

# MINUTES

WIRC Board of Directors Meeting and  
WIRC-CAA Board of Directors Meeting

March 12, 2015

The joint meeting of the Boards was called to order at 5:02 pm by WIRC Board Chair Jim Nightingale, in the community room of Macomb City Hall.

## **WIRC Board Present**

Greg Bacon  
Chuck Gilbert  
Garry Hensley  
Mike Inman  
Lowell Lueck  
Jim Nightingale  
Bill Reichow  
Chad Sperry  
Lee Trotter

## **CAA Board Present**

Rick Barnhill  
Dennis Castlebury  
Gay Dickerson  
Lynn Haase  
Alice Henry  
Gregg Huston  
Nancy Jameson  
Nancy Mowen  
Jeff Podhajsky  
Carla Teslicka  
David Walker  
Don Wynn

## **Others Present**

Suzan Nash, Executive Director  
Tracy Camden, Fiscal Director  
Kevin Wiehardt, CS Director  
Rose Elam, Admin. Asst.  
Patrick Stout, McD. Voice

## **APPROVAL OF MINUTES.**

The December 4, 2014 Joint Board Meeting Minutes were approved as presented, with a motion by Gilbert and a second by Walker. The motion passed unanimously.

## **FISCAL REPORTS/2014 UNAUDITED BUDGET POSITION REPORT**

Camden began with the WIRC Statement of Revenues and Expenditures for the 4th quarter period October-December, 2014, showing the following figures. She reminded the Boards that these were unaudited figures.

		<u>Annual</u>
Total revenues	\$298,176	\$1,259,631
Total expenditures	291,182	1,214,206
Excess revenues over expenses	6,993	45,425

The auditors will be coming the week of March 30. She has been busy preparing for their visit. WIRC's Year To Date gain is \$45,425. In our audit books, the auditors will calculate in the depreciation expense and the reduction we make on equipment and loans. Staff do not enter those figures in our financial program on the WIRC side. That's why there is no depreciation expense line on the WIRC report.

She pointed out the Annual City Grants Revenue line of (\$126,880) of the budgeted amount. A big portion of that was due to the five new housing CDAPS grant agreements starting mid-year. Staff have had to focus on the existing programs. That is why there are no expenses associated with those new

grants either. Nightingale asked if that was why the Annual Contractual Expenditures line item was off (\$35,312). Camden replied that was over budget due to the Hancock County Comprehensive Plan. She had \$39,000 for the broadband study, mapping and surveys. When this budget was prepared at the end of 2013, she had missed getting that in. Nash added that the contracts were with WIU and McDonough Telephone Coop.

Camden added that the Annual Salaries Expenditure line was under by \$108,168, due to a Community Development staff person leaving mid-year and the position not filled, and variances in Interagency Salary Expenses.

In regard to the agency's health insurance renewal rates, in 2014, United Health Care went to age-based premiums, and it resulted in a \$40,000 savings to WIRC. Camden didn't have that information when preparing the 2014 budget.

Camden asked if there were questions about the WIRC report. Trotter asked if the Community Development position would be replaced? Nash relied no, not at this time for that specific position. We currently have two interns filling the void.

Flipping to the WIRC-CAA Statement of Revenues and Expenditures for the same period, the report shows the following figures. Camden added that these are unaudited figures.

		<u>Annual</u>
Total revenues	\$1,414,682	\$4,570,180
Total expenditures	1,360,147	4,535,268
Excess revenues over expenses	54,535	34,912

Camden noted that the Annual State and Federal Grants Revenue line items offset each other, with State Grants over \$636,566 and Federal Grants under (\$731,364) mostly due to LIHEAP changing how its grants are charged. Regarding Expenditures, the Salaries line item was under, mostly due to the health insurance premium change. She pointed to the Depreciation line item under Expenditures and added that the agency bought a new file server this year. There will be a credit back on equipment as well as well loans. She doesn't like that method because it skews the numbers, when in reality the \$34,912 gain is more like \$500. When she talked to the auditors about that, they talked about the statement of cash flow reflecting the true picture for assets and loans. When she did the statement of cash flow for the year, the change in cash was \$500.

Camden asked if there were questions. There were none.

Nash hoped that the audit would be done in time for a May meeting, but it could be as late as August.

Camden spoke next about WIRC's health insurance renewal. At the December meeting, the renewal information had been received the same day as the meeting, so there wasn't time to review it. The budget contained a five percent increase, when in reality, it was a 12 percent increase, or about \$25,000 more annually. Two older employees will be retiring this year which will offset that increase. A younger Victim Services employee started in March. As explained earlier, the age based premiums are considerably higher for older workers. These changes aren't enough to cause a budget revision, but will favorably affect the overall budget.

Nash added that the agency's Cost Allocation Plan was approved by DCEO (Department of Commerce and Economic Opportunity). The Board had reviewed it at the December meeting.

