

MINUTES – draft form until Boards approve

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

May 18, 2016

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

WIRC Board Present

Chuck Gilbert
Garry Hensley
Mike Inman
Lowell Lueck
Jim Nightingale
Jeanne Schell
Chad Sperry
Lee Trotter

CAA Board Present

Rick Barnhill
Dennis Castlebury
Alice Henry
Gregg Huston
Nancy Jameson
Nancy Mowen
Janet Schreck
Lori Sutton
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

INTRODUCTIONS. Nash introduced new CAA Board member Lori Sutton. Everyone introduced themselves for Sutton's benefit.

APPROVAL OF MINUTES. The joint Board Minutes of February 25, 2016 were approved with a motion by Jameson and a second by Teslicka. The motion passed unanimously.

FISCAL REPORTS

Camden began with the WIRC Statement of Revenues and Expenditures for the 1st quarter period, January-March 2016, showing the following figures.

	<u>Quarter Actual</u>	<u>YTD Actual</u>
Total revenues	\$ 274,560	274,560
Total expenditures	308,081	308,081
Excess expenses over revenues	(33,520)	(33,520)

She began by stating the first quarter generally shows a loss. A big influx in revenues always comes in July, which will even out the loss. Community Development staff are preparing applications, making copies, mailing surveys – all costs charged to Local – which drives up that expense category.

Camden pointed to an error – the Contractual-Audit/Accounting line figure should be under Contractual. Audit bills have not come in yet.

She asked if anyone had questions. There were none.

Camden continued with the CAA 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	\$ 911,140	911,140
Total expenditures	914,310	914,310
Excess expenses over revenues	(3,171)	(3,171)

There was only a \$3,171 loss for this period and can be contributed to the Macomb Blight Reduction Program incurring costs. The Direct Client Assistance Expenditures line was off quite a bit from what was budgeted. Camden divides the figure into quarters, and it gets distorted throughout the year, as most of the LIHEAP & WX production is January-March and September-December. Staff also were not expecting to get State LIHEAP & WX money, so it wasn't budgeted for, then we did. Those expenses are included in this report.

Nash added that the auditors were in the office three days in March, due to Camden providing much of the information to them ahead of time. Draft audits have been received. Dates for Board presentation have been discussed but no date selected yet

MONITORING CORRESPONDENCE. Nash reported on two monitoring visits and referred the Board to two letters in their packets. The first was from Keith Beaudry, DCEO, who monitored the DOE and HHS WX programs for three days in February. There were no findings. The second monitoring visit was conducted by DHS on February 23, monitoring our Emergency Transitional Housing and Homeless Prevention Programs. There was one finding, that being a required Documentation Checklist Form was not being used by WIRC staff. Nash's letter to DHS in response to their finding was one of the two letters distributed to the Board, assuring of the form's use in all participant files in future applications.

LIHEAP IMPLEMENTATION PLAN. Nash explained that it was learned by agency staff at an April workshop that the implementation plans, due May 13, must be reviewed in their entirety by the CAA Board. The plans were sent electronically to the Board and Nash hoped they had a chance to look them over before the meeting. In summation, what the plans address is how to market the program, how staff take applications, what work sites are used, etc. Camden added that these plans have been prepared and submitted every year, but starting this year, require Board approval. Jameson moved and Wynn seconded to approve the LIHEAP Implementation Plan as presented. The motion was approved unanimously by roll call vote.

WEATHERIZATION IMPLEMENTATION PLAN. Teslicka moved and Jameson seconded to approve the Weatherization Implementation Plan as presented. The motion was approved unanimously by roll call vote.

ICADV BOARD RESOLUTION. Nash referred to the Board Authorization Form to be considered, which authorizes the filing of an ICADV grant application. The application was submitted in April, and this form will be sent to Springfield once approved by the CAA Board. Mowen moved and Schreck seconded to approve the Board Authorization Form. The motion passed unanimously.

CAA BYLAW AMENDMENT. The auditors recommended that the CAA Bylaws be amended so they are in line with the agency's Fiscal Procedures Manual, indicating only one signature is required on

agency checks. Checks used to have the CAA Board Chair's signature on them as well, but now only require the Executive Director's signature. The one exception to this would be if the check was in excess of \$100,000, in which case, the CAA Board chair's signature would be required. Walker moved to approve the Bylaw amendment. Barnhill seconded. The motion approved unanimously.

EXECUTIVE SESSION. None.

SEARCH COMMITTEE REPORT. Search Committee member Gilbert reported the Search Committee met prior to this meeting to discuss the interview process and select dates to bring the candidates to Macomb. Nash will soon be notifying the full Boards of the dates and their involvement in the process.

