

GOVERNING BOARD ANNUAL MEETING



Thursday, April 25, 2019
6:15 p.m.
Corporate Office – Board Room

Agenda

- I. Call to Order
- II. Roll Call
- III. Membership Committee: Election of 2018/2019 Officers (ACTION ITEM)
 - Membership Committee offers February Slate
 - President takes Nominations from the Floor
 - All Nominations are Recorded on Ballot by Membership/Nominations Chair
 - Ballots distributed for Vote and Votes Cast
 - Votes Tallied
 - Officers are Seated
- IV. Approval of Minutes of February Meeting
 - [LINK](#) to Meeting Minutes (ACTION ITEM)
- V. Approval of Staff Status Reports (ACTION ITEM)
 - [Transportation Board Status Report](#) – Ryne Kornick
 - [Nutritional Services Board Status Report](#) – Becky Leamon
 - [Volunteer Services Board Status Report](#) – Breann Titus
 - [Human Resources Board Status Report](#) – Marty Ryan
 - [Approval of Employee Handbook](#) (ACTION ITEM)
 - [Fiscal Office Board Status Report](#) – Kathy Inman
 - [Operation Department Board Status Report](#) – Ryne Kornick
 - [Client Management Services Board Status Report](#) – Stephanie Pitts
 - [Energy Assistance Board Status Report](#) – Anita Russell
 - [Head Start Board Status Report](#) – Jenifer DeWeese
 - [Agency Development Board Status Report](#) – Katie Dalpoas
- Chairman's Report
 - [Approval of Agency Annual Report](#) (ACTION ITEM)
 - [Approval of the Board Bylaws](#) (ACTION ITEM)

VI. Committee Reports

Fundraising Committee

[LINK](#) to Fundraiser Webpage

Finance Committee

[Approval Fiscal Reports](#)

(ACTION ITEM)

[Approval of Fiscal Policy](#)

(ACTION ITEM)

[Approval of LIHEAP & Weatherization Grants](#)

(ACTION ITEM)

[Approval of CNCS \(Foster Grandparent\) Grant](#)

(ACTION ITEM)

Buildings and Grounds

Resource and Development/Planning/Evaluation

Foster Grandparent Policy Council

Head Start Policy Council

VII. Agency Risk Management Presentation – Ryne Komnick

[Approval of the Agency Risk Management Plan](#)

(ACTION ITEM)

VIII. Executive Director's Report

- Introduction of Staff to Board
- Changes to Departmental Structure
- Highlights from Annual Report – recap on thrift store & boutique

IX. Ongoing Board Training

Board Training 3 - [Getting Started](#) (6:48)

Board Training 4 - [Board Structure](#) (5:09)

X. Adjournment

Committee Meetings:

Wednesday April 24th – Finance Committee Meeting, Board Room at 5:00 p.m.

Thursday April 25th – Joint Meeting of Membership/Nomination and Executive, Board Room at 5:45

OFFICER ELECTION

SLATE OF OFFICERS - FEBRUARY 2019

PRESENTATION BY MEMBERSHIP/NOMINATION COMMITTEE

President – Steve Lobb

Vice-President – Mike Booher

Secretary – Phyllis “Phib” Hedden

Treasurer – Richard Kaufman



OFFICE	SLATE PRESENTED
President	Steve Lobb (Resigned/Withdrawn) <input type="checkbox"/>
Vice-President	Mike Booher <input type="checkbox"/>
Secretary	Phyllis “Phib” Hedden <input type="checkbox"/>
Treasurer	Richard Kaufman <input type="checkbox"/>

BALLOT

OFFICE	CANDIDATE	CANDIDATE	CANDIDATE	CANDIDATE
President	Steve Lobb (Resigned/Withdrawn) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice-President	Mike Booher <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary	Phib Hedden <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer	Richard Kaufman <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VOTE TALLEY

Member	Votes for President	Votes for Vice-President	Votes for Secretary	Votes for Treasurer
Mike Booher				
Phib Hedden				
Richard Kaufman				
Blinn Bates				
Verdeen Ingram				
David Hepler				
Andy Anderson				
Robert Murrell				
Rosemary Schimansky				
Jennifer Satorius				
Alan Anderson				
Maggie Sanderfield				
Steve Bagby				
Eldon Garlisch				
Kim Pascal				
Public DeWitt – Vacant				
Private Piatt – Vacant				
Public Fulton – Not Seated				

Electing By Ballot

Ballot voting is by far the surest way to allow for the free expression of the will of the membership. When holding ballot elections, you have two procedural options:

- **Nominations for all offices conclude before any balloting begins.** This saves time and allows for polling at a time and place other than a meeting. However, it disadvantages candidates who lose an election for a position decided earlier and then can't serve a different position.

When using this procedure, make it clear that a person can be nominated for and elected to more than one office. If a person is elected to two different positions, she can either choose which office to accept or serve in more than one position, if that's allowed.

- **Nominations for each office are followed by the election for that office.** The main advantage here is that it allows members to consider the election results of one office before proceeding to the election of another office. You take nominations from the floor for one office, and when no further nominations are forthcoming, you proceed to the balloting for that office. This method requires more time for the election process, making it probably best limited to smaller groups.

No matter which procedure you use, the order in which you take up each election is the order in which the offices are listed in your bylaws.

Voting by ballot enables a member to vote for a candidate not formally nominated by writing in a name — a *write-in vote*. A write-in vote is a legal vote unless it's unintelligible or cast for an unidentifiable or ineligible person or for a fictitious character, in which case it's counted as an illegal vote.

Ballot voting is the preferred voting method in situations in which knowing how all the members voted isn't desirable. You can use a ballot vote to decide either a motion or an election.

- **If the ballot vote decides a motion**, the question is clearly stated by the chair, and you're instructed to mark your ballot *Yes* or *No* (or *For* or *Against*).
- **If the ballot vote decides an election**, you're instructed to write the name of the nominee of your choice on your ballot.

It's never in order to vote *Yes* or *No* (or *For* or *Against*) a candidate when electing persons to office. The only way you can vote *against* a candidate is to vote *for* another person.

