



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

## MINUTES OF REGULAR RPC MEETING

DATE: Friday, February 26, 2021

TIME: 8:30 a.m.

PLACE: Join Zoom Meeting

<https://ccrpc.zoom.us/j/93546025051?pwd=c3JQM2o1SGx2ODNsTTBPVUtWQWd0UT09>

Meeting ID: 935 4602 5051

Passcode: 138104

MEMBERS PRESENT: Diane Marlin, Deb Frank Feinen, Joan Dykstra, Charles Smith, Tami Fruhling-Voges, Patrick Brown, Dennis Roberts, Darlene Kloeppel, Kyle Patterson, Jim Goss, Will Kyles, Katina Wilcher, Ana Olguin

MEMBERS ABSENT: None

RPC STAFF PRESENT: Dalitso Sulamoyo, Elizabeth Murphy, Becky Krueger, Rita Morocoima-Black, Justin Arnold, Debbie Peterik

OTHERS PRESENT: None

### MEETING MINUTES

#### I. Call to Order, Roll Call

Mayor Marlin called the meeting to order at 8:30 am. The roll was taken by voice roll call and a quorum declared present.

Diane Marlin - Present  
Deb Frank Feinen – Present  
Joan Dykstra – Present  
Charles Smith - Present  
Tami Fruhling-Voges - Present  
Patrick Brown – Present  
Dennis Roberts – Present  
Darlene Kloeppel – Present  
Kyle Patterson – Present  
Jim Goss - Present  
Will Kyles – Not Present  
Katina Wilcher – Present  
Ana Olguin - Present

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- II. Approval of Agenda/Addenda  
**Mr. Roberts moved, seconded by President Dykstra, to approve the February 26, 2021 RPC Meeting Agenda.**

**Roll Call:**

**Deb Frank Feinen – Yes**  
**Joan Dykstra – Yes**  
**Charles Smith - Yes**  
**Tami Fruhling-Voges - Yes**  
**Patrick Brown – Yes**  
**Dennis Roberts – Yes**  
**Darlene Kloeppel – Yes**  
**Kyle Patterson – Yes**  
**Jim Goss - Yes**  
**Will Kyles – Not present**  
**Katina Wilcher – Yes**  
**Ana Olguin - Yes**  
**Diane Marlin – Yes**

**The motion carried unanimously.**

- III. Audience Participation  
None

- IV. Minutes  
A. Minutes of Previous RPC Meeting, January 22, 2021

**Mr. Goss moved, seconded by Mayor Smith, to approve the January 22, 2021RPC Draft Meeting Minutes as submitted.**

**Roll Call:**

**Deb Frank Feinen – Yes**  
**Joan Dykstra – Yes**  
**Charles Smith - Yes**

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**Tami Fruhling-Voges - Yes**  
**Patrick Brown – Yes**  
**Dennis Roberts – Yes**  
**Darlene Kloeppe – Yes**  
**Kyle Patterson – Yes**  
**Jim Goss - Yes**  
**Will Kyles – Not present**  
**Katina Wilcher – Yes**  
**Ana Olguin - Yes**  
**Diane Marlin – Yes**

**The motion carried unanimously.**

- V. Consolidated Financial Reports
  - A. January 31, 2021

Ms. Murphy commented that the fund balance is at \$9.8 million. Receivables were high in January, just over \$1.4 million, of which nearly \$700,000 was for our preschool for all programs, which is pending in the State Comptroller's processing queue. We are expecting payment this week. The fund balance is appropriate given our grant volume.

**Ms. Wilcher moved, seconded by Mayor Fruhling-Voges, to accept and place on file the Consolidated Financial Reports for January 31, 2021.**

**Roll Call:**

**Deb Frank Feinen – Yes**  
**Joan Dykstra – Yes**  
**Charles Smith - Yes**  
**Tami Fruhling-Voges - Yes**  
**Patrick Brown – Yes**  
**Dennis Roberts – Yes**  
**Darlene Kloeppe – Yes**  
**Kyle Patterson – Yes**  
**Jim Goss - Yes**

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**Will Kyles – Not present**  
**Katina Wilcher – Yes**  
**Ana Olguin - Yes**  
**Diane Marlin – Yes**

**The motion carried unanimously.**

- VI. List of Bills (Elizabeth Murphy)
- A. Fund 075 (Operating Fund): January 2021
  - B. Fund 104 (Early Childhood Fund): January 2021
  - C. Fund 110 (Workforce Development Fund): January 2021
  - D. Fund 474 (USDA Revolving Fund): January 2021
  - E. Fund 475 (Economic Development Revolving Loan Fund): January 2021

This volume of bill processing is significant for this time of year. Given the level of expanded client services during the pandemic, all charges are appropriate. It simply speaks to the volume of our programming and outreach during this period. All charges are appropriate and there is nothing unusual to report.

