STARTED PUTTING TOGETHER BOARD REPORT AND PACKETS

## Two Rivers Cash Balances

Report Date 10/31/2016

| Account<br>Local<br>Name     | Bank or<br>Institution<br>Where Held | Statement<br>Begin Cash<br>Balance | Monthly<br>Income   | Monthly<br>Expense  | Statement<br>End Cash<br>Balance |
|------------------------------|--------------------------------------|------------------------------------|---------------------|---------------------|----------------------------------|
| Consolidated Acct            | First Bankers Trust                  | \$ 40,485.61                       | \$ 375,864.19       | \$ 256,891.03       | \$ 159,458.77                    |
| Hampshire Bldg Acct          | First Bankers Trust                  | \$ 48,621.47                       | \$ 10,976.90        | \$ 6,119.99         | \$ 53,478.38                     |
| TRRC-IHDA                    | First Bankers Trust                  | \$ 13.61                           | \$ -                | \$ -                | \$ 13.61                         |
| EDA / RLF Sequestration Acct | First Bankers Trust                  | \$ 154,321.84                      | \$ 6.55             | \$ -                | \$ 154,328.39                    |
| Project Reserve Fund         | First Bankers Trust                  | \$ 7,254.88                        | \$ 0.31             | \$ 2.00             | \$ 7,253.19                      |
| EDA REVAL Loan Acct          | First Bankers Trust                  | \$ 179,041.13                      | \$ 2,417.59         | \$ -                | \$ 181,458.72                    |
| TRRC IDA Project 818         | Members First Comm Cr Union          | \$ 5,571.90                        | \$ 3.51             | \$ -                | \$ 5,575.41                      |
| TRRC IDA Project 819         | United Community Credit Union        | \$ 1,850.73                        | \$ 0.19             | \$ -                | \$ 1,850.92                      |
| Cafeteria Plan Acct          | First Bankers Trust                  | \$ 286.63                          | \$ -                | \$ 31.67            | \$ 254.96                        |
| EDA Planning Grant Project   | First Bankers Trust                  | \$ 56.24                           | \$ -                | \$ -                | \$ 56.24                         |
| Annual Leave Account         | First Bankers Trust                  | \$ 40,529.54                       | \$ 1.72             | \$ -                | \$ 40,531.26                     |
| Project Reserve Acct 817     | Mercantile Bank                      | \$ 926.21                          | \$ 0.04             | \$ -                | \$ 926.25                        |
| Pike Reach Out Center        | Farmers State Bank                   | \$ 15,005.57                       | \$ 7,751.12         | \$ 5,860.08         | \$ 16,896.61                     |
| Revolving Loan Fund          | United Community Bank                | \$ 144,900.70                      | \$ 23.82            | \$ -                | \$ 144,924.52                    |
| Flood Donations              | United Community Bank                | \$ 30,324.48                       | \$ -                | \$ -                | \$ 30,324.48                     |
|                              |                                      | <u>\$669,190.54</u>                | <u>\$397,045.94</u> | <u>\$268,904.77</u> | <u>\$797,331.71</u>              |

**LIHEAP FED & STATE**

July 15 - June 16

|                             | Adams     | Brown    | Pike     | Schuyler | RA     | Total   |
|-----------------------------|-----------|----------|----------|----------|--------|---------|
| Number of households served | 179       | 40       | 169      | 55       | 35     | 478     |
| Denied households           |           |          |          |          |        |         |
| Expended                    | \$53,659  | \$10,380 | \$17,861 | \$8,858  | 13,919 | 104,677 |
|                             |           |          |          |          |        |         |
| Number of households -      | 180       | 38       | 95       | 45       |        | 358     |
| 2015 PIPP                   | \$157,178 | \$42,657 | \$81,362 | \$63,423 |        | 344,620 |
| Obligated                   | \$156,671 | \$35,297 | \$75,552 | \$35,759 |        | 303,279 |
| Total Unobligated           | \$507     | \$7,360  | \$5,810  | \$27,664 |        | 41,341  |

**Emergency Furnace Final**

|           |   |   |   |   |  |   |
|-----------|---|---|---|---|--|---|
|           | 1 | 1 | 2 | 3 |  | 7 |
| Obligated |   |   |   |   |  | 0 |
|           |   |   |   |   |  |   |

