

**Two Rivers Regional Council of Public Officials
Governing Board Meeting Agenda
107 North 3rd Street, Quincy, IL 62301
June 11th, 6:00 p.m. - 7:15 p.m.**

Call Board Meeting to Order/Welcome/Introductions

Present: Becky Weed, Steve DeMoss, Ryan Niekamp, Bill Stalder, Kevin Endbrook, Peggy Perry, Jenna Yingling, Mark Sprague, John Birch, Charles Bainter, Theresa Bockhold, Sarah Goodapple and staff: Jeremy Oshner, Jon Vrandenburg, Rachel Rabe, Charles Bell, Becky Pruden

Resolution to allow use of building fund for small business loans as of May 1, 2020

Four loans issued of \$10,000 each from TRRC, county has funds for additional loans approved with motion by: Ryan Niekamp, second by Theresa Bockhold

- Approval of Minutes from January 2020 & May 2020 Meetings***
- Approved with motion by: Chuck Bainter second by Steve DeMoss
- Governing Board Chairman's Report
- Working closely with committee and Deputy ED
- Not many qualified ED candidates, link still open on Indeed, please encourage anyone qualified to apply, board voiced desire for advertising funds to be allocated for recruitment

Deputy Executive Director's Report

- Strategic Plan 2020-2023 Update
 - Elite Solutions Training will be extended from Oct end date to Dec end date (12/31/20)- online training
 - Office 365- training being rolled out, free via Tech Soup, free jean days are being given to staff for completion. Program has been purchased at a discount through Tech Soup for all staff
 - Timeline needs to be updated due to staffing issues
- Trailer Theft & Data Breach Update
 - Trailer stolen in mid-May, has fiscal and personnel files, but exact contents unknown
 - No coverage for trailer, but data breach coverage is in place and will pay legal fees and for credit counseling for effected individuals
 - Office Security- looking at cameras, IDES is considering those purchases at this time as well as potentially State Police upon opening
 - Data Security- looking at digitizing files because we do not have storage space for all required documents, checking with grantors regarding rules
 - Looking to remove files stored in another trailer as soon as possible
- Office IT Update – CDS
 - Should have Office 365 and email migration complete by end of June
 - Established set contact person (DED) for prioritization
- Board Bios
 - Need bios from all board members by 6/15/20
- Health Insurance Changes
 - Changing to plan with same coverage with \$1500 deductible but no self-insurance
 - Removed risk from the organization
 - Staff were very receptive to change
- Staff Raises
 - Staff will get \$500 raises to “split difference” on coverage- per Personnel Committee
- Vacation
 - Jeremy on vacation 6/22/20-6/26/20

Approved with motion by Ryan Niekamp second by John Birch

Agency Department Reports

- Financial Report – Rachel Rabe
 - 2021 Budget
 - Fiscal Policy Update
 - Approved with motion by Mark Sprague with second by Chuck Bainter with change to reduce micro purchase threshold to \$3,500

- Community Action – Becky Pruden
 - Very, very busy with all extra funds
 - LIHEAP will start early on 7/27/20 rather than in Oct
 - Still being challenged by being unable to meet with customers face to face
 - State has given complements on how well staff has adapted to working with clients remotely
 - CSBG will be able to provide mortgage assistance
 - Housing grant has \$10,000 to spend by end of June
 - CSBG grant has funding for new box truck
 - MECCO did assessment today on Pike County building, report will be forthcoming
 - Working with Public Health on reopening plan for Reachout Store
 - Food pantries are still experiencing high volumes Brown county is seeing twice as many clients and Pike three times as many as pre-covid numbers
- Weatherization – Jon Vrandenburg
 - Things are starting to move forward and are changing rapidly
 - Field work can begin, but there are many restrictions and safeguards
 - Looking to restart by the end of July
 - Online training continues, in person classes to resume in the near future
 - Assessment contractor has been lined up to allow us to provide services as soon as is feasible
- Workforce Development – Jeremy Oshner
 - Grant applications are being submitted
 - WIOA will be allocated soon
 - SNAP and TANF budget are both bigger than requested, but we are unlikely to be able to spend it
 - More admin being given
 - Free training for unemployed is being offered
 - YIP Grant (\$750k) was rescinded
- Community Development
 - Chad off to a good start, very pleased with progress
 - Working with Klingner and others on grants
 - EDA still working on corrective action
 - Feasibility Study for Land Bank program has been completed
 - City of Quincy has more than 1000 properties that might be candidates for this program
 - Loan documents from small business loan program have been corrected and completed
 - Funding for additional loans in all counties is still available
 - New loan in RLF will be completed soon
 - Marketing materials are being produced to make public more aware of loans
 - Resolution approved with motion by Steve Demoss second by Charles Bainter

Reports approved with motion by Theresa Bockhold second by Kevin Endbrock

Old Business:

New Business:

- Personnel Policy Updates
 - Will be discussed by committee at next meeting
- Document Retention Policy
 - Sample policy presented for future approval
 - Concerns regarding FOIA
 - Previous ED received advice that we are not subject to these requests
- Remote Work Policy
 - Sample policy presented for future approval
 - Technology already in employee homes and needs tracked

Public Comment & Announcement Section – None

Adjournment

Approved with a motion by John Birch second by Steve DeMoss