



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 EXECUTIVE COMMITTEE MEETING

Effingham Public Library

Effingham, Illinois

Thursday, April 6, 2026 2:00 PM

Commissioners Present

Norbert Soltwedel	Effingham Co
Larry Taylor	Effingham Co
Jessica Barker	Fayette Co
Doug Knebel	Fayette County
Chris Rinehart	Clay County

Commissioners Absent

Herb Henson	Clay County
Austin Francis	Jasper County
Angela Fehrenbacher	Jasper County
David Armbrust	Marion County
Tony Smith	Marion County

Guests Present: None

Staff Present: Luke Eastin, Executive Director

The meeting was called to order at 2:01 p.m.

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

Five voting Commissioners attended and the Executive Director, not constituting a legal quorum. Despite the lack of quorum, the Executive Committee considered the issues before it.

RECOGNITION OF GUESTS/HEARING OF THE PUBLIC

None

NEW BUSINESS

SCIRPDC By-Law Amendments

Eastin introduced several small proposed changes the existing SCIRPDC By-Laws including, (1) a Delinquent Payment Policy for annual per capita contributions to SCIRPDC from member local governments, (2) altering language referring to “bi-annual review” of the By-Laws, Personnel Policy, to just “annual review”, (3) removing language that was solely included in the SCIRPDC By-Laws because of the requirement of the Small Business Administration (SBA), (4) altering language from throughout the By-Laws that refer to a “monthly business meeting” and changing that language just “business 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 ✦

Discussion

In regard to a Delinquent Payment Policy regarding per capita contributions, after some discussion about how to avoid this occurring in the future, such as more regular attendance at county board meetings by the Executive Director, the Executive Committee agreed to suggest the full SCIRPDC board add a general Delinquent Payment Policy for annual per capita payments.

After general discussion regarding other proposed language changes, the Executive Committee agreed to the remainder of the proposed changes.

All proposed By-Law Amendments are attached.

SCIRPDC Staff Job Description

Eastin introduced the one updated job description for the Assistant HSTP Coordinator. The only changes included changing the position from Full-Time to Part-Time. This change has already been completed in house as the former HSTP Coordinator, now Assistant HSTP Coordinator, Terri Finn, prepares for her full retirement.

The Executive Committee agreed to the proposed alterations in the Assistant HSTP Coordinator Position.

The proposed Assistant HSTP Coordinator Job Description is attached.

OLD BUSINESS

None

ADJOURNMENT

APPROVED THIS, THE 28th DAY OF APRIL 2024 AD.

Doug Knebel, Corp. Secretary
SCIRPDC

Larry Taylor, Chairman
SCIRPDC