**Warm Neighbors/Cool Friends**

|                      | Brown  | Pike | Schuyler | Total |
|----------------------|--------|------|----------|-------|
| Number of households | 20     | 1    | 9        | 30    |
| Amount obligated     | 4350.6 | 0    | 1661.79  | 6,012 |

**Ameren Grant**

|                      | Adams | Brown | Pike | Schuyler | Total  |
|----------------------|-------|-------|------|----------|--------|
| Number of households | 44    | 18    | 9    | 8        | 79     |
| Obligated            | 13200 | 5400  | 2700 | 2400     | 23700  |
| Total remaining      |       |       |      | Balance  | 21,300 |

Community Services Department Becky Pruden

10/27/2016

| General Revenue Fund (GRF) |  |            |       |                        |          |
|----------------------------|--|------------|-------|------------------------|----------|
|                            |  |            |       | state grant funds held |          |
|                            |  | Adams      | Brown | Pike                   | Schuyler |
| Number of households       |  | no funding |       |                        |          |
| Funds expended             |  |            |       |                        |          |
|                            |  |            |       |                        | Total    |

| Emergency Food and Shelter Homeless |  |            |       |                        |          |
|-------------------------------------|--|------------|-------|------------------------|----------|
|                                     |  |            |       | state grant funds held |          |
|                                     |  | Adams      | Brown | Pike                   | Schuyler |
| Number of clients                   |  | no funding |       |                        |          |
| Funds expended                      |  |            |       |                        |          |
|                                     |  |            |       |                        | Total    |

| Schuyler County United Way (SCUW) |  |             |  |      |             |
|-----------------------------------|--|-------------|--|------|-------------|
|                                   |  |             |  | 5000 |             |
| Number of households              |  | 13          |  |      | 13          |
| Funds Expended                    |  | \$ 3,350.57 |  |      | \$ 3,350.57 |
| Balance                           |  |             |  |      | \$ 1,649.43 |

| Brown County United Way (BCUW) |  |          |  |             |             |
|--------------------------------|--|----------|--|-------------|-------------|
|                                |  |          |  | \$11,825.00 |             |
| Number of households           |  | 34       |  |             | 34.00       |
| Funds Expended                 |  | 8,612    |  |             | 8,612       |
| Balance                        |  | 3,213.00 |  |             | \$ 3,213.00 |

| Adams County Shoe Fund |  |                  |          |       |       |
|------------------------|--|------------------|----------|-------|-------|
|                        |  |                  |          | Total |       |
| Voucher sent           |  | Voucher returned | # voided |       |       |
| Amount of Grant        |  |                  |          | 5,638 |       |
| Number of Students     |  | 250 issued       | 195      | 60    | 4,360 |

# Becky Pruden

| 10/27/2016 | Totals |
|------------|--------|
| 10/27/2016 | Totals |

[illegible]

## Food Pantry- Households Served

|             | January | February | March | April | May  | June | July | Aug | Sep  | Oct | Nov | Dec |
|-------------|---------|----------|-------|-------|------|------|------|-----|------|-----|-----|-----|
| Brown       | 162     | 181      | 215   | 175   | 216  | 176  | 196  | 303 |      | 220 |     |     |
| Individuals | 530     | 569      | 633   | 525   | 668  | 535  | 648  | 963 |      | 671 |     |     |
| Pike        | 681     | 627      | 674   | 695   | 660  | 736  | 718  |     | 723  |     |     |     |
| Individuals | 2023    | 1868     | 2003  | 2119  | 1966 | 2221 | 2222 |     | 2150 |     |     |     |
| Total       | 843     | 808      | 889   | 870   | 876  | 912  | 914  | 303 | 723  | 220 | 0   | 0   |

# Brown County Youth

| January | February | March | April | May | June | July | Aug | Sep | Oct | Nov | Dec |
|---------|----------|-------|-------|-----|------|------|-----|-----|-----|-----|-----|
| 17      | 18       | 21    | 18    | 20  | 34   | 36   | 24  | 26  | 23  |     |     |

**Two Rivers Workforce Office  
Howard Kirchner, Workforce Development Director  
Quincy Workforce Service Center  
107 N Third Street  
(217) 221-6230**

**Report to TRRC Board November 10, 2016**

TRRC Workforce has limited funds for WIOA adults and dislocated workers and is not enrolling new participants. The WIOA Youth program is still enrolling eligible individuals 17 – 24. The Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance to Needy Families (TANF) Employment and Training Programs are continuing to enroll participants.