**President Dykstra moved, seconded by Ms. Wilcher, to accept and place on file the List of Bills for period ending January 2021.**

**Roll Call:**

**Deb Frank Feinen – Yes**  
**Joan Dykstra – Yes**  
**Charles Smith - Yes**  
**Tami Fruhling-Voges - Yes**  
**Patrick Brown – Yes**  
**Dennis Roberts – Yes**  
**Darlene Kloeppel – Yes**  
**Kyle Patterson – Yes**  
**Jim Goss - Yes**  
**Will Kyles – Not present**  
**Katina Wilcher – Yes**

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**Ana Olguin - Yes**  
**Diane Marlin - Yes**

**The motion carried unanimously.**

VII. Action Items

A. Approval of the FY21 Budget Amendment – Emergency Rental Assistance

Ms. Murphy directed the Commissioners to the FY21 Budget Amendment – Emergency Rental Assistance memo and summarized the information.

Discussion followed.

**Mr. Roberts moved, seconded by Mr. Patterson, to approve the FY21 Budget Amendment – Emergency Rental Assistance as presented.**

**Roll Call:**

**Deb Frank Feinen – Yes**  
**Joan Dykstra – Yes**  
**Charles Smith - Yes**  
**Tami Fruhling-Voges - Yes**  
**Patrick Brown – Yes**  
**Dennis Roberts – Yes**  
**Darlene Kloeppel – Yes**  
**Kyle Patterson – Yes**  
**Jim Goss - Yes**  
**Will Kyles – Not present**  
**Katina Wilcher – Yes**  
**Ana Olguin - Yes**  
**Diane Marlin - Yes**

**The motion carried unanimously.**

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- VIII. Head Start/Early Head Start  
A. Head Start Management Report, including Financials and Service Area Reports for December 2020

Dr. Sulamoyo commented that the Head Start/Early Head Start Report for December 2020 is noted in the meeting packet.

**Mr. Kyles entered the meeting at 8:42 a.m.**

**Mayor Smith moved, seconded by Ms. Wilcher, to approve the Head Start Management Report, including Financials and Service Area Reports for December 2020, as submitted.**

**Roll Call:**

**Deb Frank Feinen – Yes**  
**Joan Dykstra – Yes**  
**Charles Smith - Yes**  
**Tami Fruhling-Voges - Yes**  
**Patrick Brown – Yes**  
**Dennis Roberts – Yes**  
**Darlene Kloeppel – Yes**  
**Kyle Patterson – Yes**  
**Jim Goss - Yes**  
**Will Kyles – Yes**  
**Katina Wilcher – Yes**  
**Ana Olguin - Yes**  
**Diane Marlin – Yes**

**The motion carried unanimously.**

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

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We are in the process of closing out our Head Start/Early Head Start and our Early Head Start expansion grants that terminate on February 28. We have obligated all funds under those program areas, and we just received our continuation award this week effective March 1 for those three grant programs in the amount of \$7.4 million dollars that will serve 666 infants, toddlers, and preschoolers.

We are preparing for our Workforce Division Fiscal and Program Compliance monitoring with the IL Department of Commerce & Economic Opportunity the week of March 8. We are also preparing for a Head Start Focus Group One virtual monitoring visit that we anticipate in the next several months.

We are working with the Workforce Division to review RFP responses to our recent solicitation for rural youth providers in Douglas, Iroquois, Ford, and Piatt Counties.

We continue to participate in the customized design of the Tyler ERP platform with county officials, which seems to be progressing according to the planned timeline.

We are developing an MOU budget with our One-Stop partners at the Workforce Division and getting ready to respond to a new solicitation for the One-Stop Operator effective July 1.

- B. Becky Krueger, Human Resources Director
  - i. Human Resources Report dated February 13, 2021, for personnel transactions between January 10, 2021 and February 13, 2021

RPC currently has 418 active employees which includes 100 work experience participants. 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. The management team is working strategically to fill 21 positions as soon as possible. Our team is constantly developing our recruitment strategies by connecting with local colleges and high school youth employment programs and partnering with minority and veteran organizations. As I have mentioned at previous meetings, our team has initiated the early stages of

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implementing the Human Capital Management System. Over the last two months, the Human Resources department has been working with Munis, Tyler and the I.T. department to complete the initial set-up structure of the applicant tracking and benefit compensation modules.

