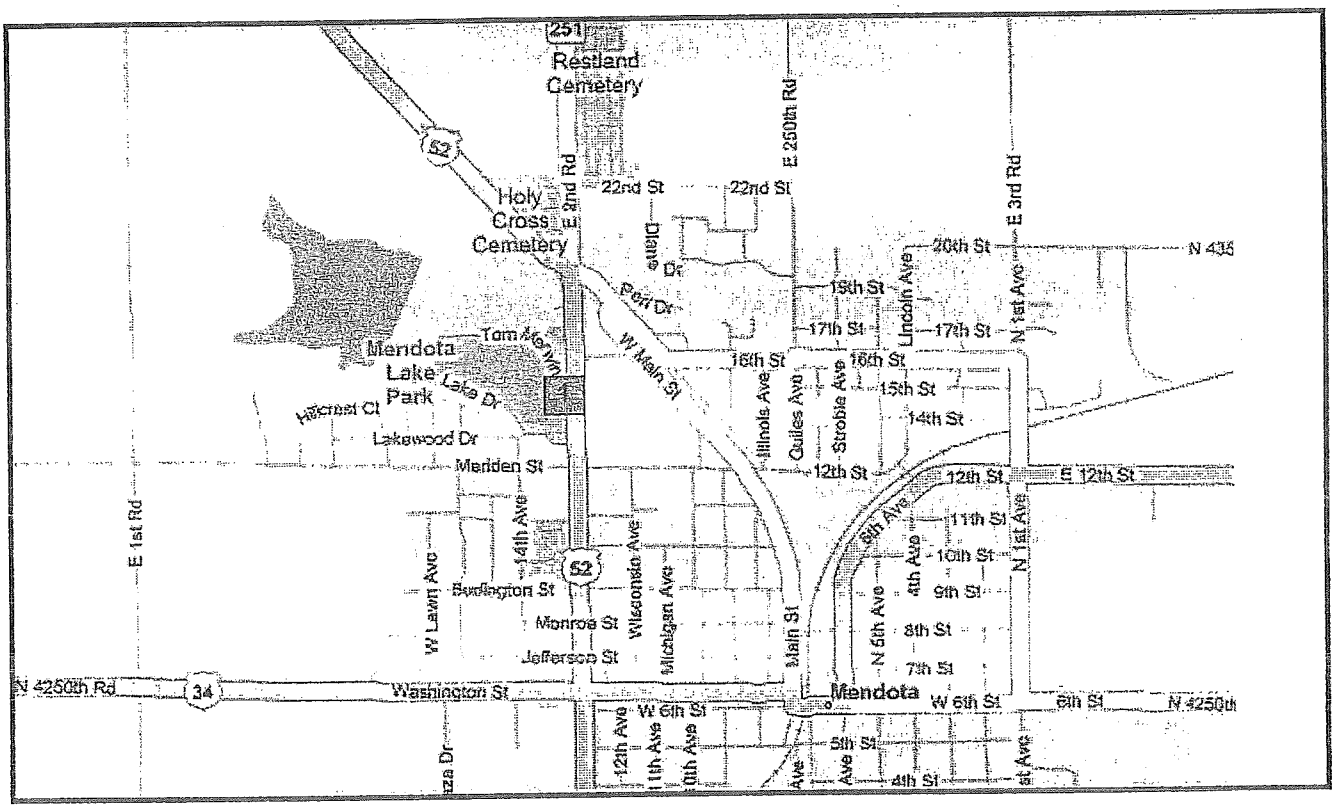
NOTICE

The Board of Directors meeting of the Tri-County Opportunities Council will be held on Thursday, July 23, 2009 at 7:00 p.m. at the Mendota Civic Center, 1901 Tom Merwin Drive, Mendota, Illinois. (815-631-8043)

Julie Jacobs
Secretary

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 625-7830 or 875-6064 or 1-800-323-5434.



