



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

MINUTES OF REGULAR RPC MEETING

DATE: Friday, August 28, 2020

TIME: 8:30 a.m.

PLACE: Join Zoom Meeting

<https://ccrpc.zoom.us/j/9184678873?pwd=Q1F0ajRpMzZVkM4VVRhbTMxWXM4QT09>

Meeting ID: 918 467 8873

MEMBERS PRESENT: Joan Dykstra, Diane Marlin, Charles Smith, Tami Fruhling-Voges, Dennis Roberts, Patrick Brown, Giraldo Rosales, Steven Summers, Jim Goss, Will Kyles, Katina Wilcher

MEMBERS ABSENT: Deb Frank Feinen, Ana Olguin

RPC STAFF PRESENT: Dalitso Sulamoyo, Elizabeth Murphy, Becky Krueger, Rita Morocoima-Black, Lisa Benson, Justin Arnold, Pamela Schroeder

OTHERS PRESENT: None

MEETING MINUTES

I. Call to Order, Roll Call

Mayor Marlin called the meeting to order at 8:32 am. The roll was taken by voice roll call and a quorum declared present.

Joan Dykstra - Absent
Diane Marlin - Present
Katina Wilcher - Present
Ana Olguin - Absent
Charles Smith - Present
Tami Fruhling-Voges - Present
Steven Summers - Absent
Giraldo Rosales - Present
Jim Goss - Present
Dennis Roberts - Absent
Deb Frank Feinen - Absent
Patrick Brown - Present
Will Kyles - Present

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- II. Approval of Agenda/Addenda
Mr. Rosales moved, seconded by Mr. Goss, to approve the August 28, 2020 RPC Meeting Agenda.

The motion was unanimously carried.

Roll Call:

**Diane Marlin – Yes
Katina Wilcher – Yes
Charles Smith – Yes
Tami Fruhling-Voges – Yes
Giraldo Rosales – Yes
Jim Goss – Yes
Patrick Brown – Yes
Will Kyles – Yes**

- III. Audience Participation
A. Introduction – Dr. Justin Arnold, Workforce Development Director (Dalitso Sulamoyo)

Dr. Arnold provided his background to the Commissioners.

Discussion followed.

- IV. Minutes
B. Minutes of Previous RPC Meeting, June 26, 2020

Due to issues with Zoom, Ms. Dykstra, Mr. Summers, Mr. Roberts, and Ms. Morocoima-Black joined the meeting at 8:42 a.m.

Mr. Rosales moved, seconded by Mr. Roberts, to approve the June 26, 2020 RPC Meeting Minutes as submitted. The motion was unanimously carried.

Roll Call:

Joan Dykstra – Yes

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Diane Marlin – Yes
Katina Wilcher – Yes
Charles Smith – Yes
Tami Fruhling-Voges – Yes
Steven Summers – Yes
Giraldo Rosales – Yes
Jim Goss – Yes
Dennis Roberts – Yes
Patrick Brown – Yes
Will Kyles – Yes

- V. Consolidated Financial Reports
- A. June 30, 2020 (*Distributed electronically July 20, 2020*)
 - B. July 31, 2020

Ms. Murphy reported the Consolidated Report for June indicates a fund balance just under \$10.5 million with receivables at \$1.26M. The July 2020 Consolidated Report represents a slightly increased fund balance of \$10.55M with receivables of \$1.292. The level of receivables is indicative of the increased volume of activity despite the pandemic.

Mr. Rosales moved, seconded by Mayor Smith, to accept and place on file the Consolidated Financial Reports for periods ending June 30, 2020 and July 31, 2020. The motion was unanimously carried.

