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
Salem, IL
TUESDAY, September 27, 2022

Commissioners Present

David Johnson	Clay County
Michael Gill	Clay County
Mike Stanford	Clay County
Herb Henson	Clay County
Larry Taylor	Effingham Co
Ernest Garbe	Effingham Co
David Campbell	Effingham Co
Sasha Althoff	Effingham Co
Norbert Soltwedel	Effingham Co
Glenn Gurtner	Fayette Co
John Lotz	Fayette Co
John Roberts	Fayette Co
Tom Brown	Jasper County
Angela Fehrenbacher	Jasper County
Gary Purcell	Marion County
David Armbrust	Marion County
Derek Sherman	Marion County

Commissioners Absent

Barry Adair	Clay County
Mike Brown	Effingham Co
Ricky Gottman	Fayette Co
Ben Bollman	Fayette Co
Karen Booker	Jasper County
RJ Lindemann	Jasper County
Mike Hall	Jasper County
Janie Grimes	Marion County
Debbie Smith	Marion County
Carson Smith	Marion County

Guests Present:

Staff Present: James Patrick, Executive Director
Brooke Frederick, EDA Planner II/Loan Portfolio Manager

Chairman Armbrust called the meeting to order at 7:01 p.m.

ROLL CALL (*Taken by signature sheet – see the list of attendees and absentees above)* seventeen voting Commissioners attended and the Executive Director, constituting a legal quorum.

RECOGNITION OF GUESTS/HEARING OF THE PUBLIC – Michael Gill and Mike Stanford of Clay County have been appointed as new commissioners.

APPROVAL OF MINUTES

August 30, 2022, Monthly Meeting

Patrick asked if there was any discussion or changes concerning the August 30, 2022, Minutes. There being none, Armbrust entertained a motion made by T. Brown to approve the Minutes as amended to the Minutes and Agenda. A second was made by Campbell. *(Approved)*

BILLS & COMMUNICATIONS

Upcoming Grant Deadlines & Submissions

The Executive Director is expecting information on CDBG grants to be announced at the beginning of next year. There are currently four OSLAD agreements which are due September 30th and an ITEP grant awaiting submission.

Copier Delivered

The copier ordered in March has arrived in the SCIRPDC office.

TREASURER'S REPORT

Treasurer's Report from August 16, 2022, through September 15, 2022, – On p. 6, there were expenses from the Illinois Association of Regional Councils ($2,500.00) and the Community Development Institute. The actual amount of checks written for the month was $45,032.94. After adding depreciation, it was $45,528.85.

On p. 7, the Business Now Account had a beginning cash balance of $341,318.04. After transfers, the ending cash balance was $338,621.54. After all, checks were written, there was $3,000.00 remaining in the checking account. Accounts Receivable, were $39,316.45. The beginning balance of the EDA 301(b) account was $34,681.88. It is currently at $25,097.70. After reimbursements, the EDA Supplemental Disaster Grant Account had $21,656.16 ending cash balance.

On p. 8, in the EDA Title IX RLF Account, there was an ending cash balance of $5,321.70. The Title IX RLF Savings Account has $145,849.19. A beginning cash balance of $95,598.63 was reported in the RBI/CDI Account. After additions, it was at $107,049.55. Patrick informed the board that item #2 had been cashed in to fund an upcoming loan and USDA payment.

On p. 9, looking at the Year-to-Date Financial Statement, the current YTD is $1,145,301.12 or 103.68% of the year's budget. This is in comparison to the expenses of $654,057.90 or 66.37% of the costs for the year.

On p.10, Patrick reiterated that item #2 had been cashed in the amount of $151,667.54. Subtracting that from the total of $646,298.90 would leave a balance of $494,631.36. The director noted that there would be enough for one more maximum CDI loan and the ability to pay USDA fees.

P. 11 shows all loan recipients are paying as agreed. The current RBI balance is sitting at $1,102,040.60 with a blended interest rate of 3.63%. The CDI loan portfolio's current balance is $248,281.25 at 3.00%. Under Title IX loans, the balance is $507,461.79 with a blended interest rate of 3.00%. The total ending balance for RBI, CDI, and Title IX loans is $507,461.79 with a blended interest rate of 3.00%. Under Section 504, the total balance is $910,379.93. The balance for all loans is $2,768,163.57.

One board member asked about the maturity date of one loan. He was informed that it was a typo that would be fixed. Another asked about interest rates and Patrick informed him that SCIRPDC uses prime -1. Armbrust entertained a motion made by Campbell to approve the Treasurer's Report. A second was made by Sherman. (*Approved*)

STAFF REPORT
08/15/2022 – 9/15/2022
Patrick referred to page 12 where he reiterated that the CDBG applications have not opened yet.

