

Two Rivers Regional Council of Public Officials

Governing Board & Community Action Advisory Board Meeting Agenda

706 Maine Street, Quincy, IL 62301

January 13th, 2022 – 6:00 PM

Zoom Link: <https://us02web.zoom.us/j/89143512709?pwd=SjlBR0lnZE9yczMrNjdDeEpHL3FUQT09>

- 6:00 – 6:05 PM** **Call Board Meeting to Order – Derek Ross & Michelle Gates**
- 6:05 – 6:10 PM** **Approval of Meeting Minutes**
- **Governing Board**

 - **CAA Board**
- 6:10 – 6:15 PM** **Executive Director’s Report – Jeremy Oshner *** (Governing Board Motion Needed)**
- 6:15 – 6:45 PM** **Agency Department Reports *** (Governing Board Motion Needed for All)**
- Fiscal – Mike Muehl
 - Community Development – Chad Frederick
 - Community Services – Becky Pruden
 - Weatherization – Jon Vrandenburg
 - Workforce Development – Kathryn McDaniel
 - Marketing – Mark Schneider
- 6:45 – 6:50 PM** **Old Business**
- Fiscal Procedures Update
- 6:50 – 7:20 PM** **New Business**
- Annual Audit Review, Gray Hunter Stenn LLP ***
 - Updating the Bylaws
 - Election of Officers: Governing Board **
 - CAA Board – All Positions **
 - Foundation – All Appointments & Positions **
 - Committee Assignments: Governing Board, CAA Board, & Foundation **
- 7:20 – 7:25 PM** **Public Comment & Announcement Section – Open**
- 7:30 PM** **Adjournment***

*Indicates some action is required for this agenda item

**Indicates discussion and possible vote

***Indicates discussion, vote, and handouts



To grow stronger and more positive communities through relationships. As a connected community of individuals, families, businesses, and government; we focus on supporting the basic needs of our community, fostering resiliency, and developing economic opportunity for all.

Two Rivers Regional Council of Public Officials

Governing Board Meeting Minutes

107 North 3rd Street, Quincy, IL 62301

November 30th, 2021 – 4:30 PM

<https://us02web.zoom.us/j/87954880289?pwd=QnVuZjNSRUN4WDlmb1BxbU9SZmdrQT09>

4:30 – 4:35 PM

Call Board Meeting to Order – Derek Ross

Board Members Present: Steve DeMoss, Bill Stalder, Derek Ross, Chet Esther, Megan Howell, Theresa Bockhold, Mark Yingling, Dave Bellis, Jenna Yingling, Mike Troup, & Natalie Roseberry

Staff Present: Jeremy Oshner & Chad Frederick

Public: Vada Yingling

- A special meeting was called to order at 4:32 to pass a resolution to accept funding from Illinois Housing Development Authority for the ILRPP 2.0 program

Approval of meeting minutes from October meeting *

- The agenda should read the November 18th meeting minutes.
- Natalie Roseberry motioned to accept the minutes and presented, and Mark Yingling seconded the motion. The motion passed unanimously.

4:35 – 5:00 PM

New Business

- **Resolution for the ILRPP 2.0 approval**

- A resolution was motioned by Dave Bellis for approval and Mike Troup authorizing Jeremy Oshner, Executive Director, to act on behalf of the Agency with the Illinois Housing Development Authority for the ILRPP 2.0 grant program. The motion passed unanimously.

- **Resolution for the extension of the ILRPP 1.0**

- This resolution was tabled due to IHDA still determining how ILRPP 1.0 would be extended.

5:00 – 5:10 PM

Public Comment & Announcement Section – Open

- No comment

5:15 PM

Adjournment*

- Natalie Roseberry motioned to adjourn the meeting and Chet Esther Seconded the motion.
- The meeting was adjourned at 4:37

*Indicates some action is required for this agenda item

**Indicates discussion and possible vote

***Indicates discussion, vote, and handouts



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**TWO RIVERS REGIONAL COUNCIL
CAA BOARD MEETING MINUTES
October 28, 2021**