1. **Mendota Civic Center**
   1901 Tom Merwin Dr, Mendota, IL

TRI-COUNTY OPPORTUNITIES COUNCIL
BOARD OF DIRECTORS MEETING
Mendota Civic Center
1901 Tom Merwin Drive
Mendota, Illinois
Thursday, July 23, 2009
(815-631-8043)

1. Call to Order

2. Roll Call

3. Approve Minutes of June 24, 2009

4. Action on Treasurer's Report of May 2009

5. Treasurer's Report for June 2009

   Fiscal Report – Dawn Robertson

6. Program Reports

   CSBG/Economic Development – Sandra Julifs/Dorothy McBride
   Scholarship Presentations
   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 – To be determined.

11. Adjournment

TRI-COUNTY OPPORTUNITIES COUNCIL
ANNUAL MEETING OF THE CORPORATION
JUNE 24, 2009

Chairperson Ken Krogulski called the meeting to order at 7:04 p.m. He introduced Christina Wyss who had been elected to represent the low-income people of Marshall County, and Sally Childers who was elected to represent the low-income people of LaSalle County. In addition Don Romes, Rochelle, has been appointed to represent the Rochelle Kiwanis Golden K Club and will be the organizational representative for Ogle County. Mr. Krogulski then read a letter of resignation from long-time member Barbara Smith to be effective at the end of this meeting; she thanked the Board and was thanked by the members in return.

The roll was called, and a quorum was present.

Members present: Jim Barnes, Sandi Billard, Sue Britt, Loretta Brown, Herman Bruns, Susan Bursztynsky, Dorothy Carver, Sally Childers, Bill Gaston, Laura Gonzalez, Albert Harmon, Mary Healy, Sharon Heath, Julie Jacobs, Marlin Jones, Lynne Kilker, Ken Krogulski, Barbara Nelson, Fred Phillips, Juanita Randklev, Joan Sheridan, Barbara Smith, Marvin Williams, Jerry Wolens, Christina Wyss.

Members absent: Dee Biagi, Bernene Dahl, Deborah Gaughan, Edythe Geiger, Donna Hess, Grace Hunter, Mary Klopcic, Travis McGlasson, Carlos Munoz, James Passero, James Robison, Don Romes, Ruth Sabin, Peggy Sargent, Patrick Sloan, Kary VanDeVoorde, Mark Wilt.

Others present: Judy Fiste, Sandra Julifs, Terri Lawrence, Dorothy McBride, Sara McKenna, Carol Razo, Dan Ribordy, Debra Ritchey, Dawn Robertson, Tammy Saenz, Matt Schueler, Wayne Thompson, Dawn Troupis.

The minutes of the May meeting had been mailed to all members. Ms. Britt noted that, on page 4, the second was missing on the motion in the first paragraph of the LIHEAP report. It should have read, "Ms. Britt moved to accept whatever LIHEAP funding is allocated to TCOC. **Ms. Heath seconded, and the motion carried.**" (The corrections are in bold type). Ms. Heath then moved to approve the minutes as corrected, and Ms. Brown seconded. Motion carried.

The April treasurer's report was presented for action. There were no questions or comments. Rev. Harmon moved to file the report for audit; Mr. Bruns seconded, and the motion carried.

The May treasurer's report was distributed without comments. Copies of the 2008 audit report had been made available to members prior to the meeting.

Dawn Robertson, Fiscal Operations Manager, introduced TCOC's 2008 auditors from Lindgren, Callihan, Van Osdol. Dan Ribordy explained that the audit team had met with the audit committee prior to the Board meeting; this was done without staff present. He noted that the recommendations by the team came from the increased auditing standards. Sara McKenna discussed the significant deficiency letter in which there were four areas of

concern. Three of these were dealing with internal controls. The other dealt with cash management that directly related to the State of Illinois' slowness in paying for Community Care Program (Homemaker services). Ms. Robertson noted that she will be hiring a new staff person who will help alleviate the internal controls concerns.

It was also noted by the audit team that they had tested compliance with regulations in over $10 million of funding with no compliance findings whatsoever. Mr. Ribordy then reported that the agency had total assets of $4,693,564 and liabilities of $3,684,010 with net assets of $1,009,554. Revenues were $17,372,481 with $17,446,313 in expenses during the year.

After the auditors' report, Mr. Phillips, Chair of the Audit Committee, reported that the committee members all agreed that Ms. Robertson was an excellent fiscal manager, and that they would meet with her about the recommendations. A question was asked as to whether the agency can support a new fiscal employee and Ms. Robertson answered that, with ARRA (stimulus) funding, this should not be a problem and is more of a necessity. She was also asked about the audit bids; two were received. The audit committee will review them at its next meeting in July and will have a recommendation for the Board after that meeting.

