NOTICE

The Board of Directors meeting of the Tri-County Opportunities Council will be held on Thursday, January 22, 2009 at 7:00 p.m. at the Tri-County Opportunities Council Office, 1005 N. Main Street, Princeton, Illinois. (815-875-6064)

Julie Jacobs
Secretary

Note: Please review, and bring to the meeting, the enclosed "DRAFT of Updated Personnel Policies". Changes are listed on page 2 and mostly relate to changes in the Head Start Act, our Bylaws and the Family Medical Leave Act. Please also review the Mission Statement on page 4. Action will be needed at the meeting.

You are reminded that our by-laws require the presence at any Board of Directors meeting 33% of the current members to constitute a quorum. Your presence is urgently needed.

If you need transportation, please call 1-815-625-7830 or 1-815-875-6064 or 1-800-323-5434.

In case of bad weather, please tune to the following radio stations.

WAJK – LaSalle	WSDR – Sterling	WRHL – Rochelle
WCCI – Savanna	WSSQ – Sterling	WIXN – Dixon

TRI-COUNTY OPPORTUNITIES COUNCIL
BOARD OF DIRECTORS MEETING
Tri-County Opportunities Council Office
1005 N. Main Street
Princeton, Illinois
Thursday, January 22, 2009
(815-875-6064)

1. Call to Order

2. Roll Call

3. Approve Minutes of November 25, 2008

4. Action on Treasurer's Report of October 2008

5. Treasurer's Reports for November & December 2008

   Fiscal Report – Dawn Robertson

6. Program Reports

   CSBG/Economic Development – Sandra Julifs
   Foster Grandparent – Sharon King
   Head Start – Terri Lawrence
   Homemaker – Debra Ritchey
   LIHEAP – Tammy Saenz
   Weatherization/Housing – Wayne Thompson

7. President's Report

8. Old Business

9. New Business

10. Next Meeting – Tuesday, February 24, 2009 in Dixon

11. Adjournment

TRI-COUNTY OPPORTUNITIES COUNCIL
BOARD OF DIRECTORS' MEETING
NOVEMBER 25, 2008

Chairperson Ken Krogulski called the meeting to order at 7:16 p.m. He noted that Lynne Kilker is recuperating from surgery on her arm; a card was circulated. A thank you note was received from Donna Hess, and Vicki Briggs has resigned from the Board to take a job with the LIHEAP department.

The roll was called, and a quorum was present.

Members present: Jim Barnes, Michael Beavers, Sue Britt, Loretta Brown, Dorothy Carver, Bill Gaston, Edythe Geiger, Laura Gonzalez, Albert Harmon, Mary Healy, Sharon Heath, Marlin Jones, Ken Krogulski, Carlos Munoz, Barbara Nelson, Fred Phillips, Juanita Randklev, Joan Sheridan, Barbara Smith, Jerry Wolens.

Members absent: Dee Biagi, Susan Bursztynsky, Bernene Dahl, Randy Freeman, Deborah Gaughan, Donna Hess, Grace Hunter, Julie Jacobs, Lynne Kilker, Mary Klopcic, Gary Kroeschen, Korter Moran, Frank Niewinski, James Passero, James Robison, Ruth Sabin, Peggy Sargent, Curt Shouer, Patrick Sloan, Kary VanDeVoorde, Marvin Williams.

Others present: Judy Fiste, Sandra Julifs, Sharon King, Terri Lawrence, Amber Phillips, Carol Razo, Debra Ritchey, Dawn Robertson, Tammy Saenz, Wayne Thompson.

The minutes of the October meeting had been mailed to all members. There were no corrections or additions. Ms. Randklev moved to approve the minutes as mailed; Mr. Munoz seconded, and the motion carried.

The September treasurer's report was presented for action. There were no questions or comments. Ms. Britt moved to file the report for audit, and Mr. Phillips seconded. Motion carried.

The October treasurer's report was distributed. Dawn Robertson, Fiscal Operations Manager, reported that, due to money owed TCOC by the state for the Community Care (Homemaker) Program, the agency has been exceeding its line of credit much to the consternation of the bank. The bank is, however, willing to renew the agency's loan/line of credit with the bank. with a credit limit of $650,000 (the highest it will go) at 5.5% (new rate since the meeting). Approval was needed to renew the loan/line of credit and also, if necessary, borrow $70,000 from Edward Jones at 5.25% (amount quoted this date). Mr. Phillips moved to renew the loan/line of credit with a $650,000 limit and also to borrow from Edward Jones, if necessary. Ms. Randklev seconded. Motion carried.