COMMITTEE REPORT
Approval of Fy-2023 Agencywide Operating Budget and Indirect Cost Allocation Plan
Page 2 displays the funding breakdown of the commission. Page 3 shows how SCIRPDC is organized. Patrick noted that he and the bookkeeper were the only employees that are exempt from the Fair Labor and Standards Act. Pages 6-8 reviews the office pool and what resources pay for different things in the office. Pages 9-10 review how communications fees are paid by contract. Pages 10-18 provide definitions.

The EDA Continuing District Planning Grant funds one employee for three years and then the commission can reapply. The Ongoing State & Federal Contracts budget is down a bit at $95,231 because the Supplemental Grant ends in February. The proposed amount for this category is $295,231.00 and is down 6.8% from last year. The proposed Ongoing Local Service Agreements is also down to $123,211 due to the inability of getting contractors to work on certain rehabilitation grants. Under new planning contracts, $42,500 was allocated with the inclusion of two recently awarded grants. Down about 4.6%, the Internally Generated Resources has been allocated $532,430 for Fy-23. Anticipated Contracts and Grant Writing Contracts stayed the same. In the proposed budget, revenue for personnel and non-personnel is at $493,942; $315,578 for Internally Generated Revenue used for Personnel & Fringes; and Internally Generated Revenue Directly Related to Loan Funds at $211,302. For Salaries/fringe & Non-Personnel only, $809,519 has been allocated. The expenses are $507,663 with an expected surplus of $238,857 at the end of FY-23.

On page 20, $362,709 has been allocated to personnel expenditures with an additional $109,073 reserved for fringe benefits. Contractual services have lowered in price since last year to $15,465. The Travel & Meetings Category was increased to $20,300. Equipment and Maintenance costs were down, as were Equipment Purchases and Allocated Depreciation. Photocopying stayed the same. Office Space and Utilities increased to $17,750. Office Supplies were down slightly. Postal Service was up an extra $5. Agency Subscriptions & Dues increased over last year. Printing and Graphics and Advertising and Promotion stayed the same. Insurance & Bonding was up about 2.2%. Miscellaneous Costs stayed the same. Loan Payments & Related Expenses went down since last year to $354,159.00. Total salaries and fringe benefits are anticipated to be $471,782. Non-personnel costs are expected to be $98,880. After IRP expenses are removed, the actual proposed total is $570,663.

Patrick explained the breakdown of costs when using direct vs. indirect cost rates. Some questions were raised by a board member regarding what these various categories could be spent on.

Patrick proposed a raise and bonus for the SCIRPDC employees. He also discussed the possibility of changing to group health insurance due to the current cost. The fringe benefits total is projected to be $106,073.00 and salary and fringe benefits are anticipated to be $368,782. After leave time is added in, the total is $471,782. Armbrust entertained a motion made by Althoff to approve the salary raises. A second was made by Henson. *(Approved)*

Patrick reviewed the documents that displayed the rate/hour paid out of the Indirect costs to the staff. The Employee Cost Index went up slightly over last year. Page 30 covered resource and expenditure estimates. Pages 31-33 reviewed depreciation. Loan Revenues for Budget Purposes from FY-2022 and FY-2023 are listed on pages 34-35. Per Capita Income was provided on the last page to show what each county and community would be expected to pay into the commission. Armbrust entertained a motion to accept the FY-23 budget made by Gurtner. A second was made by Purcell.

EDA RLF Plan Certification
Armbrust entertained a motion by T. Brown to approve the EDA RLF Plan Certification. A second was made by Johnson. *(Approved)*

OLD BUSINESS

Annual Dinner Discussion
There was a discussion about annual meeting venues. No comments or questions were raised.

Fulfillment of Board Positions
Board positions will be changing soon. A ballot was provided for review.

FY-2023/2025 Executive Committee Slate of Candidates
Executive Committee elections will be held at the October 2022. A ballot was provided for the member to review.

Pals Electric Loan
A loan prospect will be presented to the loan review committee in October 2022

Discussion and Comments
One board member brought the results of the MAPPING program for Effingham County before the board.

ADJOURNMENT
Patrick asked if anyone had anything else to comment on or question. There being none, Armbrust entertained a motion for adjournment. A motion was made by Garbe and seconded by Gurtner to adjourn the Commission's monthly business meeting held on August 30, 2022 *(Approved)*. The meeting adjourned at 7:56 p.m.

APPROVED THIS, THE 25th DAY OF October 2022 AD.

Herb Henson, Corp. Secretary SCIRPDC	David Armbrust, Chairman SCIRPDC