

# MINUTES – draft form until approved by the Boards

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

February 25, 2016

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

## WIRC Board Present

Greg Bacon  
Chuck Gilbert  
Mike Inman  
Mike Kirby  
Lowell Lueck  
Bill Reichow  
Chad Sperry  
Lee Trotter  
Kathy Waters

## CAA Board Present

Rick Barnhill  
Gary Dickerson  
Alice Henry  
Gregg Huston  
Nancy Jameson  
Nancy Mowen  
Janet Schreck  
Carla Teslicka  
David Walker  
Don Wynn

## Others Present

Suzan Nash, Executive Director  
Tracy Camden, Fiscal Director  
Rose Elam, Admin. Assistant  
Kevin Wiehardt, Comm. Serv. Dir.  
Patrick Stout, McDonough Voice

**APPROVAL OF MINUTES.** The joint Board Minutes of December 3, 2015 were approved with a motion by Lueck and a second by Reichow. The motion passed unanimously.

## **FISCAL REPORT/2015 UNAUDITED BUDGET POSITION REPORT.**

Camden began with the CAA Statement of Revenues and Expenditures for the 4th quarter period, October-December 2015, showing the following figures. Regarding the year-end figures, of the \$50,468 deficit, she explained how the deficit came to be: \$19,000 was depreciation (accounting adjustment); \$15,000 was an overage on Weatherization (WX) Program Support and Administration (all WX funds have been reduced, resulting in shortages); \$10,000 was repairs and renovation work at the Kelly Street house (temporary restricted funds were available specifically for that project); \$2,000 in CHDO funds that needed to be spent down; and \$3,500 was an overage of incurred costs from the IHDA Emergency Repair Program that was funded but the state swept those funds due to the current budget crisis.

She pointed to the large variance in fourth quarter State grants comparing actual to budget figures. Additional state LIHEAP and Weatherization funds were received late in the year, after the agency was told it wasn't going to get those funds. There was about \$100,000 in Homebuyer funds that had to be returned when potential homebuyers could not qualify for loans. The Direct Client Assistance expenditure line item is affected for the same reason.

	<u>Quarter Actual</u>	<u>YTD Actual</u>
Total revenues	\$ 1,008,717	3,741,750
Total expenditures	1,033,909	3,792,219
Excess expenses over revenues	(25,192)	(50,468)

She asked if anyone had questions. There were none.

Camden continued with the WIRC Statement of Revenues and Expenditures for the same period. The report indicated the following figures.

	<u>Quarter Actual</u>	<u>YTD Actual</u>
Total revenues	\$326,618	\$1,203,971
Total expenditures	293,418	1,099,785
Excess revenues over expenses	33,200	104,186

The gain can be contributed to the USDA Well Program, which is a loan program. Loan expenses to pay contractors are entered as a credit to expenses. Accounting adjustments have to be made when loan payments are received, which shows up as a credit to expenses. Expenses had to be reduced by \$38,000, causing our gain to appear much larger than it actually was. Also in that gain is \$20,000, a savings for a forklift and box truck for the Recycling Center. \$9,000 of the gain is from closed out checking account funds for the Tri-County Recycling Center. The format was changed for processing payments, resulting in the closed account and funds transferred into WIRC's accounting system, appearing as revenue. Technical assistance administration was up considerably. Camden said in her seven years at the agency, she has not seen the volume of CDAP grants that the agency has now.

She pointed to the Direct Client Assistance Expenditure line item as being off, due to \$50,000 being budgeted for the Well Program, but no actual work being done. Nash indicated that people have called about the program, and were sent paperwork, but none have returned their paperwork yet.

Camden asked if there were any questions. Hearing none, she concluded by saying that these reports are unaudited. The auditors will be in the office the last week of March and she has been preparing for their visit.

**MONITORING CORRESPONDENCE.** Nash reported on three monitoring visits:

- ✓ ICASA – VS service hours were questioned. Staff responded that an employee was out on leave during the time in question.
- ✓ DCEO – LIHEAP files and financials were reviewed and found satisfactory. However, 10 furnace files were found to be lacking furnace sizing charts. Also, there were instances of 30 day notices for acceptance or rejection for Weatherization applications not being met. These situations have been remedied.
- ✓ DHS – Domestic violence, emergency transitional housing and homeless prevention programs were monitored. Nash has been notified that the domestic violence files & financials were satisfactory. No word has been received on the other monitoring yet.