**Zoom meeting/conference call
Meeting 6:00**

1. Call to Order
 - Called the meeting to order at 6:15 PM
2. Roll Call
 - Board Present – Sara Goodapple, Michelle Gates, Charla Meyers, Holly Cain, Robin Thomson, & Mindy Garrett
 - Staff Present – Jeremy Oshner
3. Approval of Minutes
 - Becky Weed should be added as board member present to the previous minutes
 - Holly Cain motioned to approve the minutes as amended and it was seconded by Charla Meyers – Approved Unanimously
4. Old Business
 - Pike County building
 - There was discussion regarding the Pike County building and the work being done there
 - Strategic Plan
 - There was discussion on the new Marketing Coordinator position and the tasks he's been doing
 - Question on the website and what we were doing with that as an agency tool and resource
 - Robin Thomson made a recommendation to seek grant assistance from Compeer Financial for the remaining cost of the website that wouldn't be funded by the Tracy Family Foundation grant
5. New Business
 - New Building Space 706 Maine
 - There was discussion regarding the new space and how well it was working for staff and clients

- Personnel Policy changes
 - There was discussion about the switching the agency holiday to have Juneteenth as a holiday but trade it for Lincoln's Birthday
 - The other updates to the policy were minor language and wording changes
 - Robin Thomson asked about staff response to holiday change, the Executive Director reported that staff were fine with the change
- Governing board report
 - There was discussion regarding the minutes from the Governing Board meeting
- Foundation board report
 - There was discussion on the Foundation hiring Jonas Petty to fix the building in Pike, hiring an engineer to look at the façade, and reporting that the Foundation took out a loan to fix the building in Pike

6. Department Reports

- There was a little discussion about the reports

7. Other Business

- The Executive Director asked for thoughts on finding board members to fill the two vacant seats
- There was discussion on this topic and a question was asked if both of the seats needed to be "public" seats
- Next meeting is the annual combined meeting with the TRRC Governing Board and will be held on January 13th

8. Adjournment

- Holly Cain motioned to adjourn & Sara Goodapple seconded
- The meeting was adjourned at 6:56 PM

Executive Director Report

January 13th, 2022

Strategic Plan

SP1: Increase community awareness & understanding of TRRC

Since my last report the main focus for this strategic plan component has been work with our Marketing Coordinator. Mark and I meet frequently to discuss opportunities for outreach.

SP2: Strengthen inter-organization communication

We had our quarterly staff meeting on December 22nd. Mark gave a presentation on somethings that are going on with our marketing outreach. We had our agency Christmas party immediately following that meeting. We were all able to meet at the new space in Quincy.

SP3: Streamline & integrate information systems for entire agency

The department directors have given me information that they would like to see in an annual report. I am reviewing that and looking at information to present from an overall agency perspective. Once this is in a draft form the Leadership Team and I will be going over the information as a whole. This will help us determine what needs to be in the annual report. We should have a full report to send out at the close of Program year 2022.

Agency Activities

Pike County Building

Derek Ross and Natalie Roseberry had a meeting with the mayor of Pittsfield back in December. They asked the city to look into what was really required to fix our façade and structure. The city has determined that if no changes are being made to the existing upper floors and that they are strictly utilized for storage and not public access, our plan to just repair the front wall and stabilize the structure to repair it would be acceptable if it meets all codes, and that our architect will sign off on it. With this, we will not need to add a stairwell to the building.

The engineer is finalizing his part and once we have final approval from the city, we will be ready to continue with the project. Right now, Jonas has given us a start date of 2/14/22 if everything the city needs gets done in a timely manner and the weather does not delay it further. After this project is done the Foundation Board can look at moving forward with fixing the rest of the issues.

Executive Director Report

DCEO Technical Assistance Plan (TAP)

This TAP covers the Community Services Block Grant (CSBG), Illinois Home Weatherization Assistance Program (IHWAP), & Fiscal. The biggest issues fall under CSBG. There are many organizational standards that we will need to work on through this TAP process. We are working with DCEO in this process.

One of those issues was our need to implement a community assessment. We prepared and sent out two separate community needs assessment questionnaires. We received many responses. We are in the process of tabulating those results. Once we have all of the data tabulated, the community assessment will be utilized to create our Community Action Plan, Strategic Plan, and help us plan in other agency areas.

OCA (DCEO) Fiscal Monitoring

My last report mentioned the fiscal monitoring that DCEO would be doing and that there might be a large issue. This report has been presented and there were no major issues to be resolved. More details will be covered in the full agency audit review.

Agency Ribbon Cutting

We had the ribbon cutting for our new location at 706 Maine, Quincy, IL on October 20th. It was a nice event with a good turnout. I was able to connect with staff from the People's Prosperity Bank because of this event. I had a meeting with some of their staff to talk about the agency and what we do. They were surprised at all we did and would like an opportunity to work with us in the future.

