



**South Central Illinois Regional Planning Development Commission**

120 Delmar Avenue / Suite A - Salem, Illinois 62881-2000

Phone: (618) 548-4234 Fax: (618) 548-4236 www.scirpdc.com

Serving the Illinois Counties of Clay, Effingham, Fayette, Jasper, and Marion since 1972

**MINUTES MONTHLY BUSINESS MEETING**

**Joe’s Pizza & Pasta**

**Effingham, IL**

**TUESDAY, August 27, 2024**

**Commissioners Present**

David Johnson	Clay County
Michael Gill	Clay County
Herb Henson	Clay County
Michael Stanford	Clay County
Robert Bohnhoff	Effingham Co
Norbert Soltwedel	Effingham Co
David Campbell	Effingham Co
Mike Brown	Effingham Co
Sasha Althoff	Effingham Co.
Ricky Gottman	Fayette Co
Mack Payne	Fayette Co
Jessica Barker	Fayette Co
Angela Fehrenbacher	Jasper County
Ben Bollman	Jasper County
Tom Brown	Jasper County
Karen Booker	Jasper County
Janie Grimes	Marion County
Derek Sherman	Marion County
David Armbrust	Marion County

**Commissioners Absent**

Mike Delonshaw	Clay County
Barry Adair	Clay County
Larry Taylor	Effingham Co
Michael Kleinik	Fayette Co
John Roberts	Fayette Co
John Lotz	Fayette Co
Mike Hall	Jasper County
RJ Lindemann	Jasper County
Debbie Smith	Marion County
Tony Smith	Marion County
Gary Purcell	Marion County

**Guests Present:**

**Staff Present:**

Luke Eastin, Executive Director  
Brooke Frederick, EDA Planner/Loan Portfolio Manager

Treasurer Henson called the meeting to order at 7:01 p.m.

**ROLL CALL** *(Taken by signature sheet – see the list of attendees and absentees above)*

Nineteen voting Commissioners attended and the Executive Director, constituting a legal quorum.

**RECOGNITION OF GUESTS/HEARING OF THE PUBLIC**

T. Brown prepared a statement to be read in front of the full board. A copy of which is attached on page 2.

## **APPROVAL OF MINUTES**

### **July 30th, 2024 Monthly Meeting**

Eastin asked if there was any discussion or changes concerning the July 30, 2024 Minutes. Henson entertained a motion made by Gottman to approve the Minutes as amended. A second was made by Campbell. *(Approved)*

## **BILLS & COMMUNICATIONS**

### **Upcoming Grant Deadlines & Submissions**

Eastin noted that due to his being out of the office with illness, there are certain items that did not make it on the board packet correctly and will be approved at next month's meeting. CDBG-PI will open up on December 4<sup>th</sup> with a maximum award of \$1,000,000. CDBG Housing will be capped at \$650,000. Three staff members will be going to Springfield in October for the workshop. OSLAD is open now and is due September 13<sup>th</sup>. ITEP will be due at the end of September and facilitates funding for transportation projects. GIGO has been announced that it will be opening for applications that involve green public infrastructure projects. SCP which is being used for housing demolitions in some of SCIRPDC's region is rumored to have another round of funding at the end of the year. Soltwedel suggested the commission sponsor the attendance fees of local community representatives attending the CDBG workshop. Althoff pointed out that the workshop itself was free and as someone who had attended, she didn't believe most would get much out of it. Eastin concurred with these thoughts. T. Brown replied that if a community wanted to attend, they could do so, however it should be paid for by the community and not the commission. He further added that an email or short presentation could be sent out by SCIRPDC to the local municipalities highlighting the program instead. Sherman and Althoff both noted that the DCEO roadshow might be a better option for local government staff to attend. Soltwedel then suggested a meeting be held where individuals from within the region could attend and the commission could provide information on different funding opportunities.

## **TREASURER'S REPORT**

### **Treasurer's Report from June 16, 2024, through July 15, 2024**

The Business Now Account had \$529,520.88 with ERTC funds being kept separate at \$128,474.64. No major changes on TIX or RBI accounts. YTD revenue was \$513,287.09. Two CDs will be maturing in October. Henson entertained a motion by Gottman to approve the July Treasurer's Report. A second was made by Payne. *(Approved)*

### **Treasurer's Report from July 16, 2024 to August 15, 2024**

Eastin noted a major charge of about \$2,500 for the Community Development Institute. Three staff members attended this four day conference in Springfield earlier in the month. After going through the three year program, individuals can test for their PCED. D&O Insurance of \$2,300 was disbursed as well.