Community Action Partnership of Central Illinois, Governing Board Meeting Minutes

February 28, 2019

Note Taker: Sean McIntosh

Call to Order: 6:24	Steve Lobb		
Those in Attendance	Allan Anderson Blinn Bates Dr. David Hepler Eldon Garlisch Phib Hedden	Verdeen Ingram Steve Lobb Robert Murrell Maggie Sanderfield Jennifer Satorius Rosemary Schimansky	Andy Anderson <i>(Excused)</i> Steve Bagby <i>(Excused)</i> Mike Booher <i>(Excused)</i> Richard Kaufman <i>(Excused)</i> Kim Pascal <i>(Excused)</i>
Approval of December 2018 Meeting Minutes	Motion by Maggie Sanderfield to approve the December 2018 meeting minutes. The motion was seconded by Blinn Bates. Motion approved.		
Approval of Staff Status Reports	<p>Motion by Eldon Garlisch to approve the Staff Status Reports. The motion was seconded by Allan Anderson. Motion approved.</p> <p>Steve Lobb asked if there is any discussion. Dr. Hepler stated he felt like the staff status reports were superficial and asked for a motion to table the staff status reports. Blinn Bates informed Dr. Hepler that you cannot table a motion that has been seconded. Steve Lobb suggested a revote on the staff status reports.</p> <p>Motion by Eldon Garlisch to approve the Staff Status Reports. The motion was seconded by Allan Anderson. One opposition. Motion approved.</p>		
Chairman's Report	<p>Steve Lobb states that the executive director's evaluation was positive. He added that she is an employee and if anyone would like to discuss her evaluation it would have to be a closed session, but the full evaluation is available to all board members. Alison Rumler-Gomez added that this review is a CSBG requirement. She stated that she is in a contract, but this allows the board to review her compensation and performance.</p> <p>Motion by Maggie Sanderfield to approve the CEO Evaluation and Compensation. The motion was seconded by Robert Murrell. One opposition. Motion approved.</p>		
Fundraising Committee Report	Katie Dalpoas reminded the board that Cheeseburger fundraiser is on April 27 th this year. She said once all the tables are paid for it will be a sold-out event. She added that a lot of donations are coming in already and that this year they are not raffling off a car. Katie continued to say that the Economic Development Coalition spoke in front of city council on 2/22/2019 and have a future meeting with the mayor and city administrator. She stated that if anyone is interested in volunteering at Cheeseburger then let Breann know.		
Finance Committee Report	Eldon Garlisch said Finance Committee met yesterday (2/27/2019) to review everything. He said they reviewed the new way of reporting the budget (Agency-Wide Budget) and they have found a few things that will need to be		

	<p>changed. He added that some of the negative figures are from funds that we have not received the funding for yet.</p> <p>Eldon Garlisch motioned to approve the Fiscal Pending Audit. Phib Hedden seconded the motion. Motion approved.</p> <p>Eldon said during Finance Committee they reviewed the Head Start COLA grant. Eldon Garlisch motioned to approve the Head Start COLA grant. Blinn Bates seconded the motion. Motion passed.</p>
Membership Committee Report	<p>Phib Hedden said Membership Committee is working on getting someone for Fulton County. The Committee is unsure about what is going on in Piatt county and is suggesting a private board member for this county. Robert Murrell asks the board to reach out to the chair of Piatt county board, Ray Spencer, for assistance in recruiting this member.</p> <p>Maggie Sanderfield read off the slate of members; as listed:</p> <p>President – Steve Lobb Vice President – Mike Booher Secretary – Phib Hedden Treasurer – Richard Kaufman</p> <p>Election will be at next meeting.</p>
Building and Grounds Report	<p>Eldon Garlisch reported a gas leak and a pipe freeze that has been corrected. Ryne Komnick added that the gas leak was 2-3 feet from the building and was on Ameren's side, so it was no expense to the agency. Ryne said that Ameren is also putting up a light pole out by the road. Ryne said when our insurance was out investigating the building, they made suggestions on concrete repairs. Ryne added, that he has been collecting concrete bids for this and this will repair the front walk and drainage issues in the back-parking lot. He also said that they are working on a remedy for the drainage issues in Havana too.</p>
Resource and Development Report	<p>No Report. The members couldn't get together due to the weather and are planning on meeting this month.</p>
Foster Grandparent Report	<p>Jennifer Satorius stated she has talked to new Foster Grandparent Project Director, Amanda Valley. Jennifer said she has reviewed the newly revised Foster Grandparent handbook and that there are many changes that, grant funder, CNCS are doing. Amanda Valley says that some of the changes are update in the number of hours they can volunteer. Also, they are no longer requiring physicals for placement.</p>
Head Start Policy Council Report	<p>Head Start Deputy Director, Leslie Keller, filled in for Richard Kaufman to give the Policy Council Report. Leslie said they are working on a small concern with attendance. She said they are now seeking applications for 2019-2020 school year and are collecting returning and transitioning applications at this moment. Alison Rumler-Gomez added that there are certain policies, processes, and procedures that are required to be presented to Policy Council and the Governing Board for review. She said one of them is the internal dispute</p>

