MINUTES OF REGULAR RPC MEETING

DATE: Friday, June 28, 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, Carol Mitten, Steve Summers, Jim Goss, Dennis Roberts, Patrick Brown, Richard Helton, Giraldo Rosales, Patricia Avery

MEMBERS ABSENT: Deb Frank Feinen, Tami Fruhling-Voges, Diane Marlin, Katina Wilcher, Ana Olguin

RPC STAFF PRESENT: Dalitso Sulamoyo, Elizabeth Murphy, Becky Krueger, Rita Morocoima-Black, Brandi Granse, Pamela Schroeder

OTHERS PRESENT: None

MEETING MINUTES

I. Call to Order, Roll Call

Mayor Smith called the meeting to order at 8:34 am. Roll Call was taken and a quorum declared present.

II. Approval of Agenda/Addenda

Ms. Avery moved, seconded by Mr. Rosales, to approve the June 28, 2019 RPC Meeting Agenda. The motion unanimously carried.

III. Audience Participation

There was none.

IV. Minutes

A. RPC Draft Meeting Minutes – April 26, 2019

Mr. Summers moved, seconded by Mr. Goss, to approve the April 26, 2019 RPC Meeting Minutes as submitted. The motion unanimously carried.
V. Consolidated Financial Reports
   A. April 30, 2019
   B. May 31, 2019

Ms. Murphy reported the overall April 30, 2019 Fund Balance was somewhat over $10.2 million and as of May 31, 2019 is slightly down to $9.84 million. Notable are RPC’s receivables from the Workforce Development Program, which were approximately $655,000, state Preschool for All receivables were $522,000, and LIHEAP receivable just over $200,000. The state payments are arriving in a timely manner. The level of receivables are a bit atypical but understandable given our volume and growth.

Ms. Avery moved, seconded by Mr. Summers, to accept and place on file the April 30, 2019 and May 31, 2019 Consolidated Financial Reports. The motion unanimously carried.

VI. List of Bills
   A. Fund 075 (Operating Fund): April 2019
   B. Fund 075 (Operating Fund): May 2019
   C. Fund 104 (Early Childhood Fund): April 2019
   D. Fund 104 (Early Childhood Fund): May 2019
   E. Fund 110 (Workforce Development Fund): April 2019
   F. Fund 110 (Workforce Development Fund): May 2019
   G. Fund 474 (USDA Revolving Loan Fund): April 2019
   H. Fund 474 (USDA Revolving Loan Fund): May 2019 NO REPORT
   I. Fund 475 (Economic Development Revolving Loan Fund): April 2019
   J. Fund 475 (Economic Development Revolving Loan Fund): May 2019

Ms. Murphy directed the Commissioners to the List of Bills for the period ending May 2019. The List of Bills for the period ending April 2019 were distributed electronically on May 17, 2019. Ms. Murphy reported the List of Bills is typical for late spring/early summer. There was nothing unusual to report.

Mr. Goss moved, seconded by Mr. Helton, to accept and place on file the April and May 2019 List of Bills. The motion unanimously carried.
VII. Action Items
   A. Bid Proposal – Cleaning Services for Early Childhood Education Centers (Rantoul, Savoy & Urbana)

Ms. Granse presented the Bid Proposal – Cleaning Services for Early Childhood Education Centers (Rantoul, Savoy & Urbana) and the Contractual Janitorial Services spreadsheet (spreadsheet dated June 19, 2019, is attached to these minutes) dated June 19, 2019, to the Commissioners. Ms. Granse announced ServiceMaster Clean was the successful bidder and summarized the information contained on the memorandum and the spreadsheet.

Ms. Avery asked Ms. Granse if ServiceMaster Clean has a diverse workforce. Ms. Granse answered that their diversity is unknown.

**Mr. Rosales moved, seconded by Mr. Helton, to approve the Bid Proposal – Cleaning Services for Early Childhood Education Centers (Rantoul, Savoy & Urbana) dated June 19, 2019. The motion unanimously carried.**

VIII. Head Start/Early Head Start (Brandi Granse)
   A. Head Start Management Report, including Financials and Service Area Reports:
      Dated: May 15, 2019
   B. Head Start Management Report, including Financials and Service Area Reports:
      Dated: June 19, 2019


With the end of the school year approaching, Head Start is in full recruitment mode to attract new employees and families. The recruitment team is participating in several community events throughout the Champaign and Urbana areas.

Head Start is creating video interviews with current families and employees who volunteered their time to talk about their Head Start experiences. The videos will be posted on Facebook, the RPC website and shown at movie theaters.

