

Two Rivers Regional Council of Public Officials

Governing, CAA, & Foundation Annual Board Meeting Minutes

706 Maine Street, Quincy, IL 62301

January 25th, 2024 – 6:00 PM

Zoom Link: <https://us02web.zoom.us/j/89858845180?pwd=bFpkQ2lPbEZMSnlvMkFIWURrMi8vUT09>

Call Combined Governing & CAA Board Meeting to Order – Board Chairpersons 6:04 pm

- Derek Ross called the meeting to order at 6:04 pm
- In attendance: Governing Board (quorum met) – Keith Callaway, Steven DeMoss, Bill Stalder, Mark Sorensen, Mark Sprague, Derek Ross, Joseph Cobb, Tim Kettering, Chet Esther
- In attendance: CAA Board (quorum met)- Sara Goodapple, Robin Thomson, Brittany Weise, Michelle Gates, Reta Hoskin, Holly Cain, Rick Wright
- Staff in Attendance: Jeremy Oshner, Mike Muehl, Kathryn McDaniel, Chad Frederick, Mark Schneider, Becky Pruden, Drew Van Hecke, Trista Malone

Approval of Previous Meeting Minutes***6:05 pm

- **Governing Board Approval (Executive Committee 11-20-23)**
 - Mark Sprague motions to accept the minutes, Keith Callaway seconded.
 - The minutes were accepted unanimously.
- **CAA Board Approval 6:06 pm**
 - Holly Cain motions to accept the minutes, Brittany Weise seconded.
 - The minutes were accepted unanimously.

Annual Audit Review, Gray Hunter Stenn LLP *** 6:07 pm

- Jeffrey McPherson gives a brief overview of the annual audit in which he stated that this year TRRC did an excellent job, the records were great with only one minor finding. He stated that segregations of duties could be improved, but this is normal with an organization this size. The agency would need to hire additional staff to rectify this issue.
- For the Governing Board, Chet Esther motioned to approve the annual audit; Mark Sprague seconded.
- Annual Audit was accepted unanimously.
- For the CAA Board, Sara Goodapple motioned to approve the annual audit; Holly Cain seconded.
- Annual Audit was accepted unanimously.

Executive Director's Report – Jeremy Oshner *** (Governing Board & CAA Board Motion Needed) 6:20 pm

- Jeremy gives brief updates on Strategic Plan, Employee Engagement Survey, and Pike County building.
- There were general questions and discussion about the Pike County Building.
- Bill Stalder motions to accept Executive Director's Report and Chet Esther seconded.
- The report was accepted unanimously by the Governing Board.

Agency Department Reports *** (Governing Board & CAA Motion Needed for All) 6:29 pm

- Fiscal – Mike Muehl 6:29 pm
- Community Development – Chad Frederick 6:33 pm
- Community Services – Becky Pruden 6:51 pm
- Weatherization – Drew Van Hecke 7:00 pm
- Workforce Development – Kathryn McDaniel 7:05 pm
- Marketing – Mark Schneider 7:12 pm
 - For the Governing Board Chet Motioned to approve Agency Department Reports, Mark Sprague seconded.



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- The reports were accepted unanimously.
- For the CAA Board Brittany Weise motioned to approve the Executive Director Report & Agency Department Reports, Sara Goodapple seconded.
- The reports were accepted unanimously.

Old Business 7:44 pm

- Agency Department Reports from 11/1/23***
 - Tim Kettering motions to approve the tabled department reports from the previous meeting. Steve McQueen seconded.
 - The report was accepted unanimously by the Governing Board.

New Business 7:45 pm

- Governing Board Appointment to the Personnel Committee** 7:45 pm
 - Bill Stalder volunteered to be the chair of the personnel committee due to the vacancy
 - The appointment to the vacant seat was tabled until the next meeting
- Governing Board Appointment to the Finance Committee**
 - The item was tabled until the next meeting
- Governing Board Approval of Updated CAA By-Laws** 8:00 pm
 - Derek Ross asked the CAA Board to give a synopsis of what was changed in the by-laws.
 - Michelle Gates stated that typos were corrected, and by-laws were cleaned up and the secretary and Treasurer was updated. The Executive Director noted that appointments for the public sector on the CAA board were all changed to have vacancies appointed by the Governing Board Chair from appropriate governing board members.
 - There was some discussion about these updates.
 - Chet Esther motioned to Approve; Bill Stalder seconded.
 - By-Laws were accepted unanimously.
- Election of Officers: Chairperson & Treasurer – Governing Board ** 7:49 pm
 - Chet Esther nominated Derek Ross as Chairperson and Mark Yingling as Treasurer; Mark Sprague seconded.
 - The nominations were accepted unanimously
- Approval of Previously Nominated Officers: Chairperson, Vice-Chairperson, & Secretary/Treasurer – CAA Board **
 - Sara Goodapple motioned to accept the previous nominees from the October meeting; Brittany Weise seconded
 - Motion passed unanimously
- Foundation Appointments** 7:52
 - Governing Board – 8 Appointments
 - Chet Esther motioned to appoint Mark Sprague, Keith Callaway, Mark Sorensen, Mark Yingling, Natalie Roseberry, Tim Kettering, Gary Mendenhall, and Derek Ross to a one-year term on the Foundation Board. Mark Sprague seconded.
 - The motion passed unanimously.
 - CAA Board – 3 Appointments
 - Sara Goodapple motioned to appoint Sara Goodapple, Brittany Weise, and Holly Cain to a one-year term on The CAA Board; Brittany Weise seconded.
 - Motion passed unanimously.



- Bill Stalder recommended the Executive Director, Jeremy Oshner, for a 5 percent salary increase as he has not had a salary adjustment in 3 years and has proven his capabilities and improvements with the agency.
- Keith Callaway motioned to approve the salary Increase, Mark Sprague seconded.
- Motion was accepted unanimously.

Public Comment & Announcement Section – Open 8:10 pm

Adjournment by Governing & CAA Boards* 8:14

- Mark Sorenson motioned to adjourn; Tim Kettering seconded.
- The meeting was adjourned at 8:14 pm.

Call Foundation Meeting to Order 8:17 pm

- Election of Officers: President, Vice-President, & Secretary/Treasurer – Foundation Board **
 - Mark Sprague nominated Natalie Roseberry to the office of president, himself to the office of vice-president, and Tim Kettering to the office of secretary/treasurer, Sara Goodapple seconded.
 - The nominations were accepted unanimously.
 - Adjournment by Foundation Board 8:20 pm

This is a combined meeting for the Two Rivers Regional Council of Public Officials Governing Board, TRRC Community Action Administrative Board, & the Two Rivers Council Foundation Board combined Annual Meeting.

*Indicates some action is required for this agenda item

**Indicates discussion and possible vote

***Indicates discussion, vote, and handouts



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