

MINUTES – draft form, not approved by Board action

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

December 3, 2015

The joint meeting of the Boards was called to order at 5:05 pm by WIRC Board Chair Jim Nightingale, in the community room of Macomb City Hall.

WIRC Board Present

Chuck Gilbert
Garry Hensley
Mike Inman
Mike Kirby
Lowell Lueck
Jim Nightingale
Bill Reichow
Chad Sperry

CAA Board Present

Rick Barnhill
Dennis Castlebury
Gay Dickerson
Alice Henry
Nancy Jameson
Jeff Podhajsky
Janet Schreck
Carla Teslicka
David Walker
Patty Weston
Don Wynn
Gregg Huston (arrived after roll call votes)

Others Present

Suzan Nash, Executive Director
Tracy Camden, Fiscal Director
Rose Elam, Admin. Assistant
Kevin Wiehardt, Comm. Serv. Dir.
Diane Mayfield, VS Director
Nathan Cobb, Transit Director
Patrick Stout, McDonough Voice

APPROVAL OF MINUTES. The joint Board Minutes of October 29, 2015 were approved with a motion by Teslicka and a second by Reichow. The motion passed unanimously.

EXECUTIVE SESSION. None.

PRESENTATION OF PROPOSED 2016 BUDGET

Nash began by stating there would be no Fiscal Report as there had been little change since the October 29 meeting.

Nash and Camden struggled with the preparation of the proposed budget as there has been a loss of \$1.8 million between the LIHEAP and Weatherization Programs. They finished the budget yesterday, December 2. Today staff learned that the State LIHEAP funds may be reinstated by the Governor. The bill passed in the House and will go to the Senate next. The Governor has indicated he will sign the bill. Staff don't have those numbers yet. The IACAA has worked diligently to get those funds reinstated. There is no word on state Weatherization funds yet. Department of Energy WX money may come in January; the budget could change considerably.

Nash said the budget contains potential layoffs, depending on forthcoming funds and whether staff has work to do. Health insurance renewal rates have been received. The Agency's 2015 plan is no longer available; the 2016 plan has similar features and will cost \$1,200 more annually. Nightingale asked how much the agency pays for each employee's insurance. Nash responded that the premiums are age-based. (Note: the average monthly premium is \$639.) Nightingale asked if the agency would have to pay a fine under the Cadillac Tax? Staff will inquire to Dave Thompson about this tax. Walker said the \$750 deductible was considered low in today's market. Camden had asked for a quote on a plan with a \$2,500 deductible, but the cost didn't change the premium significantly.

This budget contains a 6% contribution to retirement; 0 percent COLA; and 1.5 merit increase, based on job performance. Walker asked how many employees make the maximum merit increase. Nash responded very few; approximately 8 out of 34 employees.

Camden continued, referring to the WIRC Expenses, Equipment, shows a \$90,000 figure. That money has been saved over the last several years for the purchase of a new box truck for the Tri-County Recycling facility. That large loss was expected on the WIRC side.

On the CAA side, the money received from IHDA CHDO home purchase/renovation/sales program and VIBE Victim Services funds are being spent down, and thus these losses are expected.

Nash requested the Board to consider giving employees a holiday bonus, based on longevity, with amounts from a minimum of \$100 to a maximum of \$350, totaling approximately \$8,000. The bonuses will have tax withholdings. A motion was made by Gilbert and seconded by Henry to approve the employee holiday bonuses. A roll call vote was taken. The motion approved unanimously.

Walker made a motion to approve the agency's 2016 budget as presented. Wynn seconded the motion. The motion was approved unanimously with a roll call vote.

