MINUTES OF REGULAR RPC MEETING

DATE: Friday, February 22, 2019
TIME: 8:30 a.m.
PLACE: Champaign County Regional Planning Commission, John Dimit Conference Room, 1776 E. Washington Street, Urbana, IL
MEMBERS PRESENT: Charles Smith, Tami Fruhling-Voges, Steve Summers, Jim Goss, Diane Marlin, Patrick Brown, Richard Helton, Giraldo Rosales, Patricia Avery, Katina Wilcher
MEMBERS ABSENT: Deb Frank Feinen, Dennis Roberts, Ana Olguin
RPC STAFF PRESENT: Dalitso Sulamoyo, Elizabeth Murphy, Rita Morocoima-Black, Brandi Granse, Pamela Schroeder
OTHERS PRESENT: Nancy Morse (League of Women Voters); Abdulhakeem Salaam (FirstFollowers)

MEETING MINUTES

I. Call to Order, Roll Call
Mayor Smith called the meeting to order at 8:33 am. Roll Call was taken and a quorum declared present.

II. Approval of Agenda/Addenda

Mr. Rosales moved, seconded by Mr. Helton, to approve the February 22, 2019 RPC Meeting Agenda. The motion unanimously carried.

III. Audience Participation

There was none.

Mayor Smith stated the audience participation at the January 25, 2019 RPC Meeting. Guidelines have been established for all future RPC Meetings as follows: each speaker will be granted five minutes per topic, with a maximum total of 20 minutes for audience participation.

Ms. Avery asked for clarification concerning the established 20-minute rule for audience participation.
Dr. Sulamoyo stated the County’s recognized guidelines are five minutes per person with a maximum of an hour. RPC Meetings take place early in the morning. Providing a full hour of audience participation would compromise the meeting timeframe.

Ms. Avery asked to have her reservations concerning the audience participation time limit reflected in the minutes. Ms. Avery stated it was her hope that if there is an issue worthy of more time, the RPC Board will make an exception at that time.

IV. Minutes
   A. RPC Draft Meeting Minutes – January 25, 2019

   **Mr. Helton moved, seconded by Mr. Rosales, to approve the January 25, 2019 RPC Meeting Minutes as submitted. The motion unanimously carried.**

V. Consolidated Financial Reports
   A. January 31, 2019

Ms. Murphy reported the overall Fund Balance continues to remain healthy as of the end of January 2019 at slightly over $11 million. Receivables totaled approximately $590,000, which is typical for the level of reimbursements requested on a 30-day cycle. There was nothing unusual to report.

   **Ms. Avery moved, seconded by Mayor Marlin, to accept and place on file the January 31, 2019 Consolidated Financial Report. The motion unanimously carried.**

VI. List of Bills
   A. Fund 075 (Operating Fund): January 2019
   B. Fund 104 (Early Childhood Fund): January 2019
   C. Fund 110 (Workforce Development Fund): January 2019
   D. Fund 474 (USDA Revolving Loan Fund): January 2019 **NO REPORT**
   E. Fund 475 (Economic Development Revolving Loan Fund): January 2019

Ms. Murphy directed the Commissioners to the List of Bills for the period ending January 2019. The volume is extensive, which reflects a number of transfer payments for emergency shelter and utilities, as well as increased workforce training participation. There was nothing unusual to report.
Mr. Helton moved, seconded by Mr. Summers, to accept and place on file the January 31, 2019 List of Bills. The motion unanimously carried.

VII. Action Items

A. Head Start/Early Head Start Cost of Living Adjustment

Ms. Granse presented the Head Start/Early Head Start cost of living adjustment (COLA) funding increase memorandum dated February 22, 2019, to the Commissioners. The memorandum is attached to these Minutes. Ms. Granse summarized the information contained on the memorandum.

Ms. Avery asked if COLA covers building and maintenance. Ms. Granse answered the COLA covers building, maintenance, and rent.

Ms. Wilcher moved, seconded by Mr. Summers, to approve the Head Start/Early Head Start Cost of Living Adjustment funding increase. The motion unanimously carried.

B. Budget Amendment

Ms. Murphy directed the Commissioners to the Workforce Development Budget Amendment for Fund 110 – Department 849 and summarized the contents on the document.

Mayor Smith asked if the employers are allowed to add information to determine what jobs would be necessary in the future. Ms. Murphy stated employers, in collaboration with local chambers of commerce and other economic development groups within the five-county area, will be asked to complete a business survey to determine labor force dynamics and skill sets needed for the next decade. It will be necessary to access this data to create a public workforce system that is responsive to regional businesses and remain competitive. Ms. Morocoima-Black stated an economic development planner has been hired to collect and analyze the data and will work alongside a recently hired economic development specialist. A web development individual will be responsible for combining the data for the new data portal to provide availability to the employers within the five counties on one website. This team will develop the regional plans, surveys, collecting the data, and developing the data portal.

Mayor Marlin asked for clarification concerning the creation of a digital platform for housing datasets. Ms. Morocoima-Black explained data will be drawn from several areas. One dataset is
housing, i.e., comparing what is available and what people can pay. This information will be assessed by county.