Other Activities

Attended the Adult Education Area Planning Council meeting on October 15th

Attended the 2021 Adams County Community Assessment Compression Planning for the United Way and this was a great opportunity to discuss the issues in Adams County with many community leaders

Attended the National Land Bank Network Summit on November 3rd & 4th

Attended the Executive Director and Senior Staff Virtual Round table through the Illinois Association for Community Action Agencies on December 15th

TWO RIVERS REGIONAL COUNCIL OF PUBLIC OFFICIALS
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2021 Through 12/31/2021

	Total Budget - updated	Current Period Actual	Current Year Actual	Total Budget Variance - updated
REVENUE				
REVENUE	0.00	148,406.43	148,406.43	148,406.43
REV. DHS	600,667.00	84,225.95	84,225.95	(516,441.05)
REV.DONATION	0.00	5,209.62	5,209.62	5,209.62
REV. PIKE FOOD PANTRY	0.00	5,377.00	5,377.00	5,377.00
REV. BROWN CO. FOOD PANTRY	0.00	581.82	581.82	581.82
REV ADMIN FEES	0.00	60.83	60.83	60.83
REV.INTEREST ON ACCOUNT	0.00	338.83	338.83	338.83
REV.INT ON LOANS	0.00	1,938.66	1,938.66	1,938.66
REV.LOAN PAYBACK	0.00	15,763.28	15,763.28	15,763.28
REV.REFUNDS	0.00	6,305.49	6,305.49	6,305.49
REV RENTAL INCOME	0.00	7,950.00	7,950.00	7,950.00
REV.REIMB COSTS	0.00	62,345.49	62,345.49	62,345.49
REV REIMB SUBCONTRACTOR	0.00	8,247.08	8,247.08	8,247.08
REV.ST IL DCEO GRANTS	3,179,424.50	2,278,409.72	2,278,409.72	(901,014.78)
REV. OTHER GRANTS	0.00	3,272.00	3,272.00	3,272.00
REV.UNITED WAY	0.00	12,021.15	12,021.15	12,021.15
REV WIOA	0.00	84,654.32	84,654.32	84,654.32
Total REVENUE	<u>3,780,091.50</u>	<u>2,725,107.67</u>	<u>2,725,107.67</u>	<u>(1,054,983.83)</u>
EXPENSE				
WAGES SALARIES	560,163.55	476,819.24	476,819.24	83,344.31
FRINGE BENEFITS	128,889.13	0.00	0.00	128,889.13
FR HEALTH INSURANCE	0.00	70,217.31	70,217.31	(70,217.31)
FR PENSION	0.00	5,296.55	5,296.55	(5,296.55)
FR WORK COMP	0.00	8,758.25	8,758.25	(8,758.25)
FR UNEMP COMP INS	0.00	2,992.66	2,992.66	(2,992.66)
FR FICA & MEDICARE	0.00	33,069.51	33,069.51	(33,069.51)
FR ANNUAL LEAVE ACC TKN	0.00	(3,422.51)	(3,422.51)	3,422.51
ADMIN	128,195.68	0.00	0.00	128,195.68
ADV MARKETING	0.00	4,528.67	4,528.67	(4,528.67)
ADV RECRUITING	0.00	2,978.42	2,978.42	(2,978.42)
APPLICATION FEE	0.00	11.00	11.00	(11.00)
AUDIT	2,000.00	10,500.00	10,500.00	(8,500.00)
BACKGROUND CHECKS	0.00	719.55	719.55	(719.55)
BANK SERVICE CHARGES	0.00	440.00	440.00	(440.00)
BUILDING FIXTURE/SMALL EQUIPMT	0.00	3,962.50	3,962.50	(3,962.50)
BUILDING MAINTENANCE	0.00	11,264.95	11,264.95	(11,264.95)
BUILDING IMPROVEMENT	0.00	838.00	838.00	(838.00)
COMPUTER SOFTWARE	0.00	7,163.07	7,163.07	(7,163.07)
CONTRACTUAL SERVICES	5,625.00	9,802.13	9,802.13	(4,177.13)
CLIENT RENT EXPENSE	0.00	96,504.00	96,504.00	(96,504.00)
DISPOSAL SERVICES	0.00	2,810.50	2,810.50	(2,810.50)
DUES.PUBLICATIONS.SUBS.FEES	0.00	149.90	149.90	(149.90)
EQUIPMENT PURCHASE	23,750.02	0.00	0.00	23,750.02
EQUIPMENT RENT.MAINT	0.00	4,480.29	4,480.29	(4,480.29)
PIKE CO FOOD PANTRY EXPENSE	0.00	4,060.84	4,060.84	(4,060.84)
BROWN CO FOOD PANTRY EXPENSE	0.00	4,026.84	4,026.84	(4,026.84)
INTERNET ACCESS	0.00	2,069.46	2,069.46	(2,069.46)
INSURANCE - OTHER	0.00	3,922.22	3,922.22	(3,922.22)

