

Tri-County Opportunities Council
Board of Directors Meeting
January 23, 2024
(VIRTUAL Meeting Only)

The meeting was called to order at 6:01 p.m. by Chair Harmon.

The membership recited the Pledge of Allegiance.

Ms. Calkins, President/CEO, took roll call. A quorum was present.

A moment of silence was observed for Don Koehler and his family.

Members Present:

Reed Akre; Charlotte Balensiefen; Sue Britt; Susan Bursztynsky; Robin Camplain; Bernene Dahl; David Ditzler; Al Harmon; Marcia Heuer; John Hockstadt; BJ Holocker; Tom Howes; Betty Johnson; Lisa Johnson; Betsy Kinder; Kenneth Krogulski; Michael McEmery; Ginny McPerryman; Inga Neuner; Juanita Randklev; David Torres; Marissa Trumper; Jeanne Vargas; Laura Watters; Derek Whited.

Members Absent:

Mary Cork; Mary Jo Credi; Kim Dahl; Bob Henkelman; Julie Jacobs; Ron Kleppin; Brad Lindstrom; Linda Pennell; Ronald Preston; Lorene Winfield.

Others Present:

Jill Calkins; Rachael DeSpain; Dawn Kanzler; Brandi Newell; Tammy Saenz; Wayne Thompson; Neddie Watts.

Minutes:

The November 28, 2023 Board minutes were previously sent to all members for review. Mr. Hockstadt made a motion to approve the minutes. Ms. Balensiefen seconded the motion. A roll call vote was taken, and the motion carried.

Financial Report:

The October and November 2023 Financial Reports were provided to the membership prior to tonight's meeting for review. Ms. Randklev made a motion to accept the October and November 2023 financial reports and file them for audit. Ms. Betty Johnson seconded the motion. A vote was called, and the motion carried.

Personnel Committee Report:

Mr. Harmon sought full Board approval of the 2024 Salary/Wage Classification by Position chart, as presented and recommended by the Personnel Committee. Mr. Howes made a motion to approve the 2024 Salary/Wage and Classification by Position document, and Ms. Camplain seconded the motion. Mr. Harmon further explained the document and its importance. A vote was called, and the motion carried.

Board Action:

Ms. Calkins sought board action to set a dollar amount threshold for grant applications that do not need board approval. Discussions were had about the importance of transparency, grant donors getting recognized, and funder regulations. Ms. Britt made a motion to set the threshold at \$5,000 or less. Ms. McPerryman seconded the motion. A vote was called, and the motion carried.

Ms. Kanzler sought Board approval to increase the standard mileage reimbursement rate from the current \$.655/mile to \$.67/mile according to the IRS regulation effective January 1, 2024. Ms. Watters asked about amending financial procedures to read that the Agency follows the Internal Revenue Service (IRS) standard mileage rates, so this didn't always need Board approval. Ms. Burzstynsky shared that her agency also added, "unless the Board of Directors decides otherwise." Ms. McPerryman made a motion to approve changes to the Financial Policies and Procedures, stating that "the Agency uses the current IRS standard mileage reimbursement rate unless the Board of Directors decides otherwise." Ms. Balensiefen seconded the motion. A vote was called, and the motion carried.

Ms. DeSpain sought Board approval of the 2024 Early Head Start/Head Start selection criteria. The program developed these criteria for selecting children verified as "eligible" based on age and income criteria. This is a point-based system intended to ensure that children and families of most need have enrollment priority. In addition, it is used to develop and maintain a waiting list that ranks expectant persons/children/families according to their assigned points. There are no changes to report. Ms. Lisa Johnson made a motion to approve the 2024 Early Head Start/Head Start selection criteria. Ms. Randklev seconded the motion. A vote was called, and the motion carried.

Board Training:

Stormy Udell and Jessica Petty from the Illinois Association for Community Action Agency (IACAA) provided Board training to the membership, covering topics such as a brief History of Community Action and the current landscape, Roles and Responsibilities of a Community Action Governing Board member, Organizational Standards review, Robert's Rule of Order, Mission Statement review, Poverty Rates of the Service Area, and ROMA Next Generation.

Old Business:

Ms. Calkins reminded members to complete and submit their Conflict of Interest form if they have not done so already. She will have forms at the February Meeting; if they plan to attend in person, they can complete them then. If not planning to attend in person, they should be mailed or emailed to Ms. Calkins ASAP.

New Business:

Ms. Calkins explained that with the unfortunate passing of Mr. Koehler, the Board needs to elect a new Vice-Chairperson. She will be sending out nomination forms with self-addressed stamped envelopes. If members would like to self-nominate or nominate someone else, they must complete and return the form before the deadline provided. After the nomination deadline, she will get together with the Nomination Committee for further discussion. Those who volunteered for the nomination committee this year were Sue Britt, Ginny McPerryman, John Hockstadt, and Lisa Johnson.

Ms. Calkins shared that they had received two resignations in January. One from Donna Koehler and one from Karla Belzer. These are Category B seats for Whiteside and Lee County. This category can include representatives of social service organizations, educational institutions, businesses, industry, labor, religious entities, private community interest groups, etc. She explained that the Head Start Program

requires that a member of the Board have a background and expertise in early childhood education and development and that a member of the Board also have a background and expertise in fiscal management or accounting. Currently, we have consulting contracts with outside individuals to keep us in compliance because we do not have a member who fits these requirements. These related backgrounds and experiences are not required to fill these two seats, but it would allow the Board to meet this Head Start Mandate fully. She asked members to let her know if they know anyone (with or without this background and expertise) who may be interested in joining our Board as a Category B member for Whiteside or Lee County.

Next Meeting:

The next Board meeting is scheduled for **Thursday, February 22, 2024, at the Bureau County Metro Center, 837 Park Avenue West, Princeton, IL 61356**

The meeting adjourned at 7:43 p.m.