The Champaign County Head Start Program was awarded the Champaign County Developmental Disabilities and Mental Health Board Grants to support the social-emotional development specialists.
and three social skills and prevention coaches who support children, families, and classroom teams for the Head Start sites. In total, the program received $326,672. Ms. Granse stated the support of the Champaign County Developmental Disabilities and Mental Health Board is very much appreciated.

Plans are underway for the Early Head Start Expansion grant program. The program hopes to serve 50 children and pregnant women by September 2019 and the remaining 40 children by February 2020. We are currently hiring staff and ordering equipment and materials.

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 May 15, 2019 and June 19, 2019. The motion unanimously carried.

IX. Program Division Updates:

A. Elizabeth Murphy, Chief Operating Officer

Ms. Murphy reported RPC is currently working to close out a number of state grants that ended June 30, 2019. The state fiscal year begins July 1, 2019. All final closeout reports will be submitted on time.

Work is underway to develop the FY20 budget, which will include a number of new grants and programs. The FY20 budget will be presented to the RPC Board in August.

Work continues on implementing the new Independent Service Coordination Grant, which will now serve the developmentally disabled residents in a thirteen-county area in East Central Illinois. RPC is recruiting staff and ensuring they have the necessary equipment and infrastructure to serve disabled clients in this new area.

Early childhood program staff are identifying and procuring classroom facilities, equipment, and staff for the new Early Head Start Expansion grant program, which will serve an additional 80 infants and toddlers and their families.

An office location in Tuscola, Illinois has been identified to house the Workforce Development Program for the Douglas County area. RPC is excited to begin serving residents in this area. The program is a part of the U.S. Department of Labor required realignment. Staff recruitment and equipment acquisition will begin in the very near future.
RPC is preparing for two separate weeklong fiscal and programmatic monitoring reviews that will occur in July. The first weeklong monitoring visit involves the USDA food program for our early childhood program. There will also be a weeklong workforce development fiscal and compliance monitoring review.

B. Becky Krueger, Human Resources Director
   i. Human Resources Report dated May 14, 2019 for personnel transactions between April 18, 2019 and May 14, 2019
   ii. Human Resources Report dated June 6, 2019 for personnel transactions between May 15, 2019 and June 6, 2019

Ms. Krueger directed the Commissioners to the Human Resources Report dated June 6, 2019, for personnel transactions between May 15, 2019 and June 6, 2019. The Human Resources Report dated May 14, 2019 was electronically distributed on May 17, 2019.

Senior management and their respective teams are busy with expansions; therefore, several talented individuals are required to support these programs.

An aggressive talent acquisition strategy is underway to support the Early Head Start Expansion grant, as well as the Independent Services Coordination Program. RPC will employ 18 new employees to service 13 counties with orientation scheduled for Monday, June 29th.

Strategies for talent acquisition include identifying what makes RPC unique, particularly with the Early Childhood Program. Our tuition reimbursement program is distinctive. The recruitment strategies have been expanded into movie theaters, on MTD buses, hundreds of websites that target veterans and individuals who are reentering the workforce, as well as diverse applicants. The program marketing acronym for the Early Childhood Program is “BIG”, which stands for “Build Ignite Grow.” The marketing strategy not only applies to how we develop our students, but also the families and employees. Training funds will also be utilized to develop those individuals. They can achieve a certificate in child development within 90 days to take them from a teacher aide position to an early childhood teacher.
RPC’s Senior Management Team will meet later today to discuss our performance management and project management system. We have entered into a contract with ReviewSnap, a performance management system, which will allow our team to engage in constant feedback to assist in ensuring the achievement of goals and objectives.

The Human Resources Department has successfully processed documents for 125 summer youth employees.

Mr. Rosales asked if the summer youth hires are being coordinated with the Champaign County Coalition. Ms. Krueger answered RPC’s responsibility is to act as the employer of record. RPC does not recruit the students. The recruiting responsibility lies with the recruiters and program coordinators who are employed by the school districts.

C. Lisa Benson, Community Services Director
   No Report.

D. Rita Morocoima-Black, Planning & Community Development Director

Census: Complete Counts Committee
Staff has created a Complete Counts Committee that includes one staff person from each RPC member agency and has contacted representatives from some other organizations of the community to be part of the Champaign County Complete Count Committee because of the difficulty in counting people. Staff is in the process of organizing a training with the US Census Bureau in July.

WIOA Innovation Grant
Staff is conducting residents’ surveys in Douglas County through a consultant for the purpose of completing the Laborshed Study for the WIOA 17 area and starting business surveys in Champaign County to conduct assessment analysis for the WIOA area by June 2020.
HSIP Grants
Staff prepared an HSIP grant application on behalf of Champaign County for safety improvements on CR15 (Sidney Road) for $4.5 million. The grant was submitted on Friday, June 14, 2019, and announcement of the selected projects for funding will be made by August 30, 2019.

