

EXECUTIVE BOARD MEETING
TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD
(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender
Thursday, March 26, 2020
5:30 p.m.

Minutes

1. Call to Order
Chairman Neuhauser call ed the meeting to order at 5:30 pm

2. Roll Call

Commissioner	P	A	Commissioner	P	A
Jim Miller IDOT	Via phone		Russ Crawford Tazewell Co.		x
Mike Hinrichsen Woodford Co.	Via phone		Joe Wolfe, Tazewell Co.		x
Eric Lind Woodford Co.		x	Brandon Hovey, Tazewell Co		x
Ben Kingdon Woodford Co.	Via phone		Tammy Stimson, Tazewell Co.	Via phone	
Michael Smith Woodford Co.	Via phone		Don Gorman, Peoria Co.	Via phone	
Roy Bockler Woodford Co.	Via phone		Vacant Peoria Co..		
Russ Cotton, Woodford Co.		x	Matthew Bender, Peoria Co.		x
Barry Logan Woodford Co.	Via phone		Vacant, Peoria Co.		
Sue Sundell Tazewell Co	Via phone		Michael Phelan Peoria Co..	Via phone	
Tim Neuhauser Tazewell Co	Via phone		Paul Rosenbohm Peoria Co..		
Greg Menold Tazewell Co.		x	Donald White Peoria Co.		x

Staff: Miller, Lees, Bruner, and Harms Via phone: Stratton

3. Public Input-none

4. Motion to approve January 20, 2020 and February 27, 2020 minutes
Sundell moved to approve January 20, 2020 and February 27, 2020 minutes and Rosenbohm seconded. Motion carried.

5. Executive Director report

Miller reported on the following:

- Conference calling:
 - PPUATS Technical meeting will be virtual call in meeting
 - Having staff check in meetings
 - Contacted IDOT – got approval to work from home
- Fishing program with IDNR update

Neuhauser contended staff for working from home

6. Ways & Means Report

a. Motion to approve February Financial Statements and Billings (Resolution 20-41)

Sundell moved to approve the February Financial Statements and Billings (Resolution 20-41) and Rosenbohm seconded. Motion carried.

Stratton reviewed the following:

- Total Cash at end of month was \$892,663 which is down from last month by \$12k
 - Accounts receivable at end of month was \$367,171 which is up by \$121k over January. We got a bill for Digital Ortho Photo project at month end for \$125k so if we take that out of the equation, the variance in AR is small.
 - Accounts Payable at end of month was \$277,233 which is \$136k higher than end of January. All but about \$3k is direct pass-thru money for contract services and consultants so the variance there is small as well.
 - Total billings for February were \$251.7k less direct pass-throughs of \$180.6k = operating revenue of \$7.1k for 19 working days
 - Total Expenses for February were \$253.3k less direct pass-throughs of \$180.6k – operating expenses of \$72.7k – well within our expected variance.
 - February \$1,604 negative
 - YTD \$22,509 positive.
 - Logan asked about the charge to Jimmy Johns and Miller said it was for CENSUS meeting and will be reimbursed thru grant.
- b. Motion to approve credit card with Morton Community Bank (Resolution 20-44)
- Hinrichsen moved to approve credit card with Morton Community Bank (Resolution 20-44) and Smith seconded. Motion carried.
- Miller explained the process.
 - IDOT said that financials will keep flowing. Are in process of setting up process to review and payment billings.

7. Personnel

a. Motion to approve Employee Promotions in Place (Resolution 20-42)

Smith moved to approve Employee Promotions in Place (Resolution 20-42) Sundell seconded. Motion carried.

Miller said that Britney West is a good employee. She is on her 2nd year at TCRPC and he is asking for promotion in place and raise. She will now be GIS Specialist II with an annual increase of \$1,938. The FY2020 budget accounts for the sum of increase for staff positions.

8. Other

- Hinrichsen mentioned that GPEDC is a great source on COVID-19 situation
- Miller mentioned the extension of the Census contract of \$150,000

- Phelan spoke of a resolution for additional power to Commission Chairman if we cannot have a meeting. Neuhauser said he will stay in touch with meeting updates.

9. Adjournment

Adjourned at 6:00 pm

Submitted by:

Eric Miller

Executive Director

Recorded and subscribed by Debbie Ulrich

Call in Information:

Phone number

1-646-749-3122

Access Code

979-074-797

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<https://global.gotomeeting.com/install/979074797>