Highlights of the 2016 budget are as follows:

	<u>WIRC</u>	<u>CAA</u>	<u>TOTAL</u>
Total Anticipated Revenues	\$1,326,109	2,715,080	\$4,041,188
Total Anticipated Expenditures	1,384,852	2,773,020	4,157,872
Excess (Deficit)	(58,743)	(57,940)	(116,683)

CONFLICT OF INTEREST POLICIES. Nash commented that the policies were electronically mailed to Board members prior to the meeting. There is not much to be said about the policies as they are being dictated by DCEO. Employees Camden and Lovejoy attended a meeting in July where CSBG Organizational Standards were discussed and it was learned that the policies would be necessary. These particular policies were developed by CAPLAW, a non-profit organization that provides legal and financial information to community action agencies nationwide. DCEO has given their approval for the policies, which are to be adopted and used beginning in 2016. At the next DCEO monitoring visit, it will be on the checklist to see if WIRC-CAA has indeed gotten the Conflict of Interest Policies in place. Nash took a prototype from CAPLAW and retooled it for our agency. Each Board member will need to take home the policy, review it fully, fill out the form and return it to the agency. Employees will have a similar form to complete. The policies will be included in the Employee Handbook, Appendices section. Nightingale is familiar with the form as local elected officials have to fill out the similar forms.

Gilbert asked what would happen if someone responded yes to a question. Nash said staff would be cognizant of that if a vote relating to that conflict would occur.

Gilbert moved and Wynn seconded to adopt the Board Conflict Policy as presented. The motion was approved unanimously.

Gilbert moved and Walker seconded to adopt the Staff Conflict Policy as presented. The motion was approved unanimously.

PROPOSED AMENDMENTS TO EMPLOYEE HANDBOOK. Nash asked if everyone got the electronic copy of Handbook changes? She also mailed them to Reichow. The copy sent out had "track changes" features, helping the Board see where the changes were, as complimented by Nightingale. She has a complete edited copy available for review. The Agency's attorney reviewed the changes and made some suggestions, which were incorporated as proposed amendments.

New sections on concealed carry and social media were added upon the agency attorney's suggestion. The section on absences and tardiness has been tightened up. The agency's IT person suggested a section on password protection; Nash found a prototype from WIPFLi she retooled for the handbook.

In 2016, an employment application will be used. Background checks on all potential new hires will be conducted. This practice started being used in 2015, but will be formalized into the handbook in 2016.

Once Elam does the review of margins, set up, fonts, table of contents, etc., the handbook will be ready to go. The CSBG Organizational Standards requires a five year review of employee handbooks. WIRC will be able to check off that requirement.

As there was no other discussion, Inman moved to approve the amendments to the WIRC Employee Handbook as presented. Barnhill seconded the motion. The motion was approved unanimously.

STRATEGIC PLAN UPDATE/REPORT. After discussion at the October 29th meeting, WIRC engaged WIPFLi to begin the Strategic Plan process, starting with a kickoff meeting on December 14, from 11-3:00. As there is \$5,625 to be used in 2015, it is essential to get started this year. Board members will need to participate. Employees selected to participate are: Nash, Camden, Wiehardt, R. Elam, Cobb and Mayfield, with other employees having an opportunity to provide input. Clients, focus groups and stakeholders will also have an opportunity to provide information. Board members were asked to volunteer, knowing a meeting, a retreat and forms to be completed will be required of them, getting their input on how to grow the agency. New WIRC Board member Jeanne Schell has volunteered to serve. Sperry, Jameson, Gilbert and Walker also agreed to serve. The kickoff meeting will be held at the WIRC office. Rick Barnhill would check his calendar and contact Nash tomorrow with an answer regarding participation. (Note: Rick Barnhill will be a participant in the process.)

SEARCH COMMITTEE REPORT. Gilbert reported that the Search Committee met. Resumes and score sheets were distributed. Timelines were established. The score sheets are due January 12 and the committee will meet shortly after that. It is planned to conduct phone interviews in February. By March, interviews should be completed and references checked, with a recommendation to the full Boards, so that the person could be in place in April for three months training to follow. This is a flexible schedule and will be adjusted as needed.