In mid-January, DCFS conducted a monitoring visit of our CECC Early Childhood sites seeking review of background checks, employee physicals, education credentials and reference checks. I am happy to report that there were no compliance issues cited during the audit.

As we are constantly working on retaining talent with the agency, the Senior Management Team is reviewing trends with turnover agency-wide and by department. Some of the most frequent reasons for turnover include new job opportunities, personal reasons, and the conclusion of temporary assignments. We will continue to work as a team to develop strategies to maintain valuable talent to achieve the agency goals. Our team is constantly working on our diversity inclusion and equity goals. In efforts to support our organizational goals, our Cultural Competency Committee met earlier this month to discuss and refine the annual Cultural Competency Plan. We are also working on developing the agency's Affirmative Action Plan (AAP) with the goal of completing the AAP by May 1.

In honor of black history month, we hosted an employee virtual lunch this week with a friendly competition trivia game about leaders and key events throughout history. Dalitso attended the event and the record stands that he beat me by one point.

On a final note, our team has started planning for our Annual Employee Recognition event that will be held virtually again this year on April 28.

Discussion followed.

C. Lisa Benson, Community Services Director

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Dr. Sulamoyo spoke on Ms. Benson's half. In addition to discussing the budget amendment related to the emergency rental assistance, there is other key data to share with the Commissioners. So far, over 1300 appointments have been scheduled. We will probably shut this off next week to process those applications that have come through so far. We are expecting to serve close to 1500 households once this is fully operational.

Also, we have had a couple of landlord forums where we engaged the landlords in our Champaign County community to help us do the outreach to their respective tenants. We are anticipating about 50 to 75 applications that will be submitted to us because of our engagement with the landlords. In addition, besides paying any rental arrears, these resources can also go towards assisting with past due utility bills, particularly Ameren power bills that are more than \$1,000. The staff is truly dedicated to making this a success. They are working through the weekend to getting all this information processed.

The other program within the Community Services Division is the LIHEAP Program. Dr. Sulamoyo recognized Lisa's team for the great work they have done, particularly since July 27 when they started seeing individuals in person, which is not the same with the other 34 agencies in the State. Our staff has really taken the risk, but really wanted to meet with the public. As a result, our agency is one of the leading agencies in the state out of 35 community-based organizations that provide LIHEAP assistance by the volume that we have processed here in Champaign County, as well as the number of applications that have been funded and been credited through the respective utilities. The State has been looking to us to provide guidance to other agencies so that their efforts can be ramped up because there are a ton of resources that have been made available, both from the State as well as from the Federal government. It is critical that we make sure that these resources get to the individuals that truly need it, especially during this very difficult time.

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There are some programs that are existing that just had enhanced funding, but there are some other projects that we are working on that are new funding. Given the fact that we have the internal processes already in place, I think it has been a natural fit for those resources to be deployed through our agency.

Dr. Sulamoyo commended the Mayors and the leaders of our community for the advocacy that you do on behalf of our residents, particularly with our utilities when they are being shut off. Many of you were involved in joint letters that were sent to Ameren, and it has not gone unnoticed or unrecognized, so thank you to all our community leaders for that great effort.

Discussion followed.

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

Ms. Morocoima-Black presented the proposed RPC membership fees for Fiscal Year 2022, along with a proposed scope of services and proposed budget. On February 19, the staff presented this proposed scope of services and budget to the RPC Technical Committee for review and discussion. They did not indicate any concerns. Currently, we are not requesting any increases. As you can see on the table on the second page, there are new population estimates for 2019. We usually change the fees based on new population. However, knowing the impact of COVID-19 on the RPC member agency's budget, we are not proposing any fee increases. We are presenting the information currently for review and discussion. We are hoping to get the membership fees for Fiscal Year 2022 approved at the next RPC Board meeting.

Ms. Morocoima-Black presented some demographic trends. This is the most recent data from the American Community Survey. This is important information because you have seen in the news that Illinois has been losing population. We are the second largest county who have won population in Illinois. We have had a three percent increase from the 2010-2014 census. The largest increase in population was Kendall

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County. In other important news, we surpassed the 50,000 foreign born population in Champaign County. We will be releasing a summary of all this information to everyone.

Ms. Morocoima-Black provided additional statistics as indicated in her memo in the meeting packet.

E. Justin Arnold, Workforce Development Director

COVID-19 has affected our community's families. A lot of people lost their jobs in retail, hospitality, and the creative arts. One of the ways that we want to help is to get people to come into the Workforce Development Center to get some career counselling, perhaps go back to school for an in-demand job in manufacturing, logistics, health care or information technology. We have the funds to send 80 people to school within the next three months for up to \$16,500 each. Dr. Arnold encouraged the Commissioners to help reach out to communities to get people to come into Workforce Development and get them enrolled into our program.