	<p>process. Alison reviewed this process with the board. Process is in the board packets.</p> <p>Maggie Sanderfield motioned to approve the Head Start Internal Dispute Resolution Process. Verdeen Ingram seconded the motion. One opposition. Motion passed.</p> <p>Head Start Deputy Director, Leslie Keller, reviewed the Head Start Selection Criteria that is included in the board packet. She explained how during the application process each child will receive points based on several factors. The more points that are scored, means that child has a higher need for the program. There is also a separate list for households that exceed the income guidelines. Head Start allows a maximum of 10% over-income children to be distrusted over all servicing counties; if there are available openings. Dr. Hepler asked how many of the class of 2018 were over income. Leslie replied that she didn't know that number at that time. Dr. Hepler asked if she can provide it. She obliged. Leslie continued to say that the over income number is a maximum of 35 children. She added that this number is a maximum, it is not a must.</p> <p>Eldon Garlisch motioned to approve the Head Start Selection Criteria. Maggie Sanderfield seconded the motion. One opposition. Motion approved.</p>
Executive Director's Report	<p>Alison Rumler-Gomez said that the new Economic Coalition is going to have a positive impact in all the counties. She said the coalition is funded by the Community Service Block Grant (CSBG). This grant has allowed us to teach financial literacy, job skills, and offer case management. Last year, CSBG customers reported a 13% reduction in government assistance and an 8% reduction so far this year. Alison said during Strategic Planning we addressed that people who are in poverty process things differently. Alison said during this time we realized that we need to educate both our staff and customers to have this different way of thinking. Alison said she is trying to get more staff enrolled into our 403(b) retirement and pass this encouragement on to our customers.</p> <p>Alison said it is important for our customer to get a job. However, our local economies are depressed, and the local governments aren't helping these businesses. The living wage jobs are starting to vacate the communities, and this is where we developed the Community Action Partnership Economic Development (CAPED) Coalition. This coalition will work with small businesses in our communities and assist them in adding additional jobs. Alison feels like it is reasonable to show these businesses how to improve the efficiencies within their organizations. Alison added that the coalition had a meeting with city council and they now have a future meeting the city's mayor and administrator.</p> <p>Alison stated that we have been working with WIOA to bring apprenticeships into the community. She said that the state has \$1 billion set aside for this program and the funds are managed by WIOA and not the state. Alison said we are trailblazing to figure out how we can become a sponsor of it.</p>

	Alison thanked Kaitlyn Richardson for coming and observing the board meeting. She said Kaitlyn was president of the Policy Council last year and has asked to observe our meeting for her business class.
Board Training	<p>The training was two videos.</p> <p>Board Training 1 - Introduction (1:56)</p> <p>Board Training 2 - History of Community Action (3:17)</p>
Adjournment	<p>Next meeting will be on April 25th at 6:15 P.M.</p> <p>Maggie Sanderfield motioned to adjourn the meeting at 7:39 P.M. Robert Murrell seconded the motion. Motion approved.</p>

BOARD STATUS REPORT– APRIL 2019

Submitted by: Ryne Kornick

Program Area: Transportation

STRATEGIES AND OUTCOME INDICATORS- TRANSPORTATION SERVICES

- CORE Strategy:** Improve the efficiency of the Transportation Department by defining standards and goals that enhance the program and reduce costs
Outcome Statement: Annual Ridership in both Logan and Mason Counties has been increased
MEASUREMENT: Percent Increase YTD for FY16 to YTD for FY17
TODAY'S STATUS: Current average senior transports per month is 433
GOAL: Average 500 per month
- CORE Strategy:** Research and obtain additional revenue streams to provide additional financial support for the Transportation Department and for special populations that require affordable and accessible transportation services
Outcome Statement: Number of revenues generating relationships has been increased
MEASUREMENT: Percent Increase YTD for FY16 to YTD for FY17
TODAY'S STATUS: # FY16 YTD = # FY17 YTD = % +/- =
GOAL: Increase by 10%
- CORE Strategy:** Improve the efficiency of the Transportation Department by defining standards and goals that enhance the program and reduce costs
Outcome Statement: Cost per Transportation and Expense per Mile has been reduced
MEASUREMENT: Percent Reduction for Expense per transport/Expense per mile comparison FY16 to FY17
TODAY'S STATUS: Expense/Transport FY16 = \$48.00 Expense/Transport FY17 = \$31.95 % +/- =
Expense/Service Mile FY16 = \$5.45 Expense/Service Mile FY17 = \$5.00 % +/- =
GOAL: Expense/Transport = 15.00 Expense/Service Mile 3.50

New Core Strategies are being developed from the 2017 Strategic Planning meeting that was held in August.

MILESTONE ACHIEVEMENTS SINCE LAST REPORTING PERIOD

AAOA compliance review were here on March 12th to conduct a review of Transportation and Nutrition. Transportation received one finding which was we didn't have proper emergency exit sticker in our windows of the buses. We ordered new stickers that day from SMTD and were place in the buses on March 15th.

THREE MONTH MILESTONE VIEW

Milestone #1:

Description: Training for new On-Call Drivers

Due Date: May 2019

Why it matters to my program: We have hired two new on-call drivers to help with our ALMH contract and VA contract we have in place already. The VA contract takes us out of town to doctors' appointments in Peoria and VA court is in Bloomington. We are making these runs at least five times a month. Dale Osborn and Mike Kubat are our new drivers. They have started training but won't finish until the first of May. They will also help if our full-time drivers take a sick day or go on vacation. We identified a gap in transportation with not having staff to fill in if our full-time drivers were out for any reason. Our full-time drivers had even express that they were worried about taking a vacation this summer because we didn't have people to fill the gap.

Milestone #2:

Description: Client Survey

Due Date: June 2019

Why it matters to my program: We would like to conduct a survey of our clients to find out how we can make CAPCIL Transit better. We would like to get more info on different things they would like to see from us if that means having a Saturday morning run, day trips out of town if possible, day trips around Lincoln one day a month. We want to make sure our service is serving the people that need it the most.

Milestone #3:

Description: Explore new grant opportunities to purchase a new transportation van

Due Date: June 2019

Why it matters to my program: We currently have two vans that have taken their fair share of abuse over the years. Our vans are a very crucial vehicle to our program. They save a lot of money on fuel cost instead of running a bus all day long. They make all of our out of town trips, so they get most of the miles on them. We use the vans every day and if possible, we only use the vans if we can make it work. I would like to purchase a nice used van or brand new one so that we could have a back up if one goes down. Currently we have three buses which is nice to have a back up and sometimes even two back ups if something would go wrong with them. This was another gap in the transportation department that needed to be addressed in the near future.