We are continuing to enroll any former employee at Trinity Container in the Trade Act Program.

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Stephanie Dehart joined the Workforce Department on October 31 and will provide workforce services the counties. She will be in Pike County on Monday, Schuyler County on Tuesday, and Brown County on Wednesday. Thursdays she will alternate between Pittsfield and Quincy.

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There is an effort underway to provide more workshops and job search activities at our office. DHS now conducts their TANF orientations at our office each Tuesday, with EPIC (Employment Opportunities, Personalized Services, Individualized Training, Career Planning) orientations every Thursday. IDES has re-employment workshops on alternate Wednesdays and have employers recruit from our office when possible.

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I have attached the October report of services at the Workforce Office.

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## Core A/Local Services Summary

Report Date: 11/07/2016  
Report Time: 11:41:29AM  
Report Num: CISRR002

Report Period: October, 2016

LWA: 14 - Western Illinois Works Inc

IwNC\*: 100 - Quincy Workforce Service Center

### Core A Services Provided

### Count

|  |     |
|--|-----|
| Assistance Establishing Non-WIOA Eligibility             | 16  |
| Eligibility Determination                                | 7   |
| Illinois workNet Usage                                   | 3   |
| Initial Assessment                                       | 9   |
| Initial Development of Employment Plan                   | 14  |
| Intake   | 21  |
| Internet Usage   | 3   |
| Job Clubs  | 4   |
| Orientation  | 18  |
| - Program Coordination and Referral <i>DHS/SWAP-TRAP</i> | 58  |
| - Resource Room Usage                                    | 253 |
| Self-Accessed Job Listings                               | 32  |
| UI Filing Information                                    | 64  |
| Visit with Career Planner/General                        | 168 |
| ETC Subtotal Core A Services Provided:                   | 670 |

### Local Services Provided

### Count

|  |     |
|--|-----|
| Resource Center-Illinois Job Link                | 65  |
| Unemployment Insurance Information               | 71  |
| Workforce Investment Act Appointment or Services | 44  |
| ETC Subtotal Local Services Provided:            | 180 |
| IwNC* Total Services Provided:                   | 850 |

Selection Criteria: Selection Month: October, 2016

LWA: 14 - Western Illinois Works Inc

## **Community Development Activity**

11/10/2016

CEDS (Comprehensive Economic Development Strategy) committee met in Mt. Sterling on October 27. Mike McLaughlin, Charles Bell and 9 representatives from throughout the Two Rivers Economic Development District attended.

WIOB Collaboration – Blanche Shoup gave an overview on the regional economic development strategy that their board recently developed. Areas where her organization and the CEDS committee could partner, saving duplication, were discussed.

IIRA Collaboration – Sean Park reported on areas the IL Institute of Rural Affairs were assisting Two Rivers with in development of the updated CEDS.

Economic Resiliency Plan

Sections of CEDS Plan update

Morgan County added – Morgan County was added to the plan at the direction of the Economic Development Administration. Representation from the Morgan County Regional Council is expected following discussions with Dusty Douglas, Executive Director. (Morgan County was a member early in the formation of the TREDD and had quit participating.)

UI Extension Collaboration – representatives from the UI Extension Community Development Department, who represent all of the counties in our district are participating and assisting their counties in participating.

Due date for the complete update of the CEDS plan is April 30, 2017.

Committee Member Listing as of 11-1-2016 is attached.

Grant writing assistance is a service members are wanting.



# **Two Rivers Economic Development District Comprehensive Economic Development Strategy Committee**

## **Tentative Meeting Schedule**

Thursday, October 27, 2016 – 11:30 a.m.