**EXECUTIVE SESSION.** None.

**SEARCH COMMITTEE REPORT.** Search Committee member Gilbert reported that there were 26 applications for the Executive Director position received. The Search Committee reviewed the applications and on February 1, ten candidates were selected for interviews. Of those 10, two dropped out when contacted for scheduling telephone interviews. On February 16 and 17, eight telephone interviews were conducted. Today, the Search Committee met and, based on scoring sheets from the telephone interviews, four candidates were selected for in-person interviews. It has been gratifying to have good attendance of the Committee during the process. Gilbert assured the Boards that there will be an opportunity to meet and greet the four candidates upon a date being selected.

**STRATEGIC PLAN (SP) UPDATE/BOARD SURVEY.** Nash reminded the Boards that the agency has engaged a consulting firm, WIPFLi, to facilitate a Strategic Plan process. The SP Committee has met with the facilitators, learned about the process, and developed a Vision Statement for the agency. Strengths, weaknesses, opportunities and threats have been discussed. A mapping process was completed, determining who contacts/stakeholders were and which were critical, those we would like to have a better relationship with, and those on the periphery. On March 8, the facilitators will be traveling to Macomb to survey staff and then will meet with the SP Committee to plan the next phase.

Board members are considered key stakeholders. As such, Nash proceeded with survey questions to the Board as part of the process. The following are the questions and comments received verbally from the Boards.

**What is your overall experience with, or perspective of, WIRC and CAA?**

Dave W- provided Hancock County with a Comprehensive Plan that was very well done  
Chuck G – provided its counties and communities with many successful grant applications  
Nancy M – provides essential services in rural areas that would otherwise go unserved  
Mike K – provides awareness of grants available to local elected officials

**What do you most recognize WIRC and CAA for?**

Lee T – in my mind, I have always thought of the agency as an active “Rescue Council”, helping domestic violence victims, providing housing/shelter, food and clothing to those in need  
Dave W – helping those with limited resources  
Lee T – takes care of the things that people take for granted

**Describe some of the ways you see the agency achieve its mission(s). Reworded to “do you feel the agency is achieving its mission?”**

The majority said most definitely. Absolutely. Yes. Oh yes.

**What is the greatest strength of the agency?**

Nancy J – the skill set of the employees. There is a lot of talent in the agency. The staff will do anything they can for anyone.  
Chuck G – the staff is proactive  
Rick B – upon working with Tim Manock in Weatherization, he said Tim was excellent to work with  
Alice H - dedication of the staff

**What is the biggest weakness?**

Nancy J – funding shortages, currently at the state level  
Dave W – the building has limitations  
Dave W – retirements of key staff

**What is the greatest priority of unmet needs that the agency has not fulfilled?**

Chuck G – the need for infrastructure improvements in communities that don’t meet the threshold for eligibility  
Chad S – lack of mental health facilities and services

Carla T – childhood hunger, giving many examples of local needs

### **What other organizations do you know addressing these needs?**

#### Food

Carla T – the YMCA in Macomb provides the summer lunch program and sends home food for the weekend, with donations from area organizations. The Ministerial Association in Bushnell has provided summer lunch programs, but when the budget was cut, the Bushnell program was cut. 70% of Bushnell children are in need.

Rick B – the Rotary in Monmouth provides a backpack food program with weekend food during the school year.

Nancy M – the Jamieson Center has 6 serving sites for a summer lunch program in the Monmouth/Roseville area, with a potential to serve 900 eligible children (pre-K thru Junior High). Monmouth's Parks and Rec Department assists the Jamieson Center.

#### Mental Health

Funding is an issue

Chad – according to the Macomb Chief of Police, when an arrest is made, and mental health issues require hospitalization, there are no beds available.

Bridgeway may provide services but no one knew for sure. Their funding has been cut.