\$528,886.99 was in the Business Now account with \$138,214.82 in ERTC funds. Innovation Refunds sent a reimbursement to the commission for part of the money that had to be sent back. The attorneys assigned to SCIRPDC have told the IRS that they are a Section 115 non-profit and therefore are eligible for funds. The TIX account had \$199,725.44 and \$84,902.64 in RBI.

YTD Revenues are \$579,483.72 with expenses at \$522,997.21. The loan balance of all RBIs was listed at \$11,146,398.07. CDI loans had a balance of \$185,500. TIX has a balance of \$454,159.36. SBA loans had a balance of \$751,144.27. Gill noted that the RBI balance was \$10 million more than the previous month. Frederick indicated that there was an error on the document and that it would be corrected. Henson entertained a motion to approve the August Treasurer's Report with the amended dollar amount on the loan balance made by Gottman. A second was made by T. Brown. *(Approved)*

## **STAFF REPORT**

### **7/16/2023 – 8/15/2024**

Rebuild Downtown grants have been submitted. The commission is still waiting on word from the IFA on the Newton Electric Grid grant. The Effingham County Business Resiliency grant has been disbursed to local business owners.

## **COMMITTEE REPORT**

### **August 20<sup>th</sup>, 2024 Personnel Policy Committee Meeting Minutes**

Eastin suggested adding social media sites when advertising job openings rather than strictly in the newspaper. Changes to the sexual harassment policy were included in these updates. Eastin amended it to a harassment policy that would cover all forms. This also would include a harassment form that is available to staff as well as the major change in wording that the individual being accused of harassment now cannot be told who submitted a complaint against them. The personnel policy committee suggested making a standalone sexual harassment policy. A proposed change to the annual holiday (vacation) leave was made. Previously, those working at the commission for anywhere from 0-6 years receives 10 vacation days, 6-14 years gets 15 days, and 14+ years will be 20 days. Eastin is suggesting an increase so it would now be 0-6 years employment gets 14 days, 6-13 years gets 18 days, and 14+ years gets 22 days. This has been included because Eastin feels that the commission cannot pay the employees adequately for the jobs they do and this would be a way to make up for it. Changes to bereavement leave were brought up by the personnel policy committee. If approved, this will now include the requirement that to use these days, it has to be certain family members. Travel expenditures are proposed to go up from \$50 to \$59 for per diem. This is an increase based on federal rates. Additionally, the wording will be changed in the policy handbook to state "federal rates apply" rather than listings that will have to be changed each year. Another wording change includes eliminating the term "Administrative Assistant" in the handbook. This position no longer exists within the commission so this was changed to "Executive Director". Gill asked the reasoning for a standalone sexual harassment policy. Gottman replied that government entities are required to have separate policies and with the commission being a quasi-governmental entity, they preferred to err on the side of caution and comply with the law. Ahead of next month's meeting, everyone will have a copy of all changes as well as a resolution for the handbook. Henson entertained a motion made by Gottman to approve the committee meeting minutes. A second was made by Payne. *(Approved)*

## **New Business**

### **Resolution Approving the 2025-2029 Affirmative Action Plan**

Eastin noted that the previous plan hadn't been updated in ten years. The new policy will be in effect for five years. The general idea of the plan is to state that, wherever possible, women and minorities will be hired. Currently, there are two minority staff members and four women comprising the

commission. Henson entertained a motion made by T. Brown to approve the Affirmative Action Plan. A second was made by Fehrenbacher. *(Approved)*

During the committee meeting, there was a question regarding social security investments. Eastin explained that the commission provides 7.5% into a private retirement fund for employees of which they can match up to the same amount out of their paycheck.

Eastin noted that the light up sign out in front of the building had been knocked over by an individual driving a truck. There has been a police report filed and Eastin has been in contact with the owner of the vehicle. An electrician has been out to look at it and will be providing a quote in the near future.

**Resolution Amending the SCIRPDC “Commission By-Laws”**

No resolution was approved. The correct document will be sent out for the next month.

**“Grant of the Month” – IDNR OSLAD Grant Program**

No grant of the month.

**OLD BUSINESS**

**Employment Retention Tax Credit (ERTC) Update-IRS payment refund received**

Eastin noted he provided the update earlier in the meeting.

**ADJOURNMENT**

Eastin asked if anyone had anything to comment on or questions regarding the agenda. Campbell asked what the current lending rate was and Eastin said was prime -1 so it is at 7.5% for the time being. Henson entertained a motion by T. Brown to adjourn the August board meeting at 7:57 p.m. A second was made by Gottman. *(Approved)*

**APPROVED THIS, THE 24<sup>th</sup> DAY OF September 2024 AD.**

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Jessica Barker, Corp. Secretary  
SCIRPDC

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Barry Adair, Chairman  
SCIRPDC