



South Central Illinois Regional Planning Development Commission

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

MINUTES MONTHLY BUSINESS MEETING

The Harvest Room

Salem, IL

TUESDAY, September 24, 2024

Commissioners Present

David Johnson	Clay County
Mike Delonshaw	Clay County
Herb Henson	Clay County
Robert Bohnhoff	Effingham Co
Norbert Soltwedel	Effingham Co
David Campbell	Effingham Co
Mike Brown	Effingham Co
Larry Taylor	Effingham Co.
Ricky Gottman	Fayette Co
Mack Payne	Fayette Co
Michael Kleinik	Fayette Co
John Lotz	Fayette Co
John Roberts	Fayette Co
Angela Fehrenbacher	Jasper County
Ben Bollman	Jasper County
Tom Brown	Jasper County
Mike Hall	Jasper County
Gary Purcell	Marion County
David Armbrust	Marion County

Commissioners Absent

Michael Gill	Clay County
Barry Adair	Clay County
Michael Stanford	Clay County
Sasha Althoff	Effingham Co
Jessica Barker	Fayette Co
Karen Booker	Jasper County
RJ Lindemann	Jasper County
Debbie Smith	Marion County
Tony Smith	Marion County
Janie Grimes	Marion County
Derek Sherman	Marion County

Guests Present:

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

Vice Chairman Taylor called the meeting to order at 6:59 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

APPROVAL OF MINUTES

August 27th, 2024 Monthly Meeting

The Mission of the South Central Illinois Regional Planning & Development Commission is to
Enhance Economic Development and Quality of Life for its Regional Citizens

✦ An Equal Opportunity Employer and Provider ✦

Eastin asked if there was any discussion or changes concerning the August 27, 2024 Minutes. Taylor entertained a motion made by Gottman to approve the Minutes as amended. A second was made by Hall. *(Approved)*

BILLS & COMMUNICATIONS

Upcoming Grant Deadlines & Submissions

Eastin noted that OSLADs were recently submitted for Altamont and Martinsville. He further explained that an application was submitted for a community outside of our region as a favor to the presiding planning commission in their region. CDBGs will be due December 4th.

TREASURER'S REPORT

Treasurer's Report from August 16, 2024, through September 15, 2024

Current General Fund sits at \$557,391.05 with ERTC being \$138,211.97. No accounts receivable for the month because all bills had been paid. TIX account had \$199,725.44 and RBI had \$98,031.55. YTD revenues were \$653,801.36 with expenditures at \$559,308.56. T. Brown asked about the miscellaneous line item. Eastin noted that the ERTC funds are included in that category which is why the numbers looked off. Two CDs are coming due in October that are currently pulling interest in at 3.6% and 6.9% respectively. The loan recipients are paying on time. Taylor entertained a motion made by Kleinik to approve the September Treasurer's Report. A second was made by Lotz. *(Approved)*

STAFF REPORT

8/16/2023 – 9/15/2024

The Altamont and Martinsville OSLAD were submitted recently. The commission is currently working with the City of Vandalia and other entities on a Site Readiness Grant. Vandalia and Newton will be submitting an ITEP grant due at the end of the month. T. Brown asked about the non-submittal of the Newton OSLAD grant. Eastin noted that it was requested on the part of the city so they could prepare for an application next year. Frederick added that their ETCG funds were tied up in the same project and there was concern about the funds being spent down in a timely manner if they had to wait for an OSLAD. Soltwedel asked about solar farms and drainage plans.

COMMITTEE REPORT

September 12th, 2024 Executive Committee Meeting Minutes

An Executive Committee meeting was held on September 12, 2024 with minutes included in the board packet. Taylor entertained a motion made by T. Brown to approve the minutes. A second was made by Hall. *(Approved)*

FY-2025 Organizational Chart

The organizational chart was updated from the 2021 version. Eastin noted there were only minor changes including job titles and names. Taylor entertained a motion made by Gottman to approve the organizational chart. A second was made by Hall. *(Approved)*

Updated Job Descriptions

Eastin noted that the job descriptions were updated after reviewing previous ones and getting staff input on what they do day-to-day. Once these are approved, the staff will be signing off on them and a copy will be kept in each of their personnel files.

