

# MINUTES – draft – not yet approved by Board action

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

December 15, 2016

The joint meeting of the Boards was called to order at 5:08 pm by WIRC Board Chair Chuck Gilbert in the Macomb City Hall Community Room.

## WIRC Board Present

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

## CAA Board Present

Dennis Castlebury  
Alice Henry  
Nancy Mowen  
Jeff Podhajsky  
Carla Teslicka  
Patti Weston  
Don Wynn

## Others Present

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

The agenda order was modified as we wait for one more CAA Board member to obtain a quorum.

**FISCAL UPDATE.** Camden began with the WIRC Statement of Revenues and Expenditures for the 3rd quarter period, July-September 2016, showing the following figures.

	<u>Quarter Actual</u>	<u>YTD Actual</u>
Total revenues	\$ 388,328	947,730
Total expenditures	301,350	921,593
Excess revenues over expenditures	86,978	26,138

Typically, WIRC has a loss in its first, second and fourth quarters and a gain in its third quarter, as membership dues come in. We will have a loss this year as Tri-County Recycling Center bought a new vehicle for \$90,000 to replace our 2005 box truck. Refer to the Equipment line to see the \$90,000 budgeted for this purchase. This will be reflected in the 4<sup>th</sup> quarter fiscal report.

Inman asked if the truck bids came in as we had budgeted for. Nash replied yes. Camden continued, saying we intended to purchase a truck and a fork lift. It was determined that repairs to our existing fork lift were a better option than buying a new one.

Under Direct Client Assistance, \$32,000 was budgeted for the Well Program, but there has been no activity in that program in the last year.

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	\$ 449,830	\$ 2,073,047
Total expenditures	444,126	2,093,631
Excess (Deficit)	5,704	(20,583)

The loss can be attributed to three things:

- 1) We are now spending down our CHDO grant funds that are available from the sale of the homes the CAA purchased, rehabbed and sold. The money had been restricted until now. \$5,000 of the loss is from this activity.
- 2) The Blight Reduction Program contributed \$4,000 to the loss. Staff are working on the program but nothing has been billed to IHDA yet.
- 3) Our Sexual Assault Program had its funds cut 65% from the previous fiscal year, resulting in a \$10,000 loss. As discussed previously at our June meeting, we took money out of donations to cover the shortfall.

Podhajsky asked how much more is available in CHDO funds and how much time do we have to spend it? Camden replied \$76,000. IHDA has not given us an exact date for the expenditure. Camden thinks it was five years from the start of the grant, and we have about 1.5 years remaining. A home in Macomb has been purchased. Contractor bids were opened yesterday. Once the home is sold, the funds will be unrestricted, losing their federal identity. Housing Programs Manager Cozadd is looking at one more house to purchase. There should be no difficulty in spending these funds.

Podhajsky asked about the Equipment loss of \$36,623. Camden explained that we purchased a vehicle and an insulation machine using funds from the Federal HHS Weatherization Program. Staff was surprised to get an email in May telling us that extra funds were available. We had no idea these funds would be available when preparing the budget. Camden explained that the purchases do not contribute to the loss. We incurred expenses and recorded revenue, offsetting each other.

There were no other questions.

**STRATEGIC PLAN REPORT.** Nash recapped the Plan progress to date. The Committee had an all-day retreat on August 10. As a result, several long range goals and objectives were developed. Short range goals were developed after that and sent to the WIPFLi facilitators. A final draft will be presented to the Boards in a few months.

**MEMBERSHIP DUES REPORT.** Elam referred to the written report, presented as follows.

### **WIRC DUES REPORT**

	<b>2016-2017</b>	<b>2015-2016</b>	<b>2014-2015</b>	<b>2013-2014</b>	<b>2012-2013</b>
Number of member communities/ percent of total	60 / 80%	64 / 85%	63 / 84%	65 / 87%	64 / 85%
Number of member counties	5 of 6	4 of 6	5 of 6	4 of 6	5 of 6
Total dues received	\$68,785.20	\$66,663.60	\$64,043.79	\$59,318.74	61,411.41
WIU	yes	yes	yes	yes	yes

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Elam reminded the Boards that in 2015, dues were raised from \$0.55 to \$0.60 per capita. Eighty-three communities and counties are sent letters July 1 and about 70 pay dues. When one county or large community does/does not join, it can make a big difference in the total dues received. Teslicka asked what membership dues are. Nash responded that WIRC charges dues so that it can provide technical assistance at a lower cost. If a non-member asks for grant writing or technical assistance services, they are charged an additional fee, plus our base membership price.

#### **COMMUNITY ACTION/HOUSING REPORT.**

- Referring to his written report, Wiehardt stated that the LIHEAP Program started September 1 and has approved 485 applications and spent \$512,540.
- The Weatherization Program is mid-year in its operations. He announced that WIRC will be taking over the Knox County Weatherization Program in 2017.
- The CSBG program has taken 2,668 applications and spent \$111,841, about half of its program year funds. The Hunters Helping the Hungry program is receiving donated deer that has been processed into deerburger. Project Santa is under way.
- The CDAP housing projects of Abingdon, Astoria, Farmington, Norris and Smithfield should be completed in April.
- The CDAP housing projects of Blandinsville, Havana, LaHarpe and Plymouth are dealing with HUD's significantly revised Environmental Review process.
- Staff submitted seven CDBG housing applications in September for the communities of Bushnell, Canton, Cuba, Galesburg, Macomb, Monmouth and Stronghurst. We don't expect to hear about funding until March.
- IHDA's housing programs have been inactive except for Macomb's Blight Reduction Program. WIRC has submitted IHDA and CDBG housing rehab applications for Galesburg; abandoned properties applications for Galesburg and Warsaw; and a Home Modification application for the four CAA counties. It is good to have IHDA funds available again.
- Nash referred to the Transitional Housing report. A new tenant has moved into the Leighty House and the tenant in the West Washington house will be moving into permanent housing in December.
- Village at Wheeler. No meetings have been held since September, but one is planned for January. Nash is turning that responsibility over to another staff person.