Roll Call:

Joan Dykstra - Yes
Diane Marlin – Yes
Katina Wilcher – Yes
Charles Smith – Yes
Tami Fruhling-Voges - Yes
Steven Summers – Yes
Giraldo Rosales – Yes
Jim Goss - Yes
Dennis Roberts – Yes

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Patrick Brown – Yes

- VI. List of Bills (Elizabeth Murphy)
- A. Fund 075 (Operating Fund): June 2020 (*Distributed electronically July 20, 2020*)
 - B. Fund 075 (Operating Fund): July 2020
 - C. Fund 104 (Early Childhood Fund): June 2020 (*Distributed electronically July 20, 2020*)
 - D. Fund 104 (Early Childhood Fund): July 2020
 - E. Fund 110 (Workforce Development Fund): June 2020 (*Distributed electronically July 20, 2020*)
 - F. Fund 110 (Workforce Development Fund): July 2020
 - G. Fund 474 (USDA Revolving Fund): June 2020 **NO REPORT**
 - J. Fund 475 (Economic Development Revolving Loan Fund): July 2020 **NO REPORT**

Ms. Murphy reported the volume of transactions is significant for June and July 2020, given that staff continues to serve clients and residents during the pandemic. These include increased volume for direct client services for emergency shelter, utilities, rental assistance, energy assistance, and workforce development. All charges are appropriate. There was nothing unusual to report.

Mayor Marlin moved, seconded by Mr. Goss, to accept and place on file the List of Bills for periods ending June 30, 2020 and July 31, 2020. The motion was unanimously carried.

Roll Call:

Joan Dykstra - Yes
Diane Marlin – Yes
Katina Wilcher – Yes
Charles Smith – Yes
Tami Fruhling-Voges - Yes
Steven Summers – Yes
Giraldo Rosales – Yes

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Jim Goss - Yes
Dennis Roberts - Yes
Patrick Brown - Yes
Will Kyles - Yes

- VII. Action Items
A. BA 877 Florida Avenue Corridor

Ms. Murphy directed Commissioners to the BA 877 Florida Avenue Corridor and summarized the information.

Mayor Marlin moved, seconded by Mayor Smith, to approve the BA 877 Florida Avenue Corridor, as presented.

Discussion followed.

The motion was unanimously carried.

Roll Call:

Joan Dykstra - Yes
Diane Marlin - Yes
Katina Wilcher - Yes
Charles Smith - Yes
Tami Fruhling-Voges - Yes
Steven Summers - Yes
Giraldo Rosales - Yes
Jim Goss - Yes
Dennis Roberts - Yes
Patrick Brown - Yes
Will Kyles - Yes

- B. BA 878 Land Use Inventory

Ms. Murphy directed Commissioners to the BA 878 Land Use Inventory and summarized the information.

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Mr. Roberts moved, seconded by Mr. Rosales, to approve the BA 878 Land Use Inventory, as presented. The motion was unanimously carried.

Roll Call:

Joan Dykstra – Yes
Diane Marlin – Yes
Charles Smith – Yes
Tami Fruhling-Voges – Yes
Steven Summers – Yes
Giraldo Rosales – Yes
Jim Goss – Yes
Dennis Roberts – Yes
Patrick Brown – Yes
Will Kyles – Yes

C. BA 879 Safety Evaluation Tool

Ms. Murphy directed Commissioners to the BA 879 Safety Evaluation Tool and summarized the information.

Mayor Smith moved, seconded by Mr. Goss, to approve the BA 879 Safety Evaluation Tool, as presented.

Discussion followed.

The motion was unanimously carried.

Roll Call:

Joan Dykstra – Yes
Diane Marlin – Yes
Charles Smith – Yes
Tami Fruhling-Voges – Yes
Steven Summers – Yes
Giraldo Rosales – Yes

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Jim Goss – Yes
Dennis Roberts – Yes
Patrick Brown – Yes
Will Kyles – Yes

D. BA889 Emergency Solutions (CARES)

Ms. Murphy directed Commissioners to the BA889 Emergency Solutions (CARES) and summarized the information.

Mr. Roberts moved, seconded by Mr. Rosales, to approve the BA889 Emergency Solutions (CARES), as presented.

Discussion followed.