MATTERS REQUIRING ACTION FROM THE BOARD – MUST BE APPROVED BY E.D. PRIOR

RISK OR COMPLIANCE UPDATES

UPCOMING GRANT ACTIVITY

United Way of Logan County is due on May 17th

BOARD STATUS REPORT – APRIL 2019

Submitted by: Becky Leamon

Program Area: Nutritional Services

CORE STRATEGIES AND OUTCOME INDICATORS FOR NUTRITION SERVICES

- CORE Strategy:** Develop Strategies that will help grow the wealth mindset/knowledge of the low income and vulnerable populations
Outcome Statement: Obtain a working knowledge of why and how to change one's mindset so that they increase their income building options
MEASUREMENT: Completion of training/workshops and conduct on-going assessments over bi-monthly time-span
TODAY'S STATUS: Baseline
GOAL: 75% participants achieve an increase in income
- CORE Strategy:** Maintain Nutrition Services Programming that promotes greater self-sufficiency among low income families by providing education and opportunities for self-improvement
Outcome Statement: Food stability maintained to lower food insecurities
MEASUREMENT: Volunteerism, Self-Sufficiency, Health Outcome Tracks monitored through Case Management
TODAY'S STATUS: Baseline
GOAL: Maintain lower dependency and/or decrease dependency on FPC and/or Link
- CORE Strategy:** Focus on increasing knowledge of healthy meals/foods among low income and vulnerable populations
Outcome Statement: Healthy meal/food information provided to increase awareness of health impact
MEASUREMENT: Monthly Nutritional hand-outs or presentations
TODAY'S STATUS: Baseline
GOAL: Increase awareness of how proper nutrition helps to maintain/improve health, decreasing trips/visits to doctor and/or hospital and prescription medicines

MILESTONE ACHIEVEMENTS SINCE LAST REPORTING PERIOD

1. First line of training for wealth mindset is underway, focusing on how to engage the senior population we serve in thought processes that will encourage them to figure out they don't have to be stuck where they are or with what they have. We plan to help them recognize they are capable of learning and understanding new and/or different ways to change something in their life.
2. Nutrition Advisory meeting is scheduled for April 25, 2019
3. Healthy Foods Presentation is scheduled for April 23, 24,25, 2019

THREE MONTH MILESTONE VIEW

Milestone #1:

Description: Implement 1st line of wealth mindset and assess

Due Date: May 31, 2019

Why it matters to my program: To encourage and help customers understand that they are not "assigned" a place in life and they can learn ways to change their own course.

Milestone #2:

Description: Work with local businesses to donate a day of meals

Due Date: June 15, 2019

Why it matters to my program: To help offset revenue shortfalls due to lower amount of funding received from Meals on Wheels, Share the Love Event grant

Milestone #3:

Description: Send out Head Start Food Contracts

Due Date: April 25, 2019

Why it matters to my program: Procurement for meals served to meet compliance and budget for the Child and Adult Care Food Program

MATTERS REQUIRING ACTION FROM THE BOARD – MUST BE APPROVED BY E.D. PRIOR**RISK OR COMPLIANCE UPDATES**

Area Agency on Aging for Lincolnland performed a Compliance Review on March 12, 2019. Few findings were identified and all have been corrected and approved by Area Agency.

Program: Administration

FINDING:

1. The Title III Audit report, ran in AgingIS, indicates that there are 20 clients entered into AgingIS with some data missing from their record. The report indicates that some clients are missing an indication of gender, others for race, and others are missing address information.

RECOMMENDATION:

1. It is recommended that CAPCIL establish and maintain a working relationship with all Title III agencies in PSA 07.
2. There is no evidence of a grievance policy posted and/or included in public materials nor is there assistance to help a client file a grievance, or know when to file a grievance or pursue another avenue of complaint. It is recommended that this be addressed.
3. There is no evidence of the designation of a specific employee to facilitate services to persons with disabilities.

PLAN OF CORRECTIVE ACTION: FINDING: 1. CAPCIL has corrected all 20 client's data and will run a monthly audit report in AgingIS to capture any missing data from a client's record. AgingIS has also now been set up to prevent users to continue to a different screen without entering all required data.

RECOMMENDATION: 1. CAPCIL will enter all Title III agencies into our referral database. 2. There is an official complaint form on the CAPCIL Transit webpage and one will also be added to the CAPCIL Nutrition webpage immediately. 3. All CAPCIL employees in Nutrition and Transit Departments are the designated person to facilitate services to persons with disabilities.

Program: Nutrition

FINDING: 1. Home Delivered: There is no evidence that food temperatures are checked and recorded, at least monthly, at the end of the longest delivery time. (AAAL standard 103.20)

2. There is no evidence that food temperatures are checked and recorded on a weekly basis at the end of routes that are longer than two hours. (AAAL standard 103.20)

NOTE: Although it is not a finding, as of the end of the first quarter in FY2019, 19.16% of units for Congregate and 23.82% of Home Delivered have been reported per AgingIS.

PLAN OF CORRECTIVE ACTION: FINDING: 1. The driver of the longest delivery route operates a temperature-controlled vehicle and according to IDOA and AAAL standards 600.20: U. 2.c. ...this specific requirement does not apply if the nutrition service provider uses a temperature-controlled oven, freezer and refrigerator equipped vehicles that have digital temperature displays... In an effort to maintain best operating practices we now document the temperature on a weekly basis. 2. We have also begun documenting the temperature of the food at the end of all deliveries lasting longer than 2 hours on a weekly basis. All temp logs are kept on the weekly route sheets and filed for review upon request.