Monthly/Bi-Monthly Meeting Amendment

A decision on moving to a bi-monthly meeting schedule was tabled at the Executive Committee meeting. They would like to have further discussion on what exactly this would look like.

New Business

SCIRPDC Personnel Policy Manual

The Personnel Policy Committee met in August to review the manual and approve some changes. T. Brown asked about the inclusion on the page stating responsibilities of the commissioners. The first change included the additional provision that job openings can be advertised online rather than just in print. A requirement for writing samples by applicants was also added. One of the biggest updates was to change the sexual harassment policy to a workplace harassment policy. There will be a standalone sexual harassment policy that will be brought before the personnel committee before going to the full board for approval. Another update is that the manual now states the identity of the accuser cannot be revealed to the alleged offender. One commissioner suggested it be seen by an attorney. Gottman mentioned that the SCIRPDC policy was modeled after the City of Vandalia's which had been thoroughly reviewed by two law professionals. Another notable revision is that the annual leave will be increased from 10 to 14 days for 0-6 years of service, 18 to 20 days for 6-14 years of service, and 20 to 22 days after fourteen years of service. Eastin noted the reason for this is as a motivating factor to onboard and retain employees as the commission cannot pay near what a private firm can in regards to salary. Relationships were defined for bereavement leave eligibility. Per diem and lodging reimbursement changes will now be listed as "federal rates apply". Attachments to the manual include time sheets, job application, and harassment complaint forms. Soltwedel asked about the wording included in the Affirmative Action section. Eastin answered that it was required as part of the federal funding the commission receives. Gottman stated that it is also required by the Department of Labor.

Resolution Approving Amendments to the Personnel Policy Manual

Taylor entertained a motion made by Gottman approving the amendments to the personnel policy manual. *(Approved)*

Commissioner Committee Assignments and Committee Roles

Eastin noted that documents referencing committee assignments and roles were included in the packet.

"Grant of the Month" – Planning Services

Eastin mentioned the planning services available by the commission to communities. Currently, SCIRPDC is working on a comprehensive plan for one city. He noted that eventually he would like to work with the smaller municipalities on short-range strategic studies. The commission also provides TIF services as well.

Eastin noted that he had been in conversations with IDOT regarding the budget for their HSTP coordinators. The anticipated amount for FY-24 did not come through as expected so this year, there will be a \$31,000 increase for the remainder of the grant cycle which ends in June. Moving forward, this will be the standard amount given for FY-25. Terri Finn has plans to retire within the next year and IDOT has made it known that they would like to continue to see two people fill the coordinator roles. Eastin asked if the board would be interested in having Riley Anderson, Assistant HSTP Coordinator, attend a meeting and provide a short presentation on what their jobs entail. The board concurred with this.

OLD BUSINESS

Employment Retention Tax Credit (ERTC) Update-No Update

There is no update.

SCIRPDC Sign Property Damage Update

The insurance company has sent a check to cover the cost to fix the SCIRPDC sign. TOPS Electric will be completing the work.

T. Brown asked for an update on the roof. Gottman spoke with a contact at Johannes Construction and they were planning to send someone on 9/25.

ADJOURNMENT

Eastin asked if anyone had anything to comment on or questions regarding the agenda. Taylor entertained a motion by Fehrenbacher to adjourn the September board meeting at 7:46 p.m. A second was made by T. Brown. *(Approved)*

APPROVED THIS, THE 29th DAY OF October 2024 AD.

Jessica Barker, Corp. Secretary
SCIRPDC

Barry Adair, Chairman
SCIRPDC