TWO RIVERS REGIONAL COUNCIL OF PUBLIC OFFICIALS
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2021 Through 12/31/2021

	Total Budget - updated	Current Period Actual	Current Year Actual	Total Budget Variance - updated
LEGAL & PROFESSIONAL SERVICES	0.00	1,326.65	1,326.65	(1,326.65)
LIABILITY INSURANCE	0.00	14,661.75	14,661.75	(14,661.75)
MAINTENANCE AGREEMENTS	0.00	326.00	326.00	(326.00)
MEMBERSHIPS	0.00	3,037.53	3,037.53	(3,037.53)
MOVING COSTS	0.00	12,735.37	12,735.37	(12,735.37)
OFFICE SUPPLIES	119,517.34	46,384.19	46,384.19	73,133.15
OTHER COSTS	72,918.98	281.60	281.60	72,637.38
OUTREACH OFFICE EXPENSE	36,996.68	0.00	0.00	36,996.68
POSTAGE	0.00	713.60	713.60	(713.60)
REIMB COSTS	0.00	62,345.49	62,345.49	(62,345.49)
RENT SPACE	28,091.28	37,950.02	37,950.02	(9,858.74)
SERVICE FEES	0.00	131.95	131.95	(131.95)
TELEPHONE.CELLULAR	0.00	2,670.11	2,670.11	(2,670.11)
TELEPHONE.MONTHLY BILLING	10,665.30	0.00	0.00	10,665.30
TELEPHONE.SWITCHBOARD	0.00	3,069.41	3,069.41	(3,069.41)
TOOLS	0.00	206.33	206.33	(206.33)
TRAINING	0.00	529.90	529.90	(529.90)
TRAINING-EDUCATIONAL	16,459.57	8,393.40	8,393.40	8,066.17
TRANSFER FUNDS	0.00	9,170.41	9,170.41	(9,170.41)
TRAVEL CLIENT RELATED	0.00	2,957.00	2,957.00	(2,957.00)
TRAVEL.MEALS.MOTELS STAFF	12,579.46	6,560.48	6,560.48	6,018.98
UTILITIES	1,966.00	5,085.88	5,085.88	(3,119.88)
VEHICLE EXPENSE	0.00	1,181.77	1,181.77	(1,181.77)
VOCATIONAL CLIENT	90,000.00	2,360.94	2,360.94	87,639.06
RECOGNITION	0.00	8,319.37	8,319.37	(8,319.37)
EVICT.RENT	0.00	11,898.00	11,898.00	(11,898.00)
PERSONAL CARE	0.00	1,004.25	1,004.25	(1,004.25)
RENT DEPOSIT	0.00	300.00	300.00	(300.00)
SCHOLARSHIPS	2,499.98	5,000.00	5,000.00	(2,500.02)
SCHOOL SUPPLIES	0.00	421.19	421.19	(421.19)
SHELTER HOTEL	40,595.00	0.00	0.00	40,595.00
TRANSPORTATION	0.00	181.00	181.00	(181.00)
UTILITIES & OTHER	0.00	1,663.71	1,663.71	(1,663.71)
UTILITY DEPOSIT	0.00	459.74	459.74	(459.74)
DC A HEATING	2,251,311.03	1,782,386.87	1,782,386.87	468,924.16
DCA D2 MATERIAL FURNACE	0.00	70,402.30	70,402.30	(70,402.30)
DCA HEALTH & SAFETY	0.00	7,601.04	7,601.04	(7,601.04)
DCA D2 LABOR FURNACE	0.00	57,194.46	57,194.46	(57,194.46)
D3 ES PAYMENTS/LIABILITY INS	249,020.61	84,640.00	84,640.00	164,380.61
Total EXPENSE	<u>3,781,244.61</u>	<u>3,017,515.06</u>	<u>3,017,515.06</u>	<u>763,729.55</u>

