

TWO RIVERS REGIONAL COUNCIL

GOVERNING BOARD

MEETING MINUTES

OCTOBER 13, 2016

Location: Schuyler County Senior Center
250 N Monroe St
Rushville, IL 62681
Schuyler County

Board Members Present:

Kaye Iftner
Sandra Valentine
Jed Parn
Rebecca Weed

John Heidbreder
Max McClelland
Rodger Hannel

Board Members Absent:

Peggy Perry
Michael Boren
Ryan Niekamp

Carri Martin
Theresa Bockhold

Others Present:

Mike McLaughlin
Becky Pruden

Howard Kirchner
Charles Bell

Kaye Iftner called the meeting to order at 6:35 p.m., and asked for all present to recite the Pledge of Allegiance. Roll call was taken by Becky Pruden and a quorum was declared.

The board minutes for July 14, 2016, were reviewed. Max McClelland moved to approve the minutes; Rebecca Weed seconded and the minutes were approved on a voice vote.

Executive Director's Report: Mike said he had changed the format for his report.

- Alissa Stults has resigned from the Workforce Department to be a stay at home mom.
- Howard has decided to retire in December.
- Jessica Meyers has been hired to work in the Community Services Department in Quincy and Pittsfield.

- Stephanie Dehart will be moving to the Workforce Department and will be responsible for workforce services in Brown, Pike, and Schuyler Counties, with additional duties in Adams County.
- Mike has been looking for possible new locations if the sale of the building is completed.
- He has been working to help increase the weight limit for local roads through the harvest season.
- He has also attended port meetings, GREDF Meetings and several conference calls with ILARC, AFI, IL Ventures, and EDA.

Jed Parn moved to accept the Executive Directors Report, Rodger Hannel seconded and the motion carried.

Fiscal Report: Lisa was not able to attend so Mike gave the report, a cash balance report. Cash balances were attached for all accounts of September 30. Some grants are behind but cash will be available as needed; the State of Illinois is behind but funds have been slow as in previous years. The EPIC grant is the new DHS grant to serve individuals on Food Stamps.

Rebecca Weed moved to file the fiscal report; Max McClelland seconded, the fiscal report was approved.

Community Services: The LIHEAP PIPP program is running again this year; there should be funds available for another month. There have been several disconnects and the emergency furnace will begin soon. The emergency furnace program will serve about the same households as last year. They have been very busy with limited staff; if funds increase staffing will increase for Pike County, currently Jessica Meyers will work in Adams and Pike County. The Weatherization is slow, two jobs will go out soon. The weatherization from Springfield will be making a site visit and critique the department's methods. They are scheduled to complete 32 homes for this year. Still taking applications for Ameren grant. The homeless prevention grant was increased to \$34,000 a \$14,000 increase this year. The United Way grant is Brown County still has limited funds. The Reach Out in Pittsfield continues to have increasing sales. There will be a food drive in Brown County tomorrow to benefit the Christmas Basket program; scheduled for December 17th.

There was some discussion about the current staffing level and how it has declined over the years. Mike stated there are now 14 TRRC employees down from 25 a couple of years ago.

Workforce Report: Howard reported that WIOA has limited funding available for Adult, Dislocated Worker, or In School Youth at this time. WIOA is enrolling Out of School Youth. SNAP and TANF are continuing to enroll customers. The EPIC program is up and running, all participants must be referred from the local DHS office and meet their guidelines for eligibility. It has been difficult to get people enrolled in the program. Workforce is working with affected employees at Trinity Container, they were recently approved for TAARA services. There are currently 21 enrolled in the Trade Program. TRRC Workforce has recently attended Career Fairs in Mendon, the Herald-Whig Career Fair at JWCC and will attend the upcoming Career Fair at the Oakley Lindsay Center on October 21st. Participation in Career Fairs has declined over the years. Howard then reviewed the attached report of services provided at the one-stop and explained how those services are recorded.

Community Development/Revolving Loans: Charles Bell began with Big River Fish, they are working with the attorney to begin foreclosure. Gentman Florists is paying some, JA Biggs has their loan almost paid down. S Crider is delinquent and not paying. Discussion of the Chinese involvement with Big River Fish; Charles said they provided equipment but not enough working capital. This includes the Griggsville and Pearl Plants, TRRC has the first position on the smokers in the Pearl Plant. Pike County has settled their loan with Big River Fish. Kaye asked if we receive admin fees for the loans, Charles replied that TRRC receives admin fees whether payments are made or not. There are no new loan applications; with the bank rate lower it is difficult to develop an interest in the TRRC program. The CSBG loan program remains frozen, it is unsure when additional CSBG funds will become available.

Charles is now working on the CEDS Report. Morgan is now in the economic development area for planning purposes. Recently met with two people from EDA office in Chicago; they were pleased with plan. The EDA plan is now recognized by USDA for any municipality in the area.

Jed Parn moved to accept reports, Rodger Hannel seconded, motion carried.

Personnel Committee Report – Mike would like to discuss in executive session.

Finance/Building Committee Report – No report; will be discussion in executive session.

Old Business: No old business

New Business: Mike has received a letter from Experience Works asking for a contribution. Mike is asking for \$100 contribution to Experience Works; John Heidbreder moved and Rebecca Weed seconded, motion carried.

Jed Parn moved to go into executive session to discuss personnel and real estate. Rebecca Weed seconded, motion carried.

Returned to open session:

Rodger Hannel moved to approve the pay increase discussed in closed session effective the next pay period. Jed Parn seconded, motion carried.

Max McClelland moved to give John H., Mike, and Charles authority to negotiate the sale price of the 1125 Hampshire Building and bring the recommendation to the Two Rivers Governing and Two River Foundation boards. Rodger H seconded, motion carried.

Mike thanked the board for approving the salary raises.

Rebecca Weed moved to adjourn, meeting adjourned at 9:00 p.m.

Minutes respectfully submitted by Howard Kirchner

Signed Kaye Iftner 11-10-16
Chairman, Kaye Iftner Date

Signed Theresa Bockhold 11-10-16
Secretary/Treasurer, Theresa Bockhold 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

VIEWED 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 SERCURITY 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 Local Name	Bank or Institution Where Held	Statement Begin Cash Balance	Monthly Income	Monthly Expense	Statement End Cash 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>	\$397,045.94	\$268,904.77	<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	Total
Number of households	no funding				
Funds expended					

Emergency Food and Shelter Homeless

state grant funds held

	Adams	Brown	Pike	Schuyler	Total
Number of clients	no funding				
Funds expended					

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

Amount of Grant	Voucher sent	Voucher returned	# voided		5,638
Number of Students	250 issued	195		60	4,360

Community Services Department

Becky Pruden

10/27/2016

Total:

Pike Reach Out				ongoing																
	January	February	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec								
Transactions	1687	1666	1835	1692	1664	1608	1599													
Vol. Hours	573	640	632	645	633	643	588													
Deposit	8309.78	5747.43	7141.76	6,844.06	6378.15	6172.95	6593.76													
Amount																				

#REF!

Food Pantry- Households Served

Ongoing

	January	February	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	
Brown	162	181	215	175	216	176	196		303		220		13
Individuals	530	569	633	525	668	535	648		963		671		5
Pike	681	627	674	695	660	736	718				723		5
Individuals	2023	1868	2003	2119	1966	2221	2222				2150		16
Total	843	808	889	870	876	912	914		303	723	220	0	73

Brown County Youth

Ongoing

Total

237

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.

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.

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.

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

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

	<u>Count</u>
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	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

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

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