Discussion ensued.

Ms. Avery moved, seconded by Mr. Rosales, to approve the Budget Amendment: Fund 110 Workforce Development – Department 849 Workforce Innovation Program. The motion unanimously carried.

C. Membership Fees for FY20 (7/1/19-6/30/20)

Ms. Morocoima-Black presented the Proposed Membership Fees for FY20 (July 1, 2019–June 30, 2020). Ms. Morocoima-Black directed the Commissioners to an updated first page of the document (a copy is attached to these minutes), which was distributed to all Commissioners. Ms. Morocoima-Black thanked Mr. Brown for bringing an error to her attention concerning the Village of Mahomet’s current fee. Ms. Morocoima-Black summarized the information contained in the document.

Discussion followed.

Mayor Marlin moved, seconded by Mayor Fruhling-Voges, to approve the Proposed Membership Fees for FY20 (7/1/19–6/30/20). The motion unanimously carried.

VIII. Head Start/Early Head Start (Brandi Granse)

A. Head Start Management Report, including Financials and Service Area Reports:
   Dated: February 13, 2019


Dr. Sulamoyo commended Ms. Granse and her team in maintaining full enrollments since this school year’s program inception of September 2018. Many of the programs in Illinois and in other states are struggling to sustain their enrollment numbers due to competition with other providers in the area, such as the school districts.

Mayor Smith voiced his appreciation to Ms. Granse and RPC for the excellent performance in Rantoul with the Head Start Program and the improvements made to the Rantoul facility.
Ms. Wilcher moved, seconded by Ms. Avery, to accept and place on file the Head Start/Early Head Start Management Report, including Financials and Service Area Reports, dated February 13, 2019. The motion unanimously carried.

IX. Program Division Updates:

A. Elizabeth Murphy, Chief Operating Officer

Ms. Murphy reported RPC is currently working to identify strategic roles, responsibilities and a staffing plan for an expanded Independent Service Coordination area, which will include 13 counties. A budget amendment will be brought to the Commissioners to accommodate the expansion, which would be effective July 1, 2019. RPC received this competitive award and must develop a transition strategy expand programming, staffing, and services in this 13 county region.

Preliminary work will begin with Baker Tilly of Oak Brook, the independent auditors for Champaign County’s Single Audit during the week of April 15.

RPC is working on redeveloping all of the workforce governing documents for the CEO’s of each of the respective counties for review. The review will take place in mid-March. The redevelopment will become part of the newly aligned workforce plan. The State of Illinois will facilitate the training and process.

RPC is currently identifying facilities in Champaign-Urbana to accommodate the receipt of Early Head Start expansion funding. This permanent funding of approximately $2 million in funding will accommodate classrooms for up to 80 infants and toddlers. RPC is considering a variety of options to identify classroom space.

B. Becky Krueger, Human Resources Director

i. Human Resources Report dated February 11, 2019 for personnel transactions between January 18, 2019 and February 11, 2019

The Human Resources Report, dated February 11, 2019, was included in the packet.

C. Lisa Benson, Community Services Director
2020 Census Complete Count Committee:
RPC Staff is in the process of creating a Champaign County 2020 Census Complete Count Committee. The overall purpose of the Complete Count Committee (CCC) is to promote and facilitate participation in the 2020 Census process from start to finish. The idea of establish a CCC is to explore strategies and techniques that will empower them to develop and implement plans that ultimately increase self-response from previous decennials Census, especially among those groups less likely to participate. The CCC’s role is to help increase public awareness, importance, and safety of the 2020 Census and complement Census Bureau activities. This committee will lead the necessary outreach efforts to highlight the significance of responding to the census.

Village of Savoy Curtis Road INFRA Grant:
Staff is working on finalizing the INFRA Grant application for the Curtis Road overpass for resubmission to the USDOT on March 4, 2019.

Champaign-Urbana Long Range Transportation Plan 2045:
The first Scenario Planning Working Group meeting was held on Tuesday, February 5, 2019, at 10:00 a.m. The mission of the Scenario Planning Working Group is to help CUUATS staff envision and develop a set of future scenarios for the region.

At the meeting, staff presented:
1. CUUATS models, inputs, abilities, and limitations
2. How to develop different future scenarios based on the different inputs
3. Possible future scenarios for the Champaign-Urbana region

Peer Exchange PlanWorks Workshop:
On February 12 and 13, 2019, Ms. Morocoima-Black attended an FHWA Peer Exchange in Boston, Massachusetts related to PlanWorks. This is a planning tool developed by FHWA, which RPC used for completing the Curtis Road Corridor Study. Specifically, the Boston’s Peer Exchange Workshop focus
WIOA Grant:
The CCRPC received a $300,000 grant for an 18-month period to plan and implement an innovative workforce pilot and research project with potential statewide applicability for the newly aligned five-county Local Workforce Innovation Area 17.