STRATEGIC PLAN (SP) UPDATE/BOARD SURVEY. Nash reminded the Boards that the agency has engaged WIPFLi to facilitate a Strategic Plan process, which is a mandated compliance. Some components have been completed, but in order to proceed, we need to engage WIPFLi to prepare the final document. The price to get to the final document is \$12,325. This year's CSBG Work Program has \$5,000 to contribute to the cost. Nash got approval to use 1% of CSBG's overall allocation of \$227,000 (1% being \$2,267). We do not want to be out of compliance with the CSBG program, as it provides funding to the Food Pantry, Clothing Center, scholarships, training programs, and emergency assistance. Trotter asked for clarification on how much was needed to cover the Strategic Plan cost. Nash replied that the agency has \$5,000 (CSBG Work Program) plus \$2,267 (the 1%), so staff is looking for another \$5,000 to fully fund the Plan.

Nash needed a motion to sign the letter of engagement. Jameson made a motion to approve Nash to sign the letter; Inman seconded the motion. The motion was approved unanimously.

COMMUNITY ACTION/HOUSING REPORTS. Wiehardt gave a summary of the written report he had prepared. The report was prepared through March 31.

He reported good news for LIHEAP and Weatherization programs - WIRC will be getting state monies for the 2016-2017 year. This time last year, state funding was uncertain. Wiehardt continued saying WIRC is one of nine agencies participating in a WX pilot program. Funding has been limited to \$6,500 per home but with the pilot program, funding has been increased to \$13,000 per home, which our staff feels is a good move. If all goes well, the change will go to other WX agencies. Gilbert asked how the state will check success? Nash replied through monitoring visits.

- ✓ LIHEAP – the current program will end May 31.
- ✓ WX – the current program will end June 2016. About half of funding has been spent. WIRC has never failed to spend all WX funds and this year will be no exception. Staff got a late start due to state fiscal issues, so it will be a late finish.
- ✓ CSBG – activities generally occur in the second half of the year. Scholarship interviews are this week.

Inman asked about the latest on FEMA food pantry funding? Wiehardt replied that no word has been received yet and no meeting scheduled.

- ✓ CDAP – WIRC is administering nine CDAP housing programs, however, four of those, Blandinsville, Havana, LaHarpe and Plymouth, have not started yet. Staff were waiting on new environmental review forms from HUD, which were just received. Jameson questioned the figures listed on the other five CDAP projects. It was agreed that the math was wrong.
- ✓ IHDA – WIRC is expecting a check from IHDA for \$266,000, money we have been owed for over a year. Nash added that IHDA owed over \$2 million to multiple agencies. Even though it was federal money, it was being held up at the state level.

At this time, there are no IHDA projects being administered by WIRC, with the exception of the Macomb Blight Reduction Program. WIRC is partnering with the City of Macomb for this \$1.05 million program. The program will identify residential units or units of four and less that are vacant, foreclosed, and in a state of disrepair. The properties will eventually be purchased, demolished and turned into green space or redeveloped. WIRC will be the title holder of the properties for three years, then the properties will be turned over to the city. Macomb will have to maintain the green space for a three year period. The first property has to be done in July. WIRC will get \$35,000 per property in the form of a forgivable loan from IHDA. Trotter asked if commercial properties would qualify? Wiehardt replied no. Nightingale asked how back taxes would be handled? Wiehardt said the properties must be clear from any liens. The county has to release them or the taxes have to be paid prior to being considered. Macomb is one of the smaller communities to participate. He's had calls from smaller communities in our region but because they don't have legal staff, they would not be good candidates. The program has to be completed by May 2018. The city is currently working on targeting and acquiring the properties.

In April, an email and resolution was sent out to the CAA Board for their consideration and approval of WIRC participation in the Blight Reduction Program. A majority of ten CAA Board members approved Nash to sign the resolution.

- ✓ Transitional Housing. The Leighty House remains vacant. A family continues to be sought from area shelters and service providers. The Leighty family visited April 4 and were pleased with the management and condition of the house. They asked for an appraisal of the house for which they paid. The West Washington Street house continues to be occupied by the tenant and her children.
- ✓ Workforce Investment. The Workforce Investment Innovation and Opportunity Act, formerly known as Workforce Investment Act, formerly known as the Job Training Partnership Act, is a new piece of legislation being implemented. By mandate, WIRC-CAA is a required participant in the process. Nash has been attending meetings and reviewing information in their strategic planning process. The service region consists of nine counties. At this point, WIRC is looking at providing in-kind services, or staff support, but may have to contribute a percent of its CSBG allocation at some future time.