**COMMUNITY DEVELOPMENT UPDATE.** Nash referred to the written report which details the 27 community facility projects staff are administering and the progress on each.

- The Economic Development Administration yearend report was submitted at the end of October. An abbreviated version is included in the written report. Staff is awaiting further details on additional funding that will be available to all the Economic Development Districts.
- The Illinois Energy Now Program rebates are still available.
- Public Transportation. State funds as well as Downstate Operating funds have been received, which will make the McDonough County program funding whole.
- Human Services Transportation. Staff is updating both Region 4 and 7 plans and both Committees will be meeting in February.

- Tri-County Recycling. Results of the 2016 township cleanups for McDonough, Mercer and Warren counties were part of the written report, as well as the latest totals for paint and electronic recycling.

**VICTIM SERVICES UPDATE.** Nash referred to the written first quarter report, covering July 1 through September 30.

	<b>Domestic Violence</b>	<b>Sexual Assault</b>
	<b>First Quarter</b>	<b>First Quarter</b>
Total new & ongoing		
clients (adults & children)	148	46
Counseling hours	248	69
Hotline calls	350	--
Shelter nights	17	--

DV service hours are up 9%, specifically in adult counseling. Hotline calls were down 26% even though overall hours increased. Staff assisted with 45 new orders of protection, of which 42 were granted. The Sexual Assault Program saw a 37% decrease in service hours. Staff are reviewing where hours can be increased and providing outreach to less populated areas. The SA program now has an outreach office on WIU's campus.

**EXECUTIVE SESSION.** Wynn moved to enter into Executive Session. The motion was seconded by Inman. The motion passed unanimously by roll call vote. Time: 5:30 pm.

Inman moved to leave Executive Session. Teslicka seconded the motion. The motion passed unanimously. Time: 5:56 pm.

**SEARCH COMMITTEE RECOMMENDATION.** WIRC Board has a quorum and will vote. Those present on the CAA Board will vote. Two missing CAA members, both of which are members of the Search Committee and are in favor of proceeding with the candidate, will be contacted for their vote as none were reached by telephone. Wynn, as a member of the Search Committee, moved to offer the recommended candidate the ED job. Inman seconded the motion and asked if the candidate's name could be revealed. Hensley recommended waiting to reveal the name until he accepts the offer. A press release has been prepared by Nash once the candidate has signed the contract. The motion passed unanimously by roll call vote.

**APPROVAL OF MINUTES.\*** The August 30, 2016 Joint Board Meeting Minutes were approved as presented with a motion by Podhajsky and a second by Lueck. The motion passed unanimously.

**BUDGET DISCUSSION.** Nash began by stating staff has not been able to put together a budget because we are not getting a clear indication from funders and there are issues with our indirect cost rate method. It is hoped the budget can be presented in January.

Camden continued saying that our cost allocation method is a federally approved method and our auditors think it is more effective than negotiated indirect cost rates. However, the state of Illinois, in

implementing GATA (Government Accountability Transparency Act), is trying to do away with cost allocation. DCEO (LIHEAP, WX, CSBG programs) is trying to get a waiver in order to utilize cost allocation. A waiver for LIHEAP and WX was already granted and may be close to getting a CSBG waiver. Our Cost Allocation Plan was due in November 30 but Camden got a January 15 extension from DCEO.

On the WIRC side, it does not look favorable to continue using cost allocation. Using IDOT as our cognizant agency, IDOT would have to go to the GATA unit to get a waiver for WIRC. There are three options:

- o No indirect cost (not a good option)
- o Negotiate a cost rate by preparing an elaborate cost rate proposal to be reviewed and approved by a State of Illinois accounting firm. This process could take several months.
- o Use a flat 10% diminimus rate on all modified total costs. Camden doesn't think this is enough but we may not have a choice. This will more than likely be what the WIRC will use.

Podhajsky asked if we could operate without a budget? Nash said yes, in the past, we have approved a budget in January or February.

Camden stated the cost allocation plan is more of an issue. When January bills are paid, staff needs to know how to allocate costs between programs. Auditors always look to see that costs have been allocated using that plan.

On another subject, Mowen moved to give staff holiday bonuses as was discussed in Executive Session. Nightingale seconded the motion. The motion was approved unanimously by roll call vote.\*

**WIRC and CAA FLEX PLAN DOCUMENTS.** The full Flex Plan documents were email to Board members. These documents have to be updated occasionally. United Health Care (UHC) administers this plan at no cost and prepared the updates. The last plan documents were approved in 2012.

It was moved by Kirby and seconded by Sperry to approve the updated WIRC Flex Plan as presented. The motion passed unanimously.

It was moved by Castlebury and seconded by Podhajsky to approve the updated WIRC-CAA Flex Plan as presented. The motion passed unanimously.\*

**OTHER BUSINESS.** Nash stated we have some Board vacancies due to the November elections that she will be working to fill.

**ADJOURNMENT.** As there was no other business and no public comments, the WIRC meeting was adjourned at 6:15 pm with a motion by Hensley and a second by Sperry. The CAA meeting was recessed with a motion by Teslicka and a second by Podhajsky. The motions carried.

\*CAA Board members approved actions in order to proceed prior to re-convening meeting.