HSIP has a goal of achieving a significant reduction in traffic fatalities and serious injuries on all public roads. Fatal and serious injury crashes associated with roadway departure, intersections, and pedestrians are high priority emphasis areas based on the current Illinois Strategic Highway Safety Plan.

Ms. Morocoima-Black received good news concerning the two IDOT Statewide Planning and Research Funds grant applications submitted in April 2019. IDOT approved both grants and they are now waiting for final approval from FHWA. The Safety Studies grant for $106,000 will be used to conduct safety studies at the top twenty locations identified through the Champaign County and Champaign-Urbana Safety Plans. The Collaborative Engagement Technology grant for $205,000 will employ some of the models that CUUATS has developed to engage the people in the community to gain insight concerning their experience when accessing different sites in the community and a level of the transportation infrastructure that is currently in place. Work on this project will be conducted through public meetings using tablets, laptops, and apps that are developed in-house.

Staff is waiting to hear about the response to the ICT RFP: Policy and Design Guidelines to Plan for Connected and Autonomous Vehicles (CAVs) submitted last April.

Draft Champaign-Urbana Freight Plan and Freight Model:
A Draft Champaign-Urbana Freight Plan and Freight Model were completed. Efforts are underway to organize business roundtables to present and receive feedback on the Plan.

Permanent Bicyclist and Pedestrian Counters:
Six permanent bicyclist and pedestrian counters were purchased through an IDOT grant. They are going to be installed on campus. The University is paying for installation.
Pedestrian Safety Peer Exchange:
Working with IDOT and FHWA on organizing a Pedestrian Peer Change. It will be held at the Illinois Terminal. Between 150 to 175 people are expected to attend the Peer Exchange.

Discussion followed.

Mr. Goss moved, seconded by Mr. Rosales, 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 reported that he was a part of the Champaign County First delegation that traveled to Washington, DC to advocate for federal funding on behalf of Champaign County concerning some priority projects. Meetings were held with Senator Rose and Senator Bennett, as well as Congressman Davis and Congressman Shimkus. The group also met with the Department of Transportation, the USDA and others. Additionally, there was a fruitful discussion with Governor Pritzker’s Washington DC representative who receives all the policy work on behalf of the State of Illinois. The Champaign County First delegation consists of both public, as well as private organizations. Champaign County Chamber provides reports on the projects for which the delegation advocates and any follow-up discussions that takes place as a result of the meetings.

Dr. Sulamoyo highlighted several of the RPC-relevant budget items passed by the General Assembly and signed by the governor:

1. $50 million increase in Early Childhood Block Grant, which is through the Illinois State Board of Education.
2. $28.8 million increase to the Childcare Assistance Program, which RPC also takes advantage of on behalf of the parents.
3. $12 million increase to the Early Intervention Program.
As a result of the expansion, part of the capital budget is $100 million and was included for facilities, particularly for schools and community-based Early Childhood Programs through the Early Childhood Construction Grant Program. When the information is available, a determination will be made as to how to apply for some of those resources to either renovate the existing facilities or acquire additional facilities to further serve our community.

The Independent Services Coordination Program was awarded a national achievement award by the National Association of County Officials. The director of the Mental Health Board nominated the program. The Independent Services Coordination Program will be one of the programs recognized at the NACo Conference in Las Vegas in July. RPC will not be represented at the conference; however, the award was mailed to RPC. Dr. Sulamoyo expressed RPC’s appreciation that the program was recognized at the national level.

XI. Old Business

Ms. Avery expressed her gratitude to Dr. Sulamoyo for presenting at the Young Achievers Award Ceremony in May concerning the importance of education. Ms. Avery stated that the work Dr. Sulamoyo and the RPC team are undertaking at RPC changes lives in a positive way. Ms. Avery asked the RPC to keep up the good work. Ms. Avery stated she appreciated the opportunity to serve as one of RPC’s Commissioners and announced she will be transitioning from Champaign County to the Atlanta, Georgia area to become a part of her daughter’s new venture. Ms. Avery expressed that she will miss everyone on the RPC Board and wished everyone well. Mayor Smith stated he was sorry to hear she was leaving the community and conveyed his good wishes to Ms. Avery and thanked her for serving the Champaign County community.

XII. New Business

There was none.
XIII.  Adjournment

There being no further business to come before the Commission, Mr. Summers moved, seconded by Ms. Avery, the meeting adjourned at 9:13 a.m. The motion unanimously carried.

Respectfully submitted,

Pam Schroeder

Pam Schroeder, Recording Secretary

Attachments:
1. Contractual Janitorial Services Bid Proposals Spreadsheet – June 19, 2019