TRRC Board Report – January 13th, 2022

COMMUNITY DEVELOPMENT

- We are currently doing applications for the ILRPP 2.0 Rental Assistance Program from the grant we received from IHDA.
- We are still working on ILRPP 1.0 as well and an extension of this program has been offered lasting until September. Currently this program is focusing on helping with evictions.
- We are in the process of applying for some additional funding from IHDA for Marketing and Outreach in the amount of \$25,000.
- The Two Rivers Land Bank Authority is fully operational and working on completing their first property transaction. Next Meeting is February 17th.
- Still working on the Community Navigator Program with businesses assisting them in possible funding opportunities with DCEO programs, as well as assisting businesses that applied for the Back to Business grant with appeals. The Grant period was extended through June so we should be able to use all funding.
- Working with City of Jacksonville on possible funding opportunities for Performing Arts Building.
- Talking to other interested entities about the possibilities of joining the Land Bank.
- Finishing up getting the last of the Emergency Loans paid back and getting the county reimbursed for their part.
- Still looking into funding opportunities for the Mill Creek Water District and a couple projects they are wanting to do.
- The Land Bank is currently part of the Illinois Land Bank Association and Chad is serving on that board and assisting in drafting Illinois legislation to help get funding for Land Banks in Illinois.

Community Services Department
January 2022 Board Report
Becky Pruden

LIHEAP – Low Income Home Energy Assistance Program

The LIHEAP program is going strong. We currently have obligated 53% of the \$2,485,772.00

Adams County has obligated 807,465.00, remaining 551,752.00

Brown County has obligated 78,555.00, remaining 68,944.00

Pike County has obligated 219,590.00, remaining 231,258.00

Schuyler County has obligated 97,780.00, remaining 87,562.00

Reconnect Assistance obligated 61,260.00, remaining 211,606.00

Emergency Furnace obligated 61,260.00, remaining 24,912.98

We are seeing clients face to face. The denial rate is down this year compared to last year.

PIPP - Percentage of Income Payment Plan

The PIPP program does not have as many applications this year due to the benefit level in LIHEAP

We have obligated 362,643.57 with 234,968.43 remaining. Budget 597,612.00

Emergency Furnace

We have taken 21 applications and have expended 64% of the allocation

This is for owner/occupied households with a non-operable or red-tagged furnace

Reconnect Assistance

We have taken 128 applications and have obligated 22% of the allocation.

We will see this component used more in the months of March, April and May.

We can use this funding if someone is in disconnect/imminent disconnect or are at or below 35% in their propane tank

We are starting to take Weatherization applications again; we stopped due to the LIHEAP/PIPP programs starting

LIHWAP- Low Income Household Water Assistance Program

This is a new program this year. We can assist with imminent and disconnected water and/or sewer bills. The minimum that can be paid is 250.00 with a maximum of 1500.00. Currently we have not assisted anyone with this grant. I have contacted the different water departments in the counties, and they do not allow the bills to get up to the minimum without disconnecting.

CSBG – Community Services Block Grant

The new CSBG grant started January 1st and will end December 31st

The REACHOUT Thrift Store is busy and doing well, we have many inquiries about the status of our building.

Rachel Baker and staff participated in Picture Pittsfield this year. They donated a Christmas wreath for the auction and WON FIRST PLACE IN THE DEER DECORATING CONTEST THAT WAS DISPLAYED ON THE COURTHOUSE LAWN...

The Brown County Christmas basket was held on December 11th. We were able to get Clayton Work Camp Inmates this year and they were a tremendous help. The high school kids were able to come back this year and fill the boxes for distribution on Saturday. We were blessed with many volunteers and donations to make this possible. This is a week-long project and we filled over 250 boxes.

Grandparents and parent toy drive – Boxes are put out at 3 local stores by the local ABATE motorcycle club asking for toy donations. The response was tremendous, we held the giveaway in our office in Brown County on December 17th.

We had a family in Adams and Brown that were nominated by our office to receive Good News Christmas. The caseworker accompanied the family to help receive their gifts.

We were able to purchase an upright freezer/refrigerator with the donation from the Boss Gobblers organization and a memorial from the Jon Heckle family in our Brown County food pantry.

Both pantries are receiving deer meat from local meat lockers working with Brenda Middendorf with Access Illinois.

We had 15 high school children receive Christmas through a local church. The caseworker works with the family and the church to see that the kids are adopted.

The food pantries numbers are staying steady; we expect the numbers to rise again with the increase in COVID cases being reported.

Two staff have left the department; one moved out of State and the other to attend college classes

Our department hosted the Christmas party for the agency. Staff did a wonderful job getting the office decorated and the food set up.