- The RPC proposes to develop and execute a model laborshed study for the LWIA 17 that can be replicated throughout the State of Illinois.
- The RPC also proposes to develop and execute a corresponding business needs survey and assessment in the five-county areas that can also be replicated throughout the State of Illinois.
- The laborshed study, including the residents’ survey and business assessment survey data will be used to conduct a SWOT analysis.
- The RPC also proposes to create a web-based Local Workforce Innovation Area 17 interactive data portal, which will provide employment and economic data for the LWIA from different data sources, including the data collected as part of the surveys conducted by RPC.
- As part of this innovative pilot project, RPC proposes to create a Local Workforce Innovation Area 17 Plan. Using the survey data collected and other different data sources along with the SWOT analysis as the foundation for the development of the LWIA 17 Plan; RPC will create a plan template that can be used as the framework for the replication throughout the State of Illinois.
- Performance measures will be established to track progress in achieving the goals and objectives established in the Local Workforce Innovation Area 17 Plan. Implementing a performance-based monitoring process will enable the LWIA 17 oversight boards to develop budgets, allocate resources, and improve programming to better serve businesses and residents in the region.

The overall scope of this project will include all sectors and industries in the data collection phase. There are four emerging sectors in the region that will make up a strategic focal point for the service design and implementation phases. These leading sectors are Healthcare, Information and Technology Services, Trade, Transportation, Utilities, and Accommodations and Food Services. The model created for these sectors will be adaptable for use with all sectors and regions.
Participant Statistical Areas Program (PSAP):
Staff is beginning the process of reviewing and updating the 2020 Census Participant statistical Areas Program (PSAP). RPC has been the lead agency in this process. Through this process, the US Census Bureau invited participants to review and update selected statistical area boundaries for 2020 Census data tabulations following US Census Bureau guidelines and criteria. The Census Bureau also will use the statistical areas defined for the 2020 Census to tabulate data for the annual American Community survey (ACS) estimates and the Economic Census.

Mr. Helton expressed his appreciation to Ms. Morocoima-Black and staff for their excellent work concerning the INFRA Grant.

Mr. Helton moved, seconded by Mr. Summers, to accept and place on file the Program Division Updates. The motion unanimously carried.

X. CEO Management Report: Presented Orally for Discussion (Dalitso Sulamoyo)

Dr. Sulamoyo feels it is an exciting time for RPC due to the tremendous growth and expansion being currently experienced in all divisions. This expansion places RPC in a challenging position to think about the structure and ensure we are responsive to those needs. The growth requires us to look at various facilities in order to accommodate some of the additional programs.

For the last few months, RPC has been in discussion with the Champaign Park District to be a part of the Marten Center development with Head Start/Early Head Start classrooms. Construction should commence in 2020. Once RPC comes to some agreement with the Park District, this topic will be brought back to the Commissioners. If this concept is successful, it could become a national model, as far as the collaboration between County, Park District, and the various partners who will be part of the Marten Center.

Continued attention will be focused on the State and Federal budgets as they relate to the funding RPC receives, and as the General Assembly discerns the Governor’s budget address, The Pritzker administration is interested in increasing the resources available for early childhood education by approximately $90 million. This funding the administration is proposing to put in place could provide
opportunities for our program to expand services, considering the waiting lists for families to be served.

RPC is currently establishing a community data portal that will be a collaboration with all units of government currently a part of the RPC organization. A presentation will take place concerning the configuration. Meetings with the Member Agencies may take place prior to the presentation to assist in addressing all technical questions. This data portal will not replace any existing websites, but will provide a central point of entry for all agencies that are a part of the RPC organization.

XI. Old Business

There was none.

XII. New Business

There was none.

XIII. Adjournment

There being no further business to come before the Commission, Ms. Avery moved, seconded by Mayor Marlin, the meeting adjourned at 9:14 a.m. The motion unanimously carried.

Respectfully submitted,

Pam Schroeder

Pam Schroeder, Recording Secretary

Attachments:

i. Revised Proposed Membership Fees for FY20 (July 1, 2019 – June 30, 2020) – edit for Village of Mahomet
Memorandum

To: RPC Commissioners
From: Rita Morocolma-Black, Planning and Community Development Director
Date: February 15, 2019
Re: Proposed Membership Fees for FY20 (July 1, 2019 – June 30, 2020)

Membership dues overview
RPC Membership dues are based on a $1,000 base plus $0.64 per capita cost.

Current (FY19) Membership Dues History

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<th>Agency</th>
<th>2016 Pop. Estimates</th>
<th>$1000 base + 64 per capita</th>
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<tr>
<td>City of Champaign</td>
<td>84,008</td>
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<tr>
<td>City of Urbana</td>
<td>41,988</td>
<td>$27,872</td>
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<td>Champaign County (minus all municipalities)</td>
<td>30,734</td>
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<td>Village of Rantoul</td>
<td>13,256</td>
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<td>Village of Savoy</td>
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<td>Village of St. Joseph</td>
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<td><strong>Total</strong></td>
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<tr>
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FY 2020 Membership dues proposal
The following table illustrates the proposed membership fees for FY20. CCRPC is not requesting any increases.