The motion was unanimously carried.

Roll Call:

Joan Dykstra – Yes
Diane Marlin – Yes
Charles Smith – Yes
Tami Fruhling-Voges – Yes
Steven Summers – Yes
Giraldo Rosales – Yes
Jim Goss – Yes
Dennis Roberts – Yes
Patrick Brown – Yes
Will Kyles – Yes

E. Health Insurance Contributions 2021

Ms. Murphy directed the Commissioners to the Health Insurance 2021 and summarized the information.

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Mr. Rosales moved, seconded by Mr. Goss, to approve the Health Insurance Contribution rates for non-bargaining unit employees beginning January 1st, 2021 as submitted.

The motion was unanimously carried.

Roll Call:

Joan Dykstra – Yes
Diane Marlin – Yes
Charles Smith – Yes
Tami Fruhling-Voges – Yes
Steven Summers – Yes
Giraldo Rosales – Yes
Jim Goss – Yes
Dennis Roberts – Yes
Patrick Brown – Yes
Will Kyles – Yes

F. CDBG Downstate Small Business Stabilization Resolution – Sagamore Publishing LLC

Ms. Morocoima-Black directed the Commissioners to the information contained in the CDBG Small Business Stabilization Resolution – Sagamore Publishing LLC. The CDBG Downstate Small Business Stabilization Resolution – Sagamore Publishing LLC came before a public meeting, as required.

Mr. Rosales moved, seconded by Mayor Fruhling-Voges, to approve the Waiver for CDBG Downstate Small Business Stabilization Resolution – Sagamore Publishing LLC, as submitted.

The motion was unanimously carried.

Roll Call:

Joan Dykstra – Yes
Diane Marlin – Yes

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Charles Smith – Yes
Tami Fruhling-Voges – Yes
Steven Summers – Yes
Giraldo Rosales – Yes
Jim Goss – Yes
Dennis Roberts – Yes
Patrick Brown – Yes
Will Kyles – Yes

G. CDBG Downstate Small Business Stabilization Resolution – LA Gourmet Catering LLC

Ms. Morocoima-Black directed the Commissioners to the information contained in the CDBG Small Business Stabilization Resolution – LA Gourmet Catering LLC. The CDBG Downstate Small Business Stabilization Resolution – LA Gourmet Catering LLC came before a public meeting, as required.

Mr. Summers, seconded by Mayor Marlin, to approve the Waiver for CDBG Downstate Small Business Stabilization Resolution – LA Gourmet Catering LLC, as submitted.

Discussion followed.

The motion was unanimously carried.

Roll Call:

Joan Dykstra – Yes
Diane Marlin – Yes
Charles Smith – Yes
Tami Fruhling-Voges – Yes
Steven Summers – Yes
Giraldo Rosales – Yes
Jim Goss – Yes
Dennis Roberts – Yes
Patrick Brown – Yes
Will Kyles – Yes

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H. FY21 RPC Budget Proposal

Dr. Sulamoyo and Ms. Murphy presented the information contained in the F2021 RPC Budget Proposal.

Mr. Roberts moved, seconded by Mr. Rosales to approve the preliminary FY2021 RPC Budget Proposal, as submitted.

The motion was unanimously carried.

Roll Call:

Joan Dykstra – Yes
Diane Marlin – Yes
Charles Smith – Yes
Tami Fruhling-Voges – Yes
Steven Summers – Yes
Giraldo Rosales – Yes
Jim Goss – Yes
Dennis Roberts – Yes
Patrick Brown – Yes
Will Kyles – Yes

VIII. Head Start/Early Head Start

- A. Head Start Management Report, including Financials and Service Area Reports:
Dated: July 24, 2020 (Distributed electronically July 20, 2020)
- B. Head Start Management Report, including Financials and Service Area Reports:
Dated: August 8, 2020

Dr. Sulamoyo summarized the Head Start/Early Head Start Report dated August 8, 2020.