Location: Mt. Sterling YMCA

- SWOT Analysis
- Cluster Identification
- Guidance collecting specific local/regional information

Thursday, January 26, 2017 - 11:30 a.m.

Location: Pittsfield Cardinal Inn

- Follow-up on Oct. activities
- Discuss Economic Resiliency Planning
- Begin identifying regional needs, projects and goals
- Prior to next meeting review county Strategic Plan Summary projects and priorities with county/municipal government leaders for final input and submit to TREDD by March 1.

Thursday, March 23, 2017 - 11:30 a.m.

Location: TRRC, Quincy

- Review draft CEDS plan
- Send to county boards for approval and adoption at April meetings

Thursday, April 27, 2017 - 11:30 a.m.

Location: TRRC, Quincy

- Approve submission of CEDS to EDA
- Discuss process for annual/ongoing updates

Thursday, June 9, 2017 - 11:30 a.m.

Location: TBD

- Address any recommendations following EDA's review of the CEDS

**2016 CEDS COMMITTEE**

| County   | Last        | First    | Affiliation               | Phone             | Email  | 9-J |
|----------|-------------|----------|---------------------------|-------------------|--|-----|
| Cass     | Allen       | Thomas   | Cass Communications       | 217-883-1061      | <a href="mailto:tomallen@casscomm.com">tomallen@casscomm.com</a>                     |     |
| All      | Bell        | Charlie  | TRRC/TREDD                | 217-224-8171 x128 | <a href="mailto:c14.bell@trrcopo.org">c14.bell@trrcopo.org</a>                       |     |
| Adams    | Bevelheimer | Chuck    | City of Quincy            | 217-221-3660      | <a href="mailto:chuckb@quincivil.gov">chuckb@quincivil.gov</a>                       |     |
| All      | Bevelheimer | Jacqui   | IL DCEO                   | 217-622-7159      | <a href="mailto:jacqui.bevelheimer@illinois.gov">jacqui.bevelheimer@illinois.gov</a> |     |
| A,B,P,Sy | Crow        | Shelby   | UI Ext - Community Dev    | 217-223+8380      | <a href="mailto:sschoon@illinois.edu">sschoon@illinois.edu</a>                       |     |
| Morgan   | Douglas     | Dusty    | Morgan County RPC         | 217-243-9404      | <a href="mailto:ddouglas@morgancounty=il.com">ddouglas@morgancounty=il.com</a>       |     |
| Cass     | Fritsche    | Dustin   | Cass County Ec. Dev.      | 217-452-3211      | <a href="mailto:fritsche@illinois.edu">fritsche@illinois.edu</a>                     |     |
| Pike     | Hogge       | Jeff     | Admin, City of Barry      | 217-335-2215      | <a href="mailto:jhogge@barryil.org">jhogge@barryil.org</a>                           |     |
| Pike     | Iftner      | Kaye     | Pike Co Chamber           | 217-285-2971      | <a href="mailto:info@pikeil.org">info@pikeil.org</a>                                 |     |
| Brown    | Krupps      | Philip   | Brown County Bank         | 217-773-3327      | <a href="mailto:philip.krupps@bcsb.com">philip.krupps@bcsb.com</a>                   |     |
| Pike     | McCartney   | Bill     | City of Pittsfield        | 217-473-6846      | <a href="mailto:pittsed@pittsfieldil.org">pittsed@pittsfieldil.org</a>               |     |
| Schuyler | McClelland  | Max      | Chair, County Board       | 217-322-4501      | <a href="mailto:mcmxmcc@aol.com">mcmxmcc@aol.com</a>                                 |     |
| All      | McLaughlin  | Mike     | TRRC/TREDD                | 217-224-8171 x105 | <a href="mailto:m14.mclaughlin@trrcopo.org">m14.mclaughlin@trrcopo.org</a>           |     |
| Pike     | Middendorf  | Brenda   | Pike County Ec Dev        | 217-285-4114      | <a href="mailto:bmiddendorf@2riversrcd.org">bmiddendorf@2riversrcd.org</a>           |     |
| Cass     | Parish      | Dave     | County Board              | 217-323-4568      | <a href="mailto:dparish@casscomm.com">dparish@casscomm.com</a>                       |     |
| Schuyler | Park        | Sean     | City of Rushville, ED Dir | 217-248-0079      | <a href="mailto:ms-park@wiu.edu">ms-park@wiu.edu</a>                                 |     |
| All      | Rennecker   | Shawn    | IL Rural Elec Co-op       | 217-430-8511      | <a href="mailto:shawnr@e-co-op.com">shawnr@e-co-op.com</a>                           |     |
| C,Nm,Sct | Russell     | Jennifer | UI Ext - Community Dev    | 217-942-6996      | <a href="mailto:perica@illinois.edu">perica@illinois.edu</a>                         |     |
| All      | Shoup       | Blanche  | Workforce invest-14       | 309-344-2446      | <a href="mailto:lwa14@grics.net">lwa14@grics.net</a>                                 |     |
| Adams    | Simon       | John     | Adams Co EMS              | 217-277-2005      | <a href="mailto:ema@co.adams.il.us">ema@co.adams.il.us</a>                           |     |
| All      | Stalder     | Bill     | Adams Elec Co-op          | 217-593-7701      | <a href="mailto:bstalder@adamselectric.coop">bstalder@adamselectric.coop</a>         |     |
| Scott    | VanDeVelde  | Patrick  | Peak Insurance            | 217-742-3316      | <a href="mailto:pat@peakinsuranceagency.net">pat@peakinsuranceagency.net</a>         |     |
| Adams    | Wagner      | Marcel   | GREDF                     | 217-223-4313      | <a href="mailto:wagnerm@gredf.org">wagnerm@gredf.org</a>                             |     |
| All      | Wood        | Jim      | Ameren                    | 217-257-1517      | <a href="mailto:jwood@ameren.com">jwood@ameren.com</a>                               |     |
| Brown    | Yingling    | Vada     | City of Mt. Sterling      | 217-773-2513      | <a href="mailto:mscityvadinin@casscomm.com">mscityvadinin@casscomm.com</a>           |     |
| TOTAL    |             |          |                           |                   |  | 1   |