COMMUNITY DEVELOPMENT REPORTS.

Nash referred to the report that staff prepared and to the 22 CDAPs currently being administered, some of those being disaster grants.

- ✓ Public Infrastructure grants. WIRC will submit CDBG public infrastructure grants for the communities of Bushnell, Carthage, Dallas City, Galesburg, Havana, Joy, London Mills, Macomb, Warsaw, and Victoria at this time. The submission deadline is August 16. Nash is pleased to be working with Galesburg again. Their staff planner retired and the city has chosen to work with WIRC for their grant writing. She and Wiehardt met with their Public Works Director and have had technical assistance forms signed. WIRC may be writing a grant for the replacement of lead water service lines in Galesburg, as well as a grant for a housing rehabilitation program.
- ✓ Housing Rehabilitation grants. Staff will submit housing rehabilitation applications for Bushnell, Canton, Cuba, Galesburg, Macomb, Monmouth and Stronghurst for the August 16 grant cycle.
- ✓ Staff continues to work on the five year re-write of the Comprehensive Economic Development Strategy (CEDS). An on-line survey was conducted. The focus is now on data analysis and writing the document with a mid-July submittal date.
- ✓ There have been no applications for the RUS Household Well Assistance Program. Nash has spoken with the USDA State Director as well as continuing communication with health departments and through press releases. Nash will give Sutton a flier to post at the Rural Health Center. Sperry asked for more details. Nash replied that a homeowner can get up to \$11,000 in the form of a one percent loan for up to 20 years. Homeowners are responsible for costs over \$11,000. Funds can be used to dig a new well if the existing one is contaminated. Old wells can be capped. There is a potential to do 10 more wells in any of our six counties during the next two years. Trotter asked if there were income guidelines. Nash responded yes but they are generous guidelines. The area water districts are aware of the program. The Farm Bureau and Township Supervisors were suggested as potential contacts.
- ✓ WIRC may be partnering with Bi-State Regional Planning Commission to assist the community of Keithsburg with three flood disaster grant projects. The projects have not been completed in a timely manner. Keithsburg is in Mercer County. Bi-State's director has been in communication with Nash. Staff are still in a discovery stage as there is a confusion of information. In conversations with DCEO, WIRC may end up partnering with Bi-State, with that agency being the lead contractor and WIRC a sub-contractor. DCEO wants the projects done. These grants date back to the 2008 flood and are funded at approximately \$7 million.
- ✓ Transportation – refer to the written reports.
- ✓ Tri-County Recycling. Township cleanups have begun with some specific figures on electronics and paint collected. Sperry asked if there were more township cleanups scheduled? Nash referred him to the agency newsletter or agency web site. Since the program's inception, nearly 1.5 million pounds of paint has been collected and over 5 million pounds of electronics.
- ✓ Nash has resigned from the National Association of Development Organization's (NADO) Board of Directors after serving 8 years. Nash promoted a colleague to represent Illinois on the Board. NADO wanted Nash to attend the Board retreat on June 4 as her final official act on their Board as the newly appointed Illinois rep could not attend.

Victim Services. Nash presented the report prepared by VS Director Diane Mayfield. Board members were referred to the written report for more information

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

	Domestic Violence	Domestic Violence	Domestic Violence	Domestic Violence
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Total new & ongoing				
clients	145	75	41	
Counseling hours	230	193	224	
Hotline calls	473	347	264	
Shelter nights	17	0	2	

	Sexual Assault	Sexual Assault	Sexual Assault	Sexual Assault
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Total new & ongoing				
clients	42	31	9	
Counseling hours	147	37	81	

Client numbers are up 20% over the same time in FY 15.

One VS staff person resigned due to relocation and her replacement will start June 1. The CAA has a Program Assistant position available due to Nancy Walker retiring. Resumes are being reviewed and interviews scheduled in the near future.

OTHER BUSINESS.

The CAA Board is scheduled to meet in July with its election of officers as a main agenda item. Nash will need volunteers for a Nominating Committee. She is unsure as to whether it will be a joint meeting or a CAA Board meeting, but that depends on what happens with the Search Committee.

The CAA Board will need to review its Bylaws at the next meeting as that is an Organizational Standards requirement.

Conflict of Interest forms were collected from Board members.

Nash read a letter of resignation from WIRC Board member Bill Reichow. He has been on the Board since 2005. Nash will accept his resignation from the Search Committee due to his work schedule but hopes to discourage him from resigning from the WIRC Board at this time.

ADJOURNMENT. As there was no public comments, the meeting was adjourned at 6:05 pm with a motion by Lueck and a second by Henry. The motion carried and the meeting declared adjourned.