The North Central Behavioral office in Macomb merged with their Canton office, leaving the Macomb office staffed one day per week.

### **How can the agency be a better partner to serve those in need?**

Chuck G – he feels WIRC is the most open agency he has ever seen

Lee T and others – the agency needs to market itself more

Lee – he said most new county board members don't know what WIRC does. Continue to educate.

Suzan – we do a lot of marketing, using grant announcements, newsletters, press releases, radio interviews, and more

Carla T – does the agency use social media? It is very effective.

Suzan – our Victim Services department has a Facebook page

Nancy J – thinks those that don't need our services don't know about many of WIRC's services

Kevin W – sometimes the mailings WIRC sends don't go beyond the clerk's desk

Carla T – email is effective

Kevin W – many of our small communities don't use it. The technology is not there.

Chad S – is there anything that can be done in Springfield?

Suzan – we have a state association, the Illinois Community Action Agency, that advocates for WIRC and keeps staff apprised of funding issues. Agency directors met in January with the DCEO Director and Deputy Director and had productive conversations.

Chad S – do you think it was effective? Suzan – no. It did help get State LIHEAP funds released. Now if we can get the Illinois Housing Development Authority monies reinstated.

Suzan – There is an Illinois Association of Regional Councils. Many of WIRC funds originate at the federal level, putting WIRC in a different position than the CAA.

Chuck G – concerned about WIU, enrollment is down, a significant loss of jobs is occurring; the budget is considerably less than when he and Lowell worked there

Suzan – we should be concerned about how WIU's funding problems will greatly impact the region. Also concerned about Carl Sandburg College, Spoon River College, and MAP programs

Chad S – he is very concerned. The uncertainty is frightening. The trickle down effect of WIU's budget problems will put greater demands on social service programs.

Greg B – Galesburg School District has announced 84 teachers will be cut in round 1. Round 2 will be looking at the athletic programs.

Gregg H – make the staff more representative of the community, i.e., focus on diversity

**What is your reaction to the vision statement? How can WIRC improve and be stronger?**

Chuck G – continue to emphasize services

Carla T – it is a great vision statement. Follow that vision.

**Are there any ideas we have not discussed to achieve our vision?**

No responses.

Board members who wrote their responses on the sheets Nash emailed were asked to turn them in.

**COMMUNITY ACTION/HOUSING REPORTS.** Wiehardt took the floor to give a synopsis of the written report he had prepared. The report was prepared at the end of December, so it does not have January and February activities.

- ✓ LIHEAP – about halfway through the winter program.
- ✓ WX – funding was uncertain for so long that work progress was slowed.
- ✓ Housing – Housing Inspector Randy Downey retired. Jeff Elam moved from Weatherization to Downey's position. Tim Manock is the lone Weatherization employee now. We will be contracting with MCS Community Action in Jacksonville for assessment work. This is a more cost effective measure to have assessments done. Also, if WX hired someone to replace Elam, that person would have to undergo a year of training.
- ✓ CSBG – both the FY 15 and FY 16 programs are running simultaneously.

Teslicka asked about the 2,700 applications approved for CSBG in 2015. Wiehardt explained that is the total number of Food Pantry, scholarships and CNA classes, Clothing Center, and Hunters Helping the Hungry applicants.

- ✓ CDAP – the five 2013 housing CDAP programs of Augusta, Bushnell, Havana, Monmouth and Plymouth have been closed out. The agency was just notified that four of four 2015-16 housing applications were funded, those communities being Blandinsville, Havana, LaHarpe and Plymouth. Wiehardt was applauded for his successful grant writing.

Six communities have indicated an interest in applying for the next round of housing to be submitted in July – Bushnell, Canton, Cuba, Galesburg, Macomb and Monmouth.

Wiehardt clarified that this is federal money from HUD that flows through the state as block grants, competitively to communities, so it is not held up or tied to the state budget.