UPCOMING GRANT ACTIVITY

Eaton's local team has approved the 2019 Nutrition grant request in the amount of \$32,000(\$20,00 Senior Nutrition/\$12,000 Food Pantry Cooperative) and Transit request of \$20,000 and we have followed the second step of the process by submitting the request to the Corporate Charitable Fund Committee. **We have still not heard back from the Corporate on their final decision.**

Received the Share the Love Event grant for \$4,622.33

BOARD STATUS REPORT – APRIL 2019

Submitted by: Breann Titus

Program Area: Volunteer Services

STRATEGIES AND OUTCOME INDICATORS FOR VOLUNTEER SERVICES

1. **CORE Strategy:** Continue to utilize technology and tools/aids to maintain compliance and operational efficiency within the volunteer department.
Outcome Statement: Seamless transition of staff succession plan
MEASUREMENT: % of FGP duties managed by FGP Project Director
TODAY'S STATUS: 75%
GOAL: 85% FGP duties managed by FGP Project Director
2. **CORE Strategy:** Create universal tools, technology and aids to assist CAPCIL department areas in onboarding, training, tracking and maintaining a pool of Volunteers.
Outcome Statement: Develop Agency Wide Volunteer Handbook
MEASUREMENT: % of handbook is developed
TODAY'S STATUS: 25%
GOAL: 100% of agency handbook is developed and implemented
3. **CORE Strategy:** Utilize community partnerships and collaboration with other agency programs to promote volunteerism and increase pool of CAPCIL volunteers.
Outcome Statement: Volunteer pool is increased
MEASUREMENT: % of volunteer openings filled
TODAY'S STATUS: 50%
GOAL: 100% of volunteer openings are filled

MILESTONE ACHIEVEMENTS SINCE LAST REPORTING PERIOD

- The first quarter of 2019 has opened new opportunities for CAPCIL to host dedicated volunteers to help staff with administrative tasks giving staff the opportunity to focus on program advancements and successfully completing strategic milestones. We have also created partnership with local colleges, Midwest Technical Institute and Lincoln College, to be a host site for externships/internships. This is an exciting development as we will be able to provide an environment to students that includes a focus on professional development, department collaboration, proactive thinking and outcome driven. The Lincoln College students are graduating from the School of Business with areas of training in Human Resources, Accounting, Digital Marketing, Business Management, and more. We would be able to utilize the exceptional classroom training in a workplace environment to continue to build CAPCIL's programming, brand and mission.
- During the first quarter, I was also focused on my own professional development completing several webinars, classes and workshops. I attended a Digital Marketing Workshop hosted by the Lincoln College School of Business, a Grant Writing Fundamentals Class hosted by Heartland Community College (taught by an Illinois State University professor) and Building Staff Buy-in for Volunteer Engagement Webinar hosted by VolunteerMatch.org.
- Our Foster Grandparent (FGP) program has gone through some changes since the start of the year with our funding source updating some of their regulations. One of the biggest updates was the volunteer background check process. We applied and received additional funding to conduct the updated background checks, cover the travel expenses and the cost of staff's management of the new process. We have completed all required checks even with the deadline for the completion of updated checks being postponed to June 30, 2019. We just completed the Foster Grandparent Continuation Application that will complete the last year of our 3-year grant cycle. Along with the continuation application, we were

eligible to apply for a 15% funding increase to support additional Foster Grandparent volunteers. This continuation will run through June 30, 2020 and we will compete in April 2020 for a new 3-year grant cycle.

THREE MONTH MILESTONE VIEW

Milestone #1:

Description: Conduct Volunteer Survey

Due Date: May 31, 2019

Why it matters to my program: Completing a volunteer survey will help us understand how satisfied our volunteers are. Help us gather useable information for our marketing campaign and real-life examples to the rest of our customers.

Milestone #2:

Description: Develop Quarterly Volunteer Newsletter

Due Date: June 30, 2019

Why it matters to my program: Developing and sending out a quarterly newsletter will help promote volunteerism agency wide, obtain buy in from staff of the importance of volunteers and create a solid pro-volunteerism culture.

Milestone #3

Description: Research Funding Opportunities for Volunteerism

Due Date: July 31, 2019

Why it matters to my program: Funding opportunities will provide revenue to the agency to, help support and maintain the current programs we have, and allow us to recognize and market our volunteer culture.

MATTERS REQUIRING ACTION FROM THE BOARD — *MUST BE APPROVED BY E.D. PRIOR*

RISK OR COMPLIANCE UPDATES

UPCOMING GRANT ACTIVITY

BOARD STATUS REPORT – APRIL 2019

Submitted by: Marty Ryan

Program Area: Human Resources

STRATEGIES AND OUTCOME INDICATORS FOR HUMAN RESOURCES

- CORE Strategy:** Streamline departmental onboarding process to ensure efficient and effective transitions into the Agency as a new staff member
Outcome Statement: Transition between staff onboarding and hiring/start are smooth
MEASUREMENT: # of days from hire to full compliance – Onboarding Report
TODAY'S STATUS: 13 days
GOAL: Less than 30 days
- CORE Strategy:** Create and implement improved employee retention strategies
Outcome Statement: Attitudes about compensation & benefits measure at 95% or better satisfaction
MEASUREMENT: Maintain % of staff who are engaged/satisfied with benefits & compensation
TODAY'S STATUS: 96% of CAPCIL employees are happy at their job
GOAL: 95% of CAPCIL employees are happy at their job
- CORE Strategy:** Develop a wealth mindset with our current/new staff members
Outcome Statement: Members of our CAPCIL staff will show signs in their decisions that they are possessing a wealth mindset.
MEASUREMENT: Measure % of staff who takes part in 403b, Insurance, ...etc
TODAY'S STATUS: Our team has less than 22% enrolled in our retirement plan.
GOAL: 35% enrolled in 403b plan.

MILESTONE ACHIEVEMENTS SINCE LAST REPORTING PERIOD

- I have begun sending out a monthly post to all of our internal employees, letting them know of all the openings we currently have here.
- I did some searching to learn that only about 22% of our employees were taking advantage of our retirement plan. I made several site visits, to inform/encourage more employees to take advantage of this benefit.
- While Katy and I did some research/planning for our Christian Village venture, it was ultimately put on hold, by them, until May.

THREE MONTH MILESTONE VIEW

Milestone #1 Help Facilitate WIPFLI's Culture Catalyst Program

Due Date: May 6, 2019

Why it matters to my program: With the help of a team from WIPFLI, we will be taking an in-depth look at our personnel/culture here at CAPCIL, and working with that information to bridge some gaps we have, in order to make this a more successful organization.

Milestone #2: Conduct New Hire Survey

Due Date: May 1, 2019

Why it matters to my program: I like to check in with our newest team members and see how their first few months have gone. I look for positive and negative feedback in order to evaluate our onboarding process.

