

Two Rivers Regional Council of Public Officials

Executive Committee Meeting Minutes

120 South Madison, Pittsfield, IL

May 10th, 2024 – 11:00 AM

Call Board Meeting to Order – Chairperson 11:01 am

- Derek Ross called the meeting to order at 11:01 am
- In attendance: Governing Board Executive Committee (quorum met)- Derek Ross, Natalie Roseberry, Mark Yingling, Mark Sprague
- Staff in attendance: Jeremy Oshner, Mike Muehl, Trista Malone.

Approval of Minutes from Previous Meeting*** 11:01 am

- Mark Sprague motions to accept the minutes, Mark Yingling seconded.
- The minutes were accepted unanimously.

Executive Director's Report – Jeremy Oshner *** 11:02 am

- The Executive Director reports the Pike Building project is complete, he discusses TRRC will be continuing to implement the strategic plan and that the 50th Anniversary celebration is approaching in September.
- The Executive Director submitted the rest of the report as written.
- Mark Sprague motions to accept the Executive Director's report and Natalie Roseberry seconded.
- The report was accepted unanimously.

Agency Department Reports *** 11:03 am

- Finance – Mike Muehl
 - Mike Muehl discusses we received our first deposit for the HAFHR grant and he hopes we have three projects completed in the first quarter.
 - Derek asks general questions about the HAFHR program and what the program entails.
- Community Development – Chad Frederick
- Community Services – Becky Pruden
- Weatherization – Drew Van Hecke
- Workforce Development – Kathryn McDaniel
- Marketing – Mark Schneider
 - The Executive Director submitted the rest of the reports as written.
 - Mark Sprague motions to accept the Agency Department Reports, Mark Yingling seconds.
 - The Agency Department Reports were accepted unanimously.

Old Business 11:05 am

- Governing Board Appointments to the Personnel Committee**
 - Tabled until we have a full Governing Board meeting.
- Governing Board Appointment to the Finance Committee**
 - Tabled until we have a full Governing Board meeting.



New Business 11:06 am

- Fund Investments & Check Signers***
 - Mike Muehl discusses we are investing some funds at State Street Bank in the form of a CD for 8 months.

- Fiscal Policy & Procedures/Direct Costing Principles Approval***
 - Mike Muehl mentions there are minor changes in the Fiscal Policy's and Procedures such as the Agency Administrator will be working on LIHEAP invoices, and a section in the financial procedures would be deleted. The section states verify that purchases of supplies or services adhere to the procurement standards set by policy, and that potential conflicts of interest are addressed. (*Motion Below*)

- Annual Budget Approval***
 - Mike Muehl discusses the annual budget and the need to look for grants with more unrestricted funding.
 - Mark asks general questions about funding sources for capacity.
 - Natalie Roseberry recommends reaching out to Pike County Health and Wellness for additional funding sources.
 - Mark Yingling motioned to approve the Fiscal Policy & the Annual Budget with the discussed change and approve the resolutions for the investment fund and check signers. The motion was seconded by Mark Sprague. Motion passed unanimously.

Public Comment & Announcement – Open 11:20

- Mark Yingling asks if TRRC could change the bylaws to have a smaller quorum, to make it less challenging to make a quorum. There was some discussion on what changes could be made.
- Mark Sprague mentions the office and Reachout in Pike did not have a public restroom. He and the other committee members thought this would be something to consider.

Adjournment* 11:26

- Natalie Roseberry motioned to adjourn: Mark Yingling seconded.
- The meeting was adjourned at 11:26 am

*Indicates some action is required for this agenda item

**Indicates discussion and possible vote

***Indicates discussion, vote, and handouts