Gilbert added that it is an ambitious schedule but necessary. Inman asked if the 2016 budget included two salaries for Executive Director during the three month training period. Nash replied yes.

Nightingale asked how many candidates there were? Gilbert responded 26. Nash added that there were varying levels of expertise; Gilbert said there is a wide range of backgrounds and experience.

PROGRAM UPDATES. Wiehardt took the floor to give an update on **CAA** programs. LIHEAP began October 1 for elderly and disabled households; December 1 the general public began to call for their appointments. The CSBG Housing Apprentice began his employment and training on November 17. He is very enthusiastic about this opportunity.

WIRC. Staff submitted 16 Disaster Recovery applications in the months of July and August and seven were funded. No word has been received on the regular Public Infrastructure applications submitted in July. Wiehardt will be distributing information to communities about the next round of applications, anticipating a June submittal.

Nightingale asked about the Well Program. Nash responded there have been no applicants to date. Applicants must be income eligible. Dickerson asked who to contact at WIRC about the program? Nash is. Ten households have been assisted with this program, in Fulton, Henderson, McDonough and Knox counties.

Nash encouraged the Board to go to www.wirpc.org to complete the Economic Development survey (as part of the CEDS update) as it is critical in terms of input. Staff need ideas for projects or to hear about potential areas of concern in the six county area.

Township cleanups have been completed for the year. Staff anticipate a record year for electronics recycled at the facility.

Transportation – both Macomb and McDonough County have established lines of credit in case needed due to Illinois' budget crisis, however, the credit has not been needed yet. Gilbert asked how much of a reduction was expected. Inman anticipated about \$600,000.

Victim Services. Mayfield was invited to speak. She stated that the fall semester of the crisis intervention class has been completed. Eight people participated, seven were WIU students, and one was a Knox College professor. Her department will have three social work interns in the spring, two from that class. For the first time, permission has been granted to use interns in the domestic violence counseling program. They will also be working with the legal aspects of the VS department.

Board members were referred to the written reports for more information.

DUES STATUS REPORT. Elam presented a handout with information, which showed dues income was up this year. This is due in part to increasing the per capita charge from \$0.55 to \$0.60. Income from dues is \$66,663, compared to \$64,044 last year. She also thinks the project that she, Gary Ziegler (before he retired), and Nash completed this year, a compilation of work done for each community and county, and included in the dues letters, may have helped with deciding membership. It was a project that Nash has wanted done for a long time.

PRESENTATION OF WIRC SLATE OF OFFICERS. Gilbert presented the following proposed Slate of Officers for the 2015-2016 year:

Chairperson Chuck Gilbert
First Vice Chad Sperry
Second Vice Jim Nightingale

Board members:	Greg Bacon	Lowell Lueck
	Rod Davies	Justin Nelson
	Gary Root	Jeanne Schell
	Garry Hensley	Bill Reichow
	Mike Inman	Lee Trotter
	Mike Kirby	Kathy Waters

Gilbert went on to say that this would be a transition year and the Board may have to step up and take more on. From his own experience, it has been very rewarding.

Nightingale asked if there were any nominations from the floor? Hearing none, Reichow moved and Lueck seconded to approve the slate as presented. The motion carried unanimously.

OTHER BUSINESS. The auditors will be on site the last week in March. Camden will be preparing for that visit. Nash anticipates having a joint meeting of the Boards at the end of February.

One vacancy exists on the CAA Board. Nash is working on filling that vacancy.

A moment was taken to remember WIRC Board member Curt Eisenmayer who died recently, as well as founding Board member Bill Griffin. Several staff attended Griffin's memorial service earlier today. The agency's planning department flourished for years as a result of his involvement. Eisenmayer had been a very involved representative from Henderson County.

ADJOURNMENT. As there was no other business and no public comments, the meeting was adjourned at 5:58 pm with a motion by Gilbert and a second by Wynn. The motion carried and the meeting declared adjourned.