Milestone #3: Work on HR Informational Strategy for Christian Village

Due Date: May 1, 2019 (*Originally March 1, 2019*)

Why it matters to my program: In case of a possible partnership where we would be able to help Christian Village with their HR needs, I would like to have a solid idea of thoughts/strategies to present to them.

MATTERS REQUIRING ACTION FROM THE BOARD – *MUST BE APPROVED BY E.D. PRIOR*

RISK OR COMPLIANCE UPDATES

UPCOMING GRANT ACTIVITY

BOARD STATUS REPORT – APRIL 2019

Submitted by Kathy Inman

Program Area: Fiscal Office

STRATEGIES AND OUTCOME INDICATORS FOR FISCAL OPERATIONS

1. **CORE Strategy:** Commit to developing and refining a succession strategy for the Fiscal Dept Staff.

Outcome Statement: Continue creating process procedures.

MEASUREMENT: % of process procedures completed.

TODAY'S STATUS: 40% of process procedures completed.

GOAL: 100% Process Procedures completed.

2. **CORE Strategy:** Continue excellence in programmatic oversight by monitoring program financials

Outcome Statement: Budget to Actual Expenses are within +/-5% variance

MEASUREMENT: % Variance in Budget to Actual Expenses

TODAY'S STATUS: Q1 YTD Actual = 12,210,565 Q1 YTD Budget = \$12,661,048 % Variance = -3%

GOAL: +/-5% Variance on YTD reports.

3. **CORE Strategy:** Continue excellence in programmatic oversight by monitoring program financials.

Outcome Statement: Enter grant budgets in to the accounting software.

MEASUREMENT: 90% grant budgets entered.

TODAY'S STATUS: 100% budgets entered in to Abila.

GOAL: 100 % of Budgets entered on time in to Abila.

MILESTONE ACHIEVEMENTS SINCE LAST REPORTING PERIOD

1. I have completed the closeout on Head Start.
2. I have been updating the distribution codes.
3. I have been working with the Fiscal Manager on different functions in the Fiscal Department.

THREE-MONTH MILESTONE VIEW

Milestone #1:

Description: I will be working with the Corporate Auditor to complete the 2018 audit.

Due Date: June 2019.

Why it matters to my program: The audit is necessary so the governing board knows how the agency is performing financially.

Milestone #2:

Description: Review the distribution codes with the Directors.

Due Date: June 2019.

Why it matters to my program: This assists the Directors when writing grants and understanding their budgets.

Milestone #3:

Description: Work with the kitchen to obtain more catering opportunities.

Due Date: June 2019

Why it matters to my program: This will produce unrestricted cash for the agency.

Matters requiring action from the board – *Must be approved by E.D. prior*

RISK OR COMPLIANCE UPDATES

UPCOMING GRANT ACTIVITY

BOARD STATUS REPORT

APRIL 2019

Submitted by Ryne Komnick

Program Area: Operations

KEY PERFORMANCE INDICATORS FOR OPERATIONAL FUNCTION

- CORE Strategy:** Ensure all CAP facilities are clean, safe, accessible, and meet all code & licensure requirements.
Outcome Statement: Head Start sites meet DCFS requirements for licensure
MEASUREMENT: % of Head Start facilities brought into compliance within 30 days of notice of violations
TODAY'S STATUS: 100% of classrooms are compliant within 30 days of notification of violation
GOAL: 100% in Full compliance within 30 days of any formal notification of notification
- CORE Strategy:** Ensure all CAP facilities are clean, safe, accessible, and meet all code and licensure requirements
Outcome Statement: All CAP facilities (including Head Start Sites) meet fire code
MEASUREMENT: % of CAP facilities that meet fire code
TODAY'S STATUS:
GOAL: 100% of facilities meet code or are brought to code within 14 days of notice of violation
- CORE Strategy:** Continue commitment to maintaining and updating IT inventory as needs assessment and budget permit
Outcome Statement: IT inventory is all accounted for and properly located
MEASUREMENT: % of missing or improperly relocated IT inventory
TODAY'S STATUS: 0% is missing or improperly relocated
GOAL: 2% or less of IT inventory is missing or improperly located

New Core Strategies are being developed from the 2017 Strategic Planning meeting that was held in August.

Milestone Achievements since last reporting period

Ace Sign Company out of Springfield was here on 4/15 to look at our options and what we wanted for a new sign at Central office. They are going to send me options that will work with the poles we already have in place as well as pricing. I will be contacting other sign companies as well to make sure we are getting the best price.

We replaced some concrete at the front entrance to Central Office. We got a recommendation from our insurance company about replacing it because of how unlevel it was. We used IPFR funds to complete this project.

Three-month milestone view

Milestone #1: Meeting with MOP's on building maintenance.

Due Date: May 2019

Description: I will be meeting with Manager on Point to discuss all the building maintenance that needs to be done at all the facilities over the summer. Last year we did a lot of maintenance inside the classrooms in hopes that we could concentrate on the exterior of the buildings and playgrounds this year.

Milestone #2: Fulton 1,2,3 Compliance Review

Due Date: May 2019

Description: I will be doing a compliance review of Fulton 1,2,3 to make sure we are in compliance with DCFS, Fire Marshall, and Health Department regulations. Fulton classrooms should be in good shape since we just added the new classroom last year and DCFS, Fire Marshall, and Health Department went through at that time, but a lot can change in a year.

Milestone #3: Playground Review at all HST/EHS Centers

Due Date: June 2019

Description: Every May-June I do a review of all the playgrounds looking at a lot of different things that could have happened over the winter time. Normally teachers will put in a work order for anything real major that might have happened. Most of the time we need to replace mulch, fix some fencing issues, put playground pieces back together because of the wind, sometime paint playground equipment that has started to chip. We have two location that are normally worse than other which are Logan 2 site and Piatt site because those playgrounds get used by the public as well. Sometimes the house authority will help out with somethings at Logan 2 site, but Piatt site is all on us. We have to replace the mulch every year because it gets played on a lot with the neighborhood kids.