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Mayor Marlin moved, seconded by Mr. Rosales, to approve the Head Start Management Report, including Financials and Service Area Reports dated July 24, 2020 and August 8, 2020, as submitted.

The motion was unanimously carried.

Roll Call:

**Joan Dykstra – Yes
Diane Marlin – Yes
Charles Smith – Yes
Tami Fruhling-Voges – Yes
Steven Summers – Yes
Giraldo Rosales – Yes
Dennis Roberts – Yes
Patrick Brown – Yes
Will Kyles – Yes**

- IX. Program Division Updates:
A. Elizabeth Murphy, Chief Operating Officer

Ms. Murphy directed the commissioners to the Audit Report – Fiscal Year Ended December 31, 2018. The link to the report is identified in the attached memorandum in order to review the external audit report in its entirety.

The fiscal staff is preparing for a fiscal and programmatic monitoring from IL DCEO for CSBG Weatherization and LIHEAP grants in the next several weeks.

RPC continues to negotiate with AFSCME toward a final contract. We are currently engaged in economic discussions and those will continue in the weeks ahead.

Fiscal staff continues to work on data verification and conversion issues related to the Kronos Dimensions payroll platform to which the County is transitioning. RPC is also engaged in reviewing the Tyler Technologies ERP Platform. The County plans to begin to transition to this new financial platform in the last quarter of 2021. The County's current proprietary accounting system is over 40 years old and requires full

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replacement. Tyler's Technologies ERP Platform will also include Human Capital Management modules for HR/Payroll processing. Preliminary discussions are being held with Tyler software engineers on the customized design for the county and RPC. Staff will continue to be engaged in these discussions to ensure that the new platforms fully address grants management protocols.

- B. Becky Krueger, Human Resources Director
 - i. Human Resources Report dated July 11, 2020, for personnel transactions between June 9, 2020 and July 11, 2020 (Distributed electronically July 20, 2020)
 - ii. Human Resources Report dated August 8, 2020, for personnel transactions between July 12, 2020 and August 8, 2020.

Ms. Krueger summarized the information contained in the August 8, 2020 report:

RPC currently has 433 active employees, which include 73 work experience participants and 35 summer youth students. The Human Resources Department has been focused on several staffing strategies to attract, motivate and retain qualified staff amongst the challenges presented by COVID-19. HR staff is working diligently with employees requesting emergency family medical leave and paid sick leave to support the needs of RPC's programs and the community. The management team is working strategically to fill 27 positions as soon as possible.

Over the summer, the team hoped for another robust summer youth employment season of over 150 students. However, the effects of the global pandemic limited the work experience opportunities for youth and employers of Champaign County. The pandemic did not keep the team down and staff was able to collaborate with the Champaign School District 4, Urbana School District 116 and the Care4U Program to host 26 Students and 11 employers this summer.

RPC's Workforce Opportunity Investment Act Program was recently audited by the Office of the Equal Opportunity Monitoring and Compliance for the necessary measures to ensure compliance with the Americans with Disabilities Act

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and other applicable state and federal statutes. Ms. Krueger was happy to report there were no findings or non-conformances.

Ms. Krueger had the opportunity to collaborate with the Society for Human Resources Management, Illinois Society for Human Resource Management (the local Illinois human resources group from Champaign), and the Chamber of Commerce to offer a webcast on diversity inclusion, equality, and belonging. The one-hour training was well-received with 800 registrations throughout Illinois, with many of them coming from Champaign County. There are plans to continue this webinar series with additional trainings on building a business case for diversity, inclusion, equality, and belonging, securing commitment from the top, and creating and setting your organizational diversity, inclusion, equality, and belonging, vision, mission, and strategies. The training dates for the Webcasts have been set for September 22nd, October 23rd, and December 17th. Information about the Webcasts will be forwarded to the Commissioners and several other community leaders within the next week.

- C. Lisa Benson, Community Services Director
 - i. 2020 COVID-19 Program NumbersMs. Benson directed the Commissioners to the 2020 COVID-19 program data and summarized the information.