Dr. Arnold reminded the Commissioners that Workforce Development has on-the-job training. For the first six months of an employee's tenure, we can pay up to half of their wages and provide support services that includes monthly career counseling and coaching, transportation, childcare, uniforms, and tools. We are connecting with employers to let them know and remind them about on-the-job training, and about our training grant. Those grants can match up to half the cost of the training they are providing to new employees when employees are looking for a promotion. We also invite the Commissioners to let employers know to contact us for training grants and for on-the-job training with new employees.

We are working with youth right now and First Followers. Dr. Arnold commented that one of the first things he did was to address what the unions were saying about the lack of people of color being able to apply for their apprenticeship and pass the tests.

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We are working on workforce issues and social justice issues in the community and Marlin Mitchell is a great resource on social justice. We are spending the next two months completing this project with the University of Illinois thinking about what the future of Workforce Development could look like in our community. This will bring a lot of people around the table to talk about how to help different job seekers and different employers with Workforce Development issues through social justice.

Regarding the youth, there is some funding that could be used to develop programs around career pathways. There is some interest with Parkland College and our CTE programs in the high school to develop youth programs around business or a career in technology. Over the next couple of months, we will be trying to develop programs to support some of those unemployed youth to make them more aware of the different opportunities in our community.

Discussion followed.

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

**Roll Call:**

**Deb Frank Feinen – Yes**  
**Joan Dykstra – Yes**  
**Charles Smith - Yes**  
**Tami Fruhling-Voges - Yes**  
**Patrick Brown – Yes**  
**Dennis Roberts – Yes**  
**Darlene Kloeppel – Yes**  
**Kyle Patterson – Yes**  
**Jim Goss - Yes**  
**Will Kyles – Yes**  
**Katina Wilcher – Yes**  
**Ana Olguin - Yes**  
**Diane Marlin – Yes**

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### **The motion carried unanimously.**

#### X. CEO Management Report

Dr. Sulamoyo commented that in this environment that we have been operating in now for a year, it really necessitates us to really think about how we not only plan for the immediate future, but also long term. We are looking at a strategic planning process that may not be the conventional way, but I think it is very critical for us as an organization to look at critical issues like data and technology, and how that gets integrated in the work that we do. We will have to ensure that people that we are trying to serve can access our information effectively online.

Staffing is going to be another area that I think we must spend some time looking at in terms of key positions that we need here at the RPC. Tying back to something our Director of Human Resources talked about is how do we ensure engagement and retention of staff in all our divisions. I think another area, which most organizations are grappling with right now is physical space. You know how we continue to utilize physical space when we have been able to demonstrate that some of our work can be done virtually. Probably some of it can be done virtually on a permanent basis.

The last discussion Dr. Sulamoyo commented on is marketing. We do have all these programs that in some cases, we are not getting full participation. It is not just Champaign. This is across the State of Illinois. We are thinking through better ways of marketing, particularly individuals that have not come to us for assistance previously. How do we engage them, how do we get them to not feel, for lack of a better term, ashamed or terrible that they are having to come to the RPC for assistance? These will be some internal as well as external conversations that we will be engaging on here in the next few months so that we better position ourselves as an agency serving our community in this environment.

#### XI. Old Business

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A. Approval of Section 14 of the CEO Contract as updated by the States Attorney (Mayor Feinen)

Mayor Feinen summarized the change made in Section 14 of the CEO Contract.

**Mayor Feinen made a motion to approve Section 14 of the CEO Contract as updated by the States Attorney. President Dykstra seconded.**

**Roll Call:**

**Deb Frank Feinen – Yes**  
**Joan Dykstra – Yes**  
**Charles Smith - Yes**  
**Tami Fruhling-Voges - Yes**  
**Patrick Brown – Yes**  
**Dennis Roberts – Yes**  
**Darlene Kloeppel – Yes**  
**Kyle Patterson – Yes**  
**Jim Goss - Yes**  
**Will Kyles – Yes**  
**Katina Wilcher – Yes**  
**Ana Olguin - Yes**  
**Diane Marlin – Yes**

**The motion carried unanimously.**

- XII. New Business  
None
- XIII. Adjournment

**There being no further business to come before the Commission, Mayor Marlin declared the meeting adjourned at 9:35 a.m.**

*Respectfully submitted,*

*Debbie Peterik*

Debbie Peterik, Recording Secretary

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