Matters requiring action from the board — *Must be approved by E.D. prior*

Nothing to Report at this time

Risk or compliance updates

Nothing to report at this time

Upcoming Grant Activity

Nothing to report at this time

BOARD STATUS REPORT—APRIL 2019

Submitted by: Stephanie Pitts

Program Area: Client Management Services, CSBG, and SWFI

CORE STRATEGY FOCUS FOR CLIENT MANAGEMENT SERVICES

- CORE Strategy:** Secure additional unrestricted revenue sources for the Hand Up Project/Strengthening Working Families Initiative to continue to meet the needs of the program participants.

Outcome Statement: The Hand Up Project will secure additional revenue to meet the needs of the program.

MEASUREMENT: Revenue Secured – Dollar amount of additional revenue for program

TODAY'S STATUS: \$9,000 of additional revenue in pending requests

GOAL: \$20,000 of additional revenue
- CORE Strategy:** Develop training and professional development strategies that instill a wealth mindset for customers.

Outcome Statement: Consumers will increase the total score of the self-assessment

MEASUREMENT: Self-assessment scores - % of students who increase their scores

TODAY'S STATUS: N/A

GOAL: 75% of program participants will increase their SPHERES self-assessment scores over the course of the year

Final self-assessment scores are collected in December of 2019
- CORE Strategy:** Continue to improve and evolve the Community Assessment Tool to better identify the needs in the CAPCIL service area.

Outcome Statement: Customer participation in the Customer Survey will increase

MEASUREMENT: Number of customer surveys submitted

TODAY'S STATUS: N/A

GOAL: Customer participation will increase by 15% in 2019

The Community Needs Assessment data will be evaluated in July 2019

MILESTONE ACHIEVEMENTS SINCE LAST REPORTING PERIOD

The 2019 CSBG Annual Report was submitted to DCEO in March of 2019 and is currently under review.

Over the course of the last two months, the Family Service Workers and CSBG Coordinators have received a training on how the Client Management Department will promote a wealth mindset to the customers served. This training involved educating the staff about shifting the focus of the department from a case management approach, which tends to be standardized and diagnostic, to that of a

coaching aspect. A coaching approach will enable the customers to discover things about themselves that they did not already know, realize that the real barriers to their success are not what they thought, and find the internal motivation to take action that is fueled by the excitement of the self-discovery process. To harbor the spirit of personal development and growth, the department as well as the staff will receive new titles as outlined in the Annual Report.

For the Hand Up Project to be successful for the upcoming year (2020), the Personal and Community Development space must secure additional revenue streams. Private grants have been submitted through the Menard County United Way, Integrity Data, and Illinois Prairie Community Foundation, totaling \$9,000 in requested funding. To date, all requests are pending. The department will continue to submit private grant requests.

To date, 34 families are enrolled in the Hand Up Project and are receiving case management services. There have been 22 participants in the Jobs for Life class with 13 completing the course, for a 59% success rate. Of the participants in Jobs for Life, 6 participants were unemployed and obtained employment and 2 participants increased their employment through wage increase and/or number of hours worked. There have been 8 participants in the Financial Peace University class, 6 students are currently in class, and 2 completed the course, for a 100% success rate thus far.

THREE MONTH MILESTONE VIEW

Milestone #1:

Description: Staff Training on How to Promote a Wealth Mindset within Themselves

Due Date: May 31, 2019

Why it matters to my program: Staff cannot instill mindset changes for consumers if they do not possess the correct mindset themselves.

Milestone #2:

Description: Increase Faith Partnerships in the service area

Due Date: June 30, 2019

Why it matters to my program: For the Hand Up Project to be successful and compliant, Faith Partners must have an active role in the Hand Up Project classes.

Milestone #3:

Description: Incorporate all partners into the Hand Up Project recruitment

Due Date: June 30, 2019

Why it matters to my program: To reach the target number of participants to be served in the Hand Up Project, recruitment collaboration of all partners is necessary.

MATTERS REQUIRING ACTION FROM THE BOARD – *MUST BE APPROVED BY E.D. PRIOR*

RISK OR COMPLIANCE UPDATES

UPCOMING GRANT ACTIVITY

BOARD STATUS REPORT-APRIL 2019

Submitted by Anita Russell, Energy Department Director

STRATEGIES AND OUTCOME INDICATORS FOR ENERGY ASSISTANCE DIRECTOR

- CORE Strategy:** Develop strategy that drives Energy Assistance customers to the CSBG lifecycle where they benefit from financial literacy education and work towards creating stability in the home
Outcome Statement: LIHEAP process has been diagramed to include CSBG conversion plan
MEASUREMENT: % of LIHEAP customers that are referred to CSBG Courses
TODAY'S STATUS: 3% of LIHEAP customers are referred to the CSBG lifecycle
GOAL: 4% of all LIHEAP appointments receive referral to the CSBG Financial Literacy classes
- CORE Strategy:** Build wealth mindset for energy customers.
Outcome Statement: Customers will sign up for budget billing to promote good financial practice
MEASUREMENT: % of customers that register for budget billing
TODAY'S STATUS: 2% of customers that register for budget billing
GOAL: 2% of customers that register for budget billing
- CORE Strategy:** Ensure continued excellence in program compliance and monitoring
Outcome Statement: All customer files are complete, accurate and programmatically compliant
MEASUREMENT: % of incomplete or inaccurate customer files
TODAY'S STATUS: 3% of customer files were incomplete or inaccurate
GOAL: 5% or less of all FY17/18 customer files are incomplete or inaccurate

MILESTONE ACHIEVEMENTS SINCE LAST REPORTING PERIOD

CAPCIL's current LIHEAP application count remains higher than that of program year 2018. During this time of the year, LIHEAP intake staff is busy taking reconnection applications to assist customers from being disconnected from the energy service. Because we remain one of the top 5 agencies increasing our application count, DCEO has reached out to our agency about spending additional federal dollars which means additional customer assistance funding. We have already started spending this additional funding. Also, during this time, we are seeing a rise in referrals to our Hand Up Project due to households being identified as being in crisis and in need of extra resources to assist with the budgeting. Because I feel there are still households out there that we need to serve, we continue to do as much outreach as possible to ensure we are helping as many eligible households as we can..