Discussion followed.

- D. Rita Morocoima-Black, Planning & Community Development Director
 - i. 2020 COVID-19 Program Numbers
 - ii. News Release – Small Champaign Community Develops State-of-the-Art System with Help from RPC

Ms. Morocoima-Black directed the Commissioners to the 2020 program data and the news release – “Small Champaign Community Develops State-of-the-Art System with Help from RPC” and summarized the information on each.

Discussion followed.

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- E. Justin Arnold, Workforce Development Director
 - i. 2020 COVID-19 Program Numbers
 - ii. News Release - RPC Helping Aerospace Company Launch Business to International Level

Dr. Arnold directed the Commissioners to the 2020 COVID-19 program data and the news release – ‘RPC Helping Aerospace Company Launch Business to International Level’ and provided a summary.

Discussion followed.

Mayor Smith moved, seconded by Mr. Roberts, to accept and place on file all Program Updates.

Mr. Roberts asked for further information on the audit report. Discussion followed.

The motion was unanimously carried.

Roll Call:

Joan Dykstra – Yes
Diane Marlin – Yes
Charles Smith – Yes
Tami Fruhling-Voges – Yes
Steven Summers – Yes
Giraldo Rosales – Yes
Jim Goss – Yes
Dennis Roberts – Yes
Patrick Brown – Yes
Will Kyles – Yes

- X. CEO Management Report

Dr. Sulamoyo offered his applause to RPC's five divisions for all their hard work these last few months during the pandemic, including all operational divisions that have been providing support.

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We will continue to provide more data-specific reports. RPC has been working on an agency-wide database system. Once this project is completed, it should allow us to provide segmented reports that will show our impact on an organization, not just In Champaign County, but in various other counties where we are providing services.

Due to everything being experienced throughout our country because of the pandemic, and all of the current unrest, Dr. Sulamoyo was asked to serve on a national commission that focuses on equity and equity mobility. Dr. Sulamoyo will serve on the commission with other national leaders across the country and will look at various strategies to address several issues.

As an update concerning the Martens Center, Dr. Sulamoyo reported the Head Start program has not been providing center-based classroom services during the pandemic. With some of the state funding we receive, we earn subsidies that help us afford our program to have three teachers in a classroom. Most Head Start programs are able to only afford two teachers. As Dr. Sulamoyo pointed out during the Martens Center budget presentation, RPC's program is funded with both federal and state funding. Not every Head Start program has both funding sources. Since we have not been providing classroom services, we have not been able to earn some of the resources that we typically earn when we are providing food services to the children and families. This issue, combined with the fact that we leased the new building in West Champaign, as a result of the Early Head Start Expansion grant, were two of the factors that were reported in May and led to re-examining our financial commitment to the Martens Center. During the last two and a half years, RPC has been working with the Champaign Park District to be a part of that initiative. We still believe that it would be a national model where there is a park district, boys and girls club, and a program like Head Start co-existing within one space. However, because of this pandemic, it would not be financially prudent to commit to an almost \$3 million program without knowing what our revenues will look like in the next six months. It is RPC's plan to provide a hybrid approach, but we still do not know how effective it will be. By advice of RPC's counsel, it was determined that RPC should not commit financially to the project. Committing to a project we may not be able to afford would not be fair to the park district or other parties that are part of that initiative. Dr. Sulamoyo met with the Executive Director of the park district in July and shared with

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him that due to the level of uncertainty surrounding the ongoing pandemic and the fact that RPC is not a taxing body and is fully reliant on grants and contracts, we could not proceed with this level of financial commitment. This information has been provided in writing to the park district.

Discussion followed.

XI. Adjournment

There being no further business to come before the Commission, Ms. Dykstra declared the meeting adjourned at 10:35 a.m.

Respectfully submitted,

Pam Schroeder

Pam Schroeder, Recording Secretary

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