**MONITORING CORRESPONDENCE.** Nash reported ICADV (Illinois Coalition Against Domestic Violence) conducted a monitoring visit, with all aspects satisfactory.

ICASA (Illinois Coalition Against Sexual Assault) did a fiscal visit in October and a programmatic visit in December. The fiscal issue will be discussed under the next agenda item. There was a concern about volunteer hours documentation. Staff have implemented ICASA's suggestions. Nash ensures CAA Chairman Walker is given all correspondence regarding monitoring visits.

There is a DCEO fiscal monitoring visit scheduled at the end of May to look at LIHEAP and WX.

**EXECUTIVE SESSION.** It was moved by Inman and seconded by Gilbert at 5:20 pm to enter into Executive Session. The motion was approved unanimously by roll call vote.

Executive Session to consider the appointment, employment, compensation, discipline, performance, or dismissal of an employee of the public body or legal counsel for the public body pursuant to Section 2(C)1 of the Open Meetings Act; the purchase or lease of real property for the use of the public body pursuant to Section 2(C)5 of the Open Meetings Act; or pending or probable litigation pursuant to Section 2(C)11 of the Open Meetings Act.

Gilbert moved and Lueck seconded to leave Executive Session at 5:40 pm. The motion was approved unanimously.

**PROPOSED AMENDMENT TO EMPLOYEE HANDBOOK.** Teslicka made a motion to approve Nash to change the Employee Handbook policy as presented and as per discussion in Executive Session, eliminating the supplemental vacation policy and adding the presented comp time policy for implementation by July 1. Gilbert seconded the motion. Motion approved unanimously.

**COMMUNITY ACTION/HOUSING REPORT.**

Wiehardt presented the written report he had prepared as of 02-24-15. It gave information per program about number of applications taken, apps approved, funds spent, and budget.

- The LIHEAP program has had a lot of activity in the last few months. The numbers aren't exact as it is difficult to know the breakdown between regular, emergency and furnace assistance from the computer system. The State LIHEAP funds are what Governor Rauner wants to cut. Staff were in Springfield yesterday to discuss and object to the recommended cuts, which make up about 1/3 of WIRC's LIHEAP funding. Trotter asked if the LIHEAP funds have ever been cut as proposed? Has it ever been challenged in court? Wiehardt replied no. Nash added that State LIHEAP funds come from utility surcharges, so it would take legislative action to make the cuts happen.
- The Weatherization (WX). See report for numbers.
- CSBG. The Scholarship Program is under way with applications due to the office on March 20.

- Emergency Food & Shelter Program. Funds were received and passed through to Hancock and Henderson county pantries.
- CDAP Housing:

The housing programs in Augusta, Bushnell, Havana, Monmouth and Plymouth should be completed by September of this year. The applications for Abingdon, Astoria, Farmington, Norris and Smithfield were all funded.

- IHDA Housing:

Homebuyer Program. This program is moving slowly. There are many interested persons wanting to participate in this program, but are having trouble meeting bank underwriting standards.

SFOOR (Single Family Owner Occupied Rehabilitation) program. The Abingdon and Havana programs are nearly complete. This is the first time WIRC has worked with Havana, which lies in Mason County. Mason County is not covered by another regional planning agency. Havana's Mayor called a hearing regarding the housing program. Many happy homeowners attended. The program received the best publicity it could possibly have, Wiehardt referring to a newspaper article covering the hearing.

- Attorney General grant. WIRC is one of 15 agencies in the state working with the IACAA (Illinois Association of Community Action Agencies) to become a HUD certified counseling agency for the service region. WIRC will receive \$20,000 to cover the cost of sending employee Jeff Cozadd through the year-long training program. Following the training, there is a year of experience required. There are no HUD certified counseling agencies in the area. HUD would like the program available in Hancock County, probably because the unemployment rate is high.

Nash continued:

- The Hunters Helping the Hungry Program provided WIRC and area pantries a total of 7,131 pounds of ground venison from the 2014 hunting season. The Hancock and Henderson lockers' venison went to Hancock and Henderson county pantries. McDonough lockers' venison went to Colchester, Lomax and WIRC food pantries. The handout showed the specific poundage distributed per pantry. WIRC pays \$1.50 per pound, compared to \$1.00 pound a few years ago, which factors into less deerburger being processed.
- Project Santa served 459 children and 179 families.
- Transitional Housing – both houses are occupied by families.
- Village at Wheeler – Wynn reported there are two vacancies. Nash continues to coordinate monthly resident meetings on various topics.

### **COMMUNITY DEVELOPMENT REPORT.**

Nash read highlights from the written reports prepared by staffpersons Nathan Cobb, Tim Lobdell, Royal White, Kevin Wiehardt and herself and presented the following information:

- Current public facility projects. WIRC is currently administering 19 public facility CDAPs. Program progress was detailed in the report.