# REPORT ON DELINQUENT & MODIFIED LOANS

Nov 10, 2016

## **BIG RIVER FISH, INC.:**

Original Loan: \$70,000.00

Loan Bal. \$22,158.25

The business has not been operating the last two times we have stopped at the facility. It is being turned over to our attorney for recommendations on collection.

## **GENTMAN FLORISTS, INC.**

Original Loan: \$30,000.00

Loan Bal. \$14,716.91

The business closed in September 2013 and all assets were sold and applied to the loan. Mrs. Etter is working full time and Mr. Etter has part time work. They are making payments worked out with us based on their income. We have ask them for updated financial information and will review the repayment plan with them within the next 30 days.

## **JA BIGGS, INC.:**

Original Loan: \$15,000.00

Loan Bal. \$3,246.64

The business has closed and the owner has a full time job. The Loan Committee approved a modified loan agreement, adding legal fees and accrued interest. The borrower is delinquent and has been contacted to bring payments up to date.

## **S. Crider Construction**

Original Loan: \$69,000.00

Loan Bal. \$44,496.21

We have been unsuccessful in contacting the borrower and have turned this over to our attorney.

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## **LOANS BEING ADMINISTERED FOR OTHERS:**

One loan is being administered for Adams County RLF

## **APPROXIMATE FUNDS AVAILABLE FOR LENDING:**

|                   |   |
|-------------------|---|
| CSBG              | \$122,000.00 (program currently frozen) |
| EDA               | \$212,000.00                            |
| Rural Development | <u>\$ 75,000.00</u>                     |
| Total Available   | \$409,000.00                            |

## RESOLUTION TO RESCIND BI-MONTHLY PAYROLL


WHEREAS, Two Rivers Regional Council of Public Officials had used a two week payroll in the past and,

WHEREAS, Upon implementing the Bi-Monthly Payroll System, we found instances which would have required many more manual entries and additional spreadsheets to track.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Two Rivers Regional Council of Public Officials to: rescind the Bi-Monthly payroll and switch back to the Bi-Weekly payroll system used in the past.

Adopted by the Board on this 10<sup>th</sup> day of November, 2016

  
Secretary

  
President