A lengthy discussion was then held concerning the financial situation of the Homemaker Program. The amount owed by the state (Department on Aging) is $649,910.46 for the months of July-October. The bank balance was -$747,000 which exceeds the credit limit. When inquiries have been made as to the payments, the answer is always the same – "there is no money". Ms. Robertson moved $44,000 from the money market fund at Edward Jones

and $73,008.27 from the money market account at Freedom Bank. She also requested the remainder of the Community Services Block Grant (CSBG) funds to maintain the stability of the agency. Ms. Julifs sent a letter to the director of the Department on Aging requesting expedited payments. The bank has threatened to stop payments on TCOC's checks, and two meetings have been held with bank representatives concerning this situation. And, as the program will no longer be providing services to Pinnacle Place after December 31, 2008, that should reduce costs to the program about $2,000 per month.

Options for the future of the program were discussed at length including unemployment insurance, notices to DoA, the requirements of the WARN Act should it be necessary to close down the program (last case scenerio), potential further loan options, etc. One consideration was whether to remain with the reimbursement method of paying for unemployment insurance or changing to the percentage method. The differences between the two methods was discussed, after which Rev. Harmon moved, with a second by Mr. Wolens, to allow Ms. Julifs and Ms. Robertson to make the decision on the unemployment insurance as it gets closer to the December 31st deadline for changing methods. The motion carried.

Program Reports:

Community Services Block Grant (CSBG)/Economic Development – Sandra Julifs, President/CEO – As part of the CSBG grant agreement, TCOC is obligated to use 10% for economic development activities. Much of the 10% was used for microenterprise development training. However, $11,950 was to be used for small business loans or, if not, to be sent to Illinois Ventures for Community Action (IVCA), Community Action's statewide economic development organization. As there were no viable loans pending, approval was needed to send the 2008 loan money to IVCA. Ms. Julifs explained that she does get a number of requests for loans during the year, but very few finish the paperwork. Mr. Phillips moved to approve sending the loan money to IVCA; Ms. Carver seconded, and the motion carried.

Foster Grandparent Program (FGP) – Sharon King, Program Director - The 2008 Foster Grandparent Program Project Profile and Volunteer Activity (PPVA) report was submitted on November 19th. An interesting statistic that the report showed was that over half of the Foster Grandparents are 75 years old or older. Out of the 100 grandparents who worked during the year, 41 were 75 to 84 years old, and 11 were 85 years old or older. Presently, there are 83 active grandparents and 2 inactive grandparents.

Three new grandparents began the program in November. Beverly Paxton is working 6 hours daily in the preschool at Merrill Grade School in Rock Falls. Katherine Bertling is assisting in the preschool at Jefferson Elementary School in Dixon, and Delores Vroman is at Washington Grade School in Dixon.

Grandma Myrna Handel from Mr. Carroll is deserving of special recognition as she was recently selected by C.A.S.A. ("Court Appointed Special Advocate") as the "2008 C.A.S.A. Rookie of the Year" for Carroll County. She is a volunteer assisting abused and neglected children in the court system. Myrna also drives 21 miles to volunteer six hours daily with

the Foster Grandparent Program in Mrs. Gabriel's kindergarten classroom at West Carroll Primary School in Savanna. Myrna is the mother of two adopted children and was a foster parent to 23 children. Myrna is giving a valuable contribution to the lives of youngsters.

Head Start – Terri Lawrence, Program Director – Approval was needed to submit the annual refunding application to the Region V office for a total of $4,757,681 ($4,699,946 for operations and $57,735 for training and technical assistance). The funding will serve 722 children and their families during the period of 4/1/09-3/31/10. This is the same amount as for the past four years. Mr. Beavers moved to apply for the Head Start grant; Mr. Barnes seconded, and the motion carried.

Approval was also needed to submit an annual request for Migrant Head Start funding to the Illinois Department of Human Services (DHS) which is the grantee for the program (TCOC is the sub-grantee). The funding would be $154,246 ($151,002 for operations and $3,244 for training and technical assistance). This funding will serve 23 migrant and seasonal farmworker children and their families in Mendota during the period of 7/1/09-6/30/10. Rev. Harmon moved, with a second by Ms. Heath, to submit the Migrant grant to DHS. Motion carried.

The Self Assessment Report from the migrant summer program was received and included as a handout. Considering that this was the first operational year, and that the DHS grantee has procedures that are quite different than TCOC's, the report is accurate. The program improvement plan to address the non-compliant items is almost complete. Some goals are being revised based on experiences this summer (i.e. overhaul of the staffing pattern and a change in some of the staff positions). For example, the licensing regulations state that there must be one adult for every four infants. The program served seven infants and two adults were not enough to adequately care for all of those infants; therefore, staff was pulled from wherever they were to assist in the infant room. The completed program improvement report will be mailed to all Board members when completed and will be on the January agenda for discussion and approval.

The remaining 24% of this fiscal year's regular funding was received from the Region V Office. While the total is right, the categorical breakdown is not. Ms. Lawrence is working with the program specialist to make the necessary corrections in order to insure accurate and corresponding documentation for audit purposes. It is hoped to have the full amount on the computer and reflected in the December financial statements.

Homemaker Program – Debra Ritchey, Program Director - In the month of October, there were 506 clients who received 12,335 units of service with billings of $195,411.59.