- Staff are administering Emergency Public Infrastructure CDAP grants for the communities of North Henderson (water improvements), Carthage (water), and Joy (water).
- Staff will be resubmitting CDAP public infrastructure applications for the communities of Avon, Colchester, Hamilton, LaHarpe, Macomb, Nauvoo, Seaton and Victoria. New applications will be submitted for Alexis, Bushnell, Dallas City, Stronghurst and Warsaw. The deadline for submission has not been determined.
- Nash was proud to announce that all five housing rehabilitation CDAP applications were funded. Accolades to Wiehardt and Jeff Cozadd for their work. Communities receiving funds are Abingdon, Astoria, Farmington, Norris and Smithfield.
- RUS (Rural Utility Service) Rural Well Program. The 2013 program assisted five households with new wells in McDonough County. The 2014 program assisted five households, three in Fulton, one in Henderson and one in Knox County. WIRC has received a \$50,000 grant for the 2015 program year to complete five more well projects. Nash asked the Boards if they wished her to continue with the program, as the agency actually loses money operating the program because there is no administrative money. WIRC has to provide match money through staff time. Besides staff time, there are associated costs: recapture fees, copies, postage and \$65 filing fee. \$11,000 is provided to each homeowner in a 20 year loan with 1% interest. Nash asked USDA to change the match requirement and provide administrative money, but that would probably require legislative action. It is a good program, there is a need for it, and it is supported by local health departments. Nash doesn't intend to reapply. Gilbert asked what the actual costs to the agency were? Nash said \$5,200 match in 2013 and \$6,200 match in 2014, plus the hard costs. It was the feeling that the program was tailor made for our region. Mowen asked if the match could come from another agency? Nash responded no. Bacon thought area health departments would be interested in continuing the program if WIRC didn't. Would Nash work with the health departments? Sperry asked if there was coordination with rural water coops as they are laying water lines? Nash replied that many of these residents are not on those lines. Sperry said there were water line expansion talks, but Nash said USDA doesn't have the funds to do it. Henry's concern was health departments being able to serve only their own county, versus WIRC serving six counties. Podhajsky asked if we are committed to 5 wells? Nash thinks that is the minimum, with \$50,000 funding. USDA has asked WIRC to take more than that. Haase stated from a health department perspective, they know who needs wells in their county, as they do inspections, and know they will have expenditures like they do for other grants. After considerable discussion, Nash will complete an application this April and keep the health departments notified of future new application cycles for the federal fiscal year, which will be October 1 of this year.
- Tri-County (counties of McDonough, Warren & Mercer, and beyond) Recycling Report. The current 20 year agreement ends in May 2015. Staffperson Tim Lobdell and the Tri-County Board (includes Alice Henry of our CAA Board) are working to complete a new Intergovernmental Agreement. They met February 23 to discuss a five year budget and the Agreement, proposed for a 5 year renewal. The documents are being reviewed and discussed by the individual counties. Nash announced that Bridgeway is no longer accepting recyclables from Waste Management. Much is up in the air at this time regarding recyclables.
- Public Transportation. Board members were referred to the written report. Nash added there are some concerns about potential cuts within the IDOT transportation program but not enough is

known at this time. Nightingale stated that Hancock County is receiving \$500,000 for land acquisition, engineering services and the construction of a public transportation vehicle storage building. The Carthage Development Corp owns a suitable parcel of land which is being platted out.

- Human Services Transportation in Regions 4 and 7. Board members were referred to the written report.

**VICTIM SERVICES REPORT.** Nash presented the written report prepared by Victim Services Director Diane Mayfield. The report contains information for the first and second quarters, July 2014-December 2014, and reflected the following highlights:

	<b><u>Domestic Violence</u></b>	<b><u>Sexual Assault</u></b>
Total new & ongoing clients	188	61
Counseling hours	274	216
Direct service hours	1,157	141
Hotline calls	657	---
Shelter nights	14	---

**OTHER BUSINESS.**

- Nash’s evaluation is coming up. Nash will mail evaluation forms to the WIRC Board, David Walker (representing the CAA Board) and senior employees. Gilbert will receive and tally the results.
- The WIRC Board vacancy, a Hancock County Board representative, has been filled by Marc Huston.
- CSBG Organizational Standards. The state is to be compliant with the new organizational standards in FY 2016. All community action agencies are to get themselves into compliance during that year as well, with “grading” to occur in FY 2017.
- The next Board meeting will be a joint meeting, possibly in May. The CAA Board will meet in July and the WIRC Board will meet in August. No dates have been set.
- Nash introduced new CAA Board member Gay Dickerson, representing Hancock County Senior Services, taking the place of Tanya Sparks.

**ADJOURNMENT.**

As there was no Other Business and no Public Comments, the meeting was adjourned at 6:16 pm with a motion by Walker and a second by Wynn. The motion carried and the meeting declared adjourned.