Ms. Healy then moved that the 2008 audit report be accepted; Ms. Gonzalez seconded, and the motion carried.

Ms. Robertson asked for approval to accept $2,485 in Front Door funds from the Department of Human Services (DHS). These are used to help Bureau and Ogle (includes Lee and Carroll counties) DHS clients with work related expenses. All she does is write the checks at the request of the local DHS offices. Ms. Sheridan moved to accept the funds; Ms. Brown seconded, and the motion carried.

Program Reports:

Community Services Block Grant (CSBG)/Homeless Services/Economic Development – Dorothy McBride, Community Services Director and Sandra Julifs, President/CEO - Approval was needed to submit a grant to the Continuum of Care for Homeless Prevention Rapid Re-Housing (HPRP) funds in the amount of $582,213. This would be a three-year grant and would begin in September of 2009. The intent of this program is to serve persons who are homeless or would be homeless but for this assistance and who can remain stably housed after this temporary assistance ends. Primary use of funds will be short and medium term rental assistance, security/utility deposits, utility payments, moving assistance, motel /hotel vouchers and case management. A client could receive assistance for up to 18 months. Questions were asked as to client follow-up (case management by the Family and Community Development staff) and how the allocation amount was determined (the same percentage allocation method was used by the Continuum of Care as was used for the Homeless Prevention grants that TCOC used to have). Ms. Heath then moved to apply for the HPRP grant; Mr. Williams seconded, and the motion carried.

Board members were asked to complete Board of Directors Planning Survey and return to Ms. McBride. This information will be used to complete the CSBG Community Action Plan.

Using a handout, Ms. McBride discussed and reviewed a comparison of the current regular CSBG funds and the CSBG ARRA funds. The veterans' benefits enrollment work program was highlighted with a request for members to refer veterans to the CSBG Program.

Ms. Julifs then talked about an opportunity to partner with other Illinois Community Action Agencies (CAAs) in a large loan project in St. Clair County (MidWest Nonwovens, LLC). TCOC's participation would be $50,000 of its mandated CSBG ARRA loan money. The lead agency would be Illinois Ventures for Community Action (IVCA). She explained that the Department of Commerce and Economic Opportunity (DCEO) is very concerned that the ARRA loan money be spent as it cannot be carried over or given to IVCA for future projects as can the regular CSBG loan money. A handout with the particulars of the project was distributed. There was much discussion about using the funds out of the TCOC area, and Ms. Julifs explained that no viable loan projects have approached her for some time. In answer to a question, she says she does contact banks and sits on one economic development council (that has not had any good prospects either) and will continue to make further contacts. She was also asked to bring loan application packets to the next meeting. After the discussion, Ms. Britt moved to participate in the MidWest Nonwovens project in an amount of $50,000. Ms. Gonzalez seconded, and the motion carried 16-9.

Foster Grandparent Program (FGP) – There was no report as Sharon King, Program Director, was on medical leave.

Head Start – Terri Lawrence, Program Director - Approval was needed to submit a one-time program improvement grant in the amount of $366,750. The breakdown is $196,000 for four busses, $55,000 for classroom replacement of furniture, $75,000 for playground upgrades, $30,000 for renovation of bathrooms at four centers and $10,750 for security systems at Streator and Seneca. TCOC may get all of it, part of it or none of it. Ms. Wyss moved to apply for the program improvement grant; Mr. Bruns seconded, and the motion carried.

Approval was also required to submit an Early Head Start expansion grant. The proposal will be to serve 210 pregnant women, infants and toddlers in the program's current service area counties with the exception of Stark. The proposed annual operational budget is $2,478,000, and the annual training and technical assistance budget is $61,950 for a total of $2,539,950. In addition, this proposal will also contain a one-time start-up budget for classroom equipment, vehicles, renovations and other required materials and also a one-time training and technical assistance budget. She is still waiting for quotes from vendors and providers before completing the one-time funding request. This is a competitive competition; therefore, TCOC may receive funding for the whole project proposal, not receive funding, or they may negotiate a smaller project based on available funding. Questions were asked as to staffing. Ms. Lawrence explained that the requirements for infants and toddlers require a higher staff ratio that with the older children. At least twenty-three new staff will be needed. Also, the community assessment that was done indicated that this is a very much-needed service. Ms.