Ms. Ritchey attended the Community Care Program Advisory Committee (CCPAC) meeting in Springfield. The Department of Aging doesn't have a solution about all the back payments and doesn't know the schedule of the comptroller as to when and how much each agency gets paid. The IDOA requested providers to notify the its office, not the comptroller's, so they know how many agencies are in trouble of closing and, if closing, to give a 30 day notice so

that staff can find other places for the clients to go. No agency at the meeting showed that that they have been paid for July, August, September, and October making it a four-month delay in payment.

Low-Income Home Energy Assistance Program (LIHEAP) – Tammy Saenz, Program Director - The LIHEAP Department has been very busy with the program being open to the public. So far, 5,825 applications have been entered into the system which has exceeded last year by 913 applications. A lot of new clients have been helped, and the numbers show that, with the poor economy, people are struggling everywhere. To date, 33 furnaces have been either repaired or replaced this program year.

The program has also received $933,000 from the HHS federal grant as a part of the federal continuing resolution. Ms. Saenz talked about this a little at the last board meeting. Basically what this means is that the program needs everyone who has not already received help to apply because there is plenty of money for all of the nine counties. For more information on times and sites they can call the main office at 1-800-323-5434.

Weatherization/Housing – Wayne Thompson, Program Director - So far this program year in Weatherization, 75 homes have been approved on the system. Of the 75, 37 are listed as complete. Three homes are in progress in the ECHR (Energy Conservation & Home Repair) program.

In the Single Family Owner Occupied Program, (SFOOR), there are two homes in progress

The agency was approved for the LIEERP (Low Income Energy Efficient Retrofit Program). It is a first-come, first-served reimbursement type of program that allows for the installation of Energy Star items such as refrigerators, lighting, air conditioners etc.

In the Homebuyer Assistance Program, seventeen homes have been closed on, one has a signed contract for purchase,and four prospective buyers are looking at homes to purchase. Ten homes are complete.

There are no regular housing or transitional units vacant at this time.

President's Report – Sandra Julifs, President/CEO – Blank Conflict of Interest forms were available for those who haven't signed one in the last few months.

Due to Congressional action, all 403(b) retirement plans, including TCOC's, need to be amended prior to January 1, 2009. A copy of the summary plan description had been mailed to all members. The changes were discussed after which Ms.Britt moved to pass the following resolution. Ms. Gonzalez seconded, and the motion carried.

Resolved, that the Board of Directors adopt all of the amendments to the Tri-County Opportunities Council's Contributory Tax Sheltered Plan proposed at this meeting, all of such amendments to be effective for the Plan Year commencing January 1, 2009. To effect the amendment of the plan, the Board shall restate the plan in full. The Secretary shall retain one

copy of the plan as stated prior to the amendments adopted at this meeting as part of the permanent record of the Council, and the Secretary shall remove from circulation all other copies of the plan as stated prior to such amendments.

The Board reviewed the *Salary/Wage Classifications By Position.* This year, only minor revisions were needed since the ranges were changed in June. Members discussed the changes after which Mr. Wolens moved, with a second by Ms. Sheridan, to approve the changes, but leave the top level of the CEO position unchanged due to the financial situation. Motion carried.

The Board also reviewed the *Exempt Employees Incentive Compensation Awards* system that has been used for many years. The purpose was to determine whether to offer these awards again, and, if so, establish a pool of money to be divided among the exempt employees according to the formula. Last year's pool was $20,000 with the awards ranging from $857.08 - $1,821.29 (average $1,184.79). In order for each of the exempt employees to receive the same amount as last year, the pool would need an increase of $142 since one person had been prorated last year and another has left the agency. Mr. Wolens then moved to establish the pool at $22,000. Ms. Heath seconded, and the motion carried.

Ms. Julifs reported on the COOP (Continuity of Operations Planning) that Mr. Thompson, Anne Metcalf (Head Start) and she attended in Springfield November 17-19. This was an intensive 2 ½ day "train-the-trainer" workshop designed to assist agencies in developing plans for continued operation in the face of natural disasters, sudden loss of key employees, loss of records, etc. Attendees received a lot of material that should be helpful in writing a COOP plan for TCOC.

Ms. Julifs also distributed final reports for the agency's 2003-2008 Strategic Plan. A staff committee has been working on ideas for the next plan and will host a "brain-storming" event in late January/early February (January 27th). The Planning Committee of the Board will be invited with other members welcome to attend. Each program will be asked to send not only a manager/supervisor, but one-two line staff as well. FGP volunteers will also be included. Jamie Larson and Kim Larson from Head Start will be the facilitators, and it is expected that the format will remain much the same as the last plan. The first step will be a Board review of the Mission Statement at the January meeting.

Old business: There was no old business.

New business: The next meeting will be held on January 22, 2009, in Princeton.

As there was no further business to come before the Board, the meeting adjourned at 9:00 p.m.