We have remained steady with the percentage of customers that we have helped enroll into the budget billing program. Intake staff continues to educate our customers on the value of making on-time monthly payments and the benefits of being able to budget your utility costs. This year we will be working closely with DCEO to add more people to the PIPP program. This program is a budget billing program in which the customer pays 6% of their monthly income towards their utility bill while the LIHEAP program pays the remaining portion of their monthly budget bill. Recent reports state that we have 10% of our LIHEAP customers enrolled in either PIPP or budget billing. Our goal will be to increase the amount of people we have enrolled in these programs because they are beneficial to the household's financial blueprint.

Jeff Davis from the Department of Commerce and Economic Opportunity was recently in our office to do the audit of the LIHEAP/Emergency Furnace Files. Everything went smoothly, and I am pleased to say he was very happy with the progress we are making in our department. Application and file issues that we had last year were corrected to his satisfaction. Moving forward there were a few things he would like to see added to the files, and I am currently working to address those changes.

CAPCIL's Weatherization Coordinator is in the last half of his classes for certification. William has been doing an excellent job in his schooling and is one of the top performer's in his class. In his off weeks from class, William has been working on procuring tools necessary to do the weatherization work and is doing a cost analysis on materials. This is necessary in making certain we are getting the best price on the materials required for the weatherization of the homes. To assist William in doing Weatherization, we have recently hired on Nate Brandt. Nate will bill be assisting William with all Weatherization work until he is able to attend TCP certification classes in the fall.

MILESTONES – NEXT THREE-MONTH VIEW

Milestone #1: Organize a fan drive for Logan County

Description: Get donations of fans to assist customers that do not have air conditioning

Due Date: May 31, 2019

Why it matters to my program: Some of our customers do not have central air or air conditioning units. The purpose of the fan drive is to collect fans so we can offer some means for our customers to cool their homes.

Milestone #2: Build efficient PIPP re-certification schedule

Description: Construct a schedule to get all PIPP appointments in a timely manner

Due Date: June 30, 2019

Why it matters to my program: PIPP re-certifications span across all 5 counties and must be done in a very specific time frame. By devising this schedule, it will allow us to have a plan on which counties & customers we can get in and reduce travel cost and helps us use the work time efficiently.

Milestone #3: LIHEAP Intake Staff meeting for 2019 closeout

Description: Meeting with all LIHEAP intake staff to discuss the 2019 program year

Due Date: July 31, 2019

Why it matters to my program: It is important to me to get feedback from the staff on how their program year went. Even though I am in constant contact with the staff, this is an opportunity for all of us to have a roundtable discussion on what worked for them, what they would like to see changed, and any concerns they might have for the upcoming program year.

RISK OR COMPLIANCE UPDATES

We had our LIHEAP audit conducted March 27-29, 2019. Jeff's informal report was there were a few files that he wanted additional explanation on (extra name on utility bill), but other than that there was 1 finding. This finding is due to us not having a contract between our agency & the homeowner, and a contract between the contractor and the homeowner. We have a form between CAPCIL and the homeowner, but he would like to see a more formal form like out of the manual.

The Weatherization audit is scheduled to be done on April 29-May 3, 2019. Bill Barnett from DCEO will be monitoring our files the first half of the visit. The second part of the visit, he will be out in the field inspecting homes to make sure they are up to Weatherization standards.

UPCOMING GRANT ACTIVITY

All Program Year 2020 grants for LIHEAP and Weatherization have been submitted for approval. Along with the grants, we have submitted implementation plans for both programs which have already been approved. Recently, DCEO asked us if we could spend more federal money from the 2018 grant year. We accepted a \$100,000 grant addition and submitted a budget modification for this money so that we could help more customers this program year.

BOARD STATUS REPORT – APRIL 2019

Submitted by: Jenifer Deweese

Program Area: Head Start

STRATEGIES AND OUTCOME INDICATORS FOR HEAD START

1. **Core Strategy:** Improve programmatic processes and the way those processes and procedures are documented and made available to staff.

Outcome Statement: All new teachers are trained in the Classroom Assessment Scoring System (CLASS).

MEASUREMENT: % of new teachers trained.

TODAY'S STATUS: 0% of new Head Start Teachers are trained in CLASS

GOAL: 100% of Head Start Teachers are trained in CLASS
2. **Core Strategy:** Improve programmatic processes and the way the processes and procedures are documents and made available to staff.

Outcome Statement: All current procedures are converted to processes

MEASUREMENT: % of procedures converted

TODAY'S STATUS: 65% of procedures are converted to a swim lane process

GOAL: 100% of procedures are converted to swim lane processes
3. **Core Strategy:** Encourage Head Start families to participate in the Financial Peace University Courses (FPU) offered by the agency.

Outcome Statement: Head Start parents attend and complete an FPU course

MEASUREMENT: % of parents that attend an FPU course

TODAY'S STATUS: 1% of parents that have attended an FPU course (2019 courses have not started in Fulton or Mason)

GOAL: 15% of parents complete the FPU course

MILESTONE ACHIEVEMENTS SINCE LAST REPORTING PERIOD

1. A press release was written and submitted to area newspapers announcing the start of our 2019/2020 application season. The program has begun taking applications and is gearing up for our first selection on May 1st. The program goal is 40% for the first selection and public announcements to our community is the primary way of alerting potential customers that we are taking applications. Our Recruitment Coordinator and local area classroom staff are also out recruiting in their local communities.
2. The Head Start program has updated many policies and procedures to the swim lane process format over the course of the last few months. All program staff have been trained and are working hard at developing processes for their components. At this point the only component that is not complete is our Health Services component. A timeline has been developed and staff have been assigned processes to complete to keep up on track of completing our process repository before the end of summer.

THREE MONTH MILESTONE VIEW

Milestone #1:

Description: Have classrooms participate in Week of the Young Child Activities.

Due Date: April 30, 2019

Why it matters to