Wyss then moved to apply for an Early Head Start grant, Ms. Bursztynsky seconded. Motion carried.

At the current time, the Head Start program does not have an assigned program specialist from the regional office. TCOC's current specialist is out and very ill. Ms. Lawrence received a call from someone covering her work. They will not fund an entire bus as proposed in the Quality Improvement grant that the Board approved last month. They will only approve 10% of the cost of a bus. Therefore, she will be rewriting that application and taking out the bus and using that money to fund two float assistant jobs for a period of one year. These positions will not be incorporated into the program's staffing pattern permanently; they will be temporary staff hired for the length of the ARRA funding.

The Mendota Migrant and Seasonal Farmworker's Program began operations on June 17th. The program has reached full enrollment of 23 children with more calling every day. Staff will be recruiting those families and putting them on the waitlist. If more true migrant families do apply, there may be extra funds from the Department of Human Services (DHS) grantee to over-enroll. There will also be getting some extra money from the DHS grantee for COLA and probable quality improvements. The new fiscal year for the migrant program begins July 1st. Ms. Lawrence, in answer to a question, discussed the priority between migrants and seasonal workers; migrants have priority.

She also mentioned that the regional office had contacted her about a possible new grant for which it will do all the work. More on that will follow at a future meeting.

Homemaker Program – Debra Ritchey, Program Director - In the month of May, the program serviced 481 clients with 11,019 units of service for which it billed $182,530.

Ms. Ritchey directed the members to a letter received June 12, 2009, from Charles Johnson, Director at the Department on Aging, informing TCOC that, if the budget is passed by the General Assembly as is, the Department well have to make cuts. (NOTE: that budget was passed, but vetoed by the Governor). The letter stated that services to Medicaid clients would be cut 50%, and non- Medicaid clients would be dropped from the program. They can be offered the self-pay program at the rate paid TCOC by the State. Also, the health insurance offset of $1.33 per unit would be eliminated. A question was asked as to unemployment; this would have to be paid by the agency for laid-off workers.

On June 23, 2009, the program had its in-service meeting. Meredith Johnson from the Obstetrics & Gynecology Department covered women's cancers and Mark Moran from the Dermatology Department covered skin cancer. Both were furnished through the CGH Medical Center Community Services Department. Sandra Julifs, President/CEO of Tri-County Opportunities Council, talked about the state budget, and Wayne Thompson, Director of Housing & Weatherization Programs, informed the homemakers of the stimulus (ARRA) program and what is available to their clients

The Illinois Department on Aging made a monitoring visit in May and staff will need to reply back on what it is doing to correct areas of concern. As of January, Ms. Ritchey has already

started a system to correct errors on homemaker evaluations and client home visits, and will also send out a memo on the use of receipt books. Homemakers were also informed of these corrections at the in-service.

Low-Income Home Energy Assistance Program (LIHEAP) – Tammy Saenz, Program Director - The LIHEAP heating season has come to an end. The program helped over 10,500 clients who received assistance. All of the money was spent which makes everyone happy.

As the heating program ends, the cooling program will begin on July 6th and will continue through July 31st. The cooling program will receive $391,286 for the State portion and $311,320 for the Federal portion. This will to help 4,600 households providing they provide all required documents for the cooling program. Those eligible for the cooling program will be the elderly, disabled, and those who have a medical condition that requires air conditioning. Households with small children will also be eligible; however, the program has not been notified of qualifying ages for small children. It has also not been notified of any new income guidelines nor the amount eligible people will receive toward their electric bills. This program is very fast and on a first-come first-serve basis. Media notices should be in the newspapers by next week. For locations sites and times, people may call the Rock Falls office at 1-800-323-5434.

Weatherization/Housing Programs – Wayne Thompson, Program Director - The 2009 Weatherization Assistance program will end Monday, June 30th with 196 homes completed in the regular Weatherization Program and 25 in the Energy Conservation and Home Repair Program (ECHR). This is almost exactly as predicted. The 2010 Weatherization program is scheduled to begin on July 1, 2009 and run until June 30, 2010.