107 North Third Street
Quincy, IL 62301-2909
(217) 224-8171
www.trrcopo.org
info@trrcopo.org

Regional Council of Public Officials

"Community Development Through Regional Cooperation"

Weatherization Update – January 5, 2022

Our Community Services team continues working with clients in all counties to obtain and approve applications for this program year. We currently have 45 approved clients.

We consistently have homes in all stages of Weatherization services. Our contractors have been completing four to five homes a month, but we anticipate that the winter weather will slow our pace down considerably. Our Assessor is working on four homes every month while attending certification classes. His certification classes will conclude this month and then we plan to double that production. We are scheduling all stages of services so that we can maintain this momentum throughout the program year.

Our monitoring visit from our State Specialist for Program Year 2022 concluded in October and all findings were minimal and immediately rectified. This is done to make sure that our contractors, assessors, and inspectors are following program standards and providing the best possible service to our clients. Reports were very positive.

We are currently completing our Programmatic Monitoring Tool for Program Year 2022. This is done to make sure that our training, certifications, and processes are all consistent with State requirements. We are doing the programmatic monitoring later in the program year than usual since most agencies were conducting procurement this Fall.

Our Coordinator has been certified as a Quality Control Inspector by the Building Performance Institute (BPI). Our Assessor will challenge the Energy Auditor and Quality Control Inspector certifications this Spring.

Workforce Development Department Board Report

January 13, 2022

Kathryn McDaniel

Program Review

Workforce Development is working with students for the Spring 2022 semester. Our offices are taking clients by appointment only, but it is good to see them in person. We are expanding our community collaborations as agencies and schools are opening to the public. We are also preparing for potential delays due to the new COVID-19 variant.

Workforce Innovation & Opportunity Act (WIOA)

We are collaborating with 3 other agencies for further engage youth in the program. We are currently engaging 36 clients in training programs at 3 colleges and 2 trade schools. We are continuing youth outreach and just started a new internship program at Yum Factory in Quincy, Illinois.

Supplemental Nutrition Assistance Program Job Placement (SNAP JP)

We currently have 33 clients engaged. Clients are returning to work and to school and we are providing supportive services. The new programming allows for better grant tracking and has proved quite helpful.

Temporary Assistance for Needy Families Job Placement (TANF JP)

We currently have 17 clients in the program. We are currently placing TANF clients into worksites.

SNAP to Success (S2S)

New reporting and tracking measures have been implemented for the PY22 granting year and our first client completed their schooling. We have several clients currently applying for this program to start school the end of January.

Rental Housing Support Program (RHSP)

There are 30 families in the Rental Housing Support Program for Adams, Brown, Pike and Schuyler counties. This program is transitioning to the Community Services Department, and this will be the last WDD report on it.

Community Services Block Grant (CSBG)

We are currently engaging 6 clients in this program.

Community Outreach & Assistance (COA) – COVID Relief through IHDA

The IHDA 1.0 grant, known as the Illinois Rental Payment Protection, sent information on the Eviction Prevention program each judge and court system in the State of Illinois. Clients' applications were expedited to avoid eviction. THE ILRPP 2.0 Program is being managed by Community Development and recently closed the first session of the 2.0 Rental Payment Program. Additional sessions will be announced as they are made available.

One-Stop Operator – Western Illinois Services for Employment (WISE)

The One-Stop is open by appointment only. New computers and larger monitors have been installed and are available for use by clients. Although appointments can be made to come in, there have been few requests for this option. Partners are aware of the referral process and some referrals are being made, although most partners are still not open to the public. The State of Illinois IDES opened to limited appointments only and continue social distancing standards. The One-Stop is currently offering a few classes by Zoom. In-person classes have been placed on hold during the recent resurgence of COVID-19.

Marketing Report January 2022

New website is under design and will be launched within two months. \$5000 of the overall \$6900 cost has been with grant money.

Social media following continues to increase. Page likes up over 300%. Post Reach up over 90%. Interaction on Posts up over 150%. All organic, no paid advertising.

TRRC was on both WGEM and KHQA within a week of each other in December to talk about ILRPP 2.0.

Continuing creation and distribution of content. Example: The Yum Factory Apprenticeship

Marketing Department attended Illinois Main Street Conference in Jacksonville, IL in November creating lots of great contacts and relationships.

Continuing education through Non-Profit Leadership Course, Google for Local Non-Profits and Video Storytelling for Non-Profits.

Work continues on digital media packets and brochures.