- ✓ IHDA – the only new program activity through IHDA is the Macomb Blight Reduction Program, funded for \$1.05 million. The initial request was for \$700,000. The funding is from the 2010 Hardest Hit funds. Illinois was one of 18 states getting funds from the US Treasury Department. The money was initially for foreclosures, but has been extended to five other programs, which includes the Blight Reduction Program. The program will identify residential units or units of four

and less that are vacant, foreclosed and in a state of disrepair. A not-for-profit partner is required, and the CAA fulfills that role. The properties have to be held for three years, and the CAA will be holding those properties. The houses will eventually be demolished and turned into green space or redeveloped. Macomb will have to maintain the green space for three years. Trotter asked if old business buildings would qualify? Wiehardt replied no. He has been asked many times about that aspect. Nash added that other staff as well as the city helped prepare the application. It was originally written to address 20 properties but has been bumped up to 30 with the increase in funding. Wiehardt said Macomb is an ideal candidate for the program, as there is student rental housing sitting empty and deteriorating.

### **COMMUNITY DEVELOPMENT REPORTS.**

Nash referred to the report that staff prepared. She referred the Boards to the CDAPs currently being administered. The highlights indicate projects are newly funded.

- ✓ The 2015 Project Santa Program served 444 children and 177 families.
- ✓ The 2015 Hunters Helping the Hungry statistics generated a lot of conversation. The report had the details of deerburger given to area food pantries, as well as what WIRC keeps for its food pantry. Poundage figures were provided back to 2009. Nash pointed out the decrease over the years and remembers about 10 years ago the agency got 25,000 pounds, as compared to 5,985 pounds in 2015. Gilbert asked if staff have tracked the Illinois deer harvest for comparison? Nash replied yes. Sperry said that some lockers require a \$20 deposit per deer from hunters donating. That price used to be \$10. Nash said that varies between lockers. Nash added that WIRC pays \$1.50 per pound for the burger. Bacon asked if the program was advertised? Nash replied yes, with press releases as well as through the lockers. Bacon didn't know about the program and offered to put flyers up next hunting season. Sperry added that instead of checking deer in in person, hunters do that on-line, so there may not be the opportunity for the lockers to tell hunters about the program. Bacon suggested partnering with Farm King for promoting the program, as well as outfitter groups. Teslicka though DNR might be a good agency to partner with. Sperry said there is a required state registration that might be able to carry details. Nash thanked everyone for the suggestions.
- ✓ Transportation – The City of Macomb was able to purchase two new busses. Staff continue to work with the Hancock County public transportation program, looking to purchase property to establish a vehicle maintenance center. The Human Services Transportation Program report prepared by staffperson Mercer gave updates on meetings and activities.

**Victim Services.** Nash presented the report prepared by VS Director Diane Mayfield. Board members were referred to the written report for more information. Nash added that Mikki Harrison is leaving the VS department as her family is moving to another state. A potluck is planned for Harrison and Walker, a 26 year veteran of the agency who is retiring. Nancy Walker has worked for the LIHEAP, Weatherization and CSBG programs and has driven from the Dallas City area all that time. Both positions will need to be filled and advertisements will be posted soon.

Partial details from the second quarter (July 1-December 31) written report are as follows:

	<b>Domestic Violence</b>	<b>Domestic Violence</b>	<b>Sexual Assault</b>	<b>Sexual Assault</b>
	<b>First Quarter</b>	<b>Second Quarter</b>	<b>First Quarter</b>	<b>Second Quarter</b>
Total new & ongoing				
clients	145	75	42	31
Counseling hours	230	193	147	27
Hotline calls	473	347		
Shelter nights	17	17		

**OTHER BUSINESS.**

Nash said her annual evaluation will be discussed at the next meeting. There was a concensus among Board members that it would not be needed.

One vacancy exists on the CAA Board. Nash has approached a possible candidate for that position.

The next joint Boards meeting will be at the end of May, or sooner, depending on the Search Committee's progress.

At the next meeting, the Boards will be asked to sign the Conflict of Interest Policies forms so that the agency is in compliance. Nash will bring the forms or mail the forms? So they can be read ahead of time.

**ADJOURNMENT.** As there was no other business and no public comments, the meeting was adjourned at 6:18 pm with a motion by Jameson and a second by Lueck. The motion carried and the meeting declared adjourned.