Using a handout of the various Weatherization budgets, approval was requested to accept the following Weatherization grants for the year beginning July 1, 2009: DOE (Department of Energy) regular grant - $643,962; DOE ARRA (American Recovery and Reinvestment Act) - $2,734,174; State Weatherization - $233,490; HHS (Health and Human Services) - $860,273 for a grand total of $4,471,899. Ms. Kilker moved to accept all four of the grants. Mr. Williams seconded, and the motion carried.

The upcoming program year is the first year of the ARRA (American Reinvestment and Recovery Act) monies. As can be seen, the program will be doing a lot more homes during this new year. Mr. Thompson estimates doing about 560 homes. Although the budget is almost 4 times as much, they have increased the amount per home to $6,500 from a standard of $4,400 per home. Therefore, it will not be quite four times as many homes as first thought but still a significant increase in production.

The 2010 Homebuyer Assistance Program has been approved and he is just waiting for the release of funds to get started. It is another two-year grant for 13 homes a year.

The Single Family Owner Occupied Rehabilitation (SFOOR) Program has two homes completed and eight more to go. The program end date is April 2010. Mr. Thompson has also heard that the Illinois Housing Development Authority (IHDA) will be giving extra money to both the Homebuyer and SFOOR programs. This would be for *Energy Star* appliances and furnaces; this idea needs to be passed by the IHDA Board. Mr. Thompson will be attending their meeting on July 17th.

Approval was requested to apply to IHDA for the Home Modification Program in the amount of $120,000. This will allow eight low-income disabled or elderly households to receive up to $13,500 in rehabilitation to make their homes accessible and address health and safety issues. Referrals must come from one of the partnering agencies (NICIL, IVCIL, LSSI, ACM Care, Alternatives for Older Adults). Funds are available on a first-come, first-served basis. Owner-occupied or rental properties are eligible as long as the owner signs a five-year recapture agreement. The landlord will agree to continue renting to income eligible elderly or disabled tenants for that five-year period; owners must remain the owners for five years in order to receive the no payment loan. Ms. Heath moved to apply for these funds. Mr. Williams seconded, and the motion carried.

The Current Home Mod grant has just started and expires April 20, 2010. It will help eight elderly or disabled clients with modifications to their homes for accessibility and to address health and safety issues.

President's Report – Sandra Julifs, President/CEO – Ms. Julifs reported that she has been spending much time on issues related to the State budget and/or lack thereof as well as on ARRA funding.

She then presented the Board service awards for this year to Dorothy Carver, Julie Jacobs and Ruth Sabin for five years of service, and to Edythe Geiger for 25 years of service. They were congratulated and thanked for their work on behalf of TCOC. She also noted that three members and their wives have recently celebrated 50th wedding anniversaries: the Robisons, Krogulskis and Romes'.

Old Business: There was no old business.

New Business: Mr. Gaston reported for the Nominating Committee that met after the last regular Board meeting. On behalf of the Committee, he proposed the following slate of officers: Chairperson – Kenneth Krogulski; Vice-Chairperson – Albert Harmon; Secretary – Julie Jacobs; Treasurer – Frederick Phillips, Sr. He asked for nominations from the floor. Hearing none, Mr. Bruns moved to close the nominations and elect the nominees as named. Ms. Carver seconded, and the motion carried.

Check signers needed to be named. A signature diskette and signature plates are used with the present signers being Mr. Krogulski and Mr. Phillips. Ms. Sheridan moved to keep the same people as signers; Mr. Wolens seconded, and the motion carried.

Signers needed to be authorized for all agency documents including, but not limited to, grants, contracts and reports. Ms. Bursztynsky moved to authorize the Chairperson, Vice-Chairperson, Secretary, Treasurer and/or the President/CEO. Ms. Gonzalez seconded, and the motion carried.

The next meeting will be held on July 23, 2009, at the Mendota Civic Center. The scholarships will be given out at that meeting.

As there was no further business, the meeting adjourned at 8:58 p.m.

TRI-COUNTY OPPORTUNITIES COUNCIL

calendar of meetings

2009 - 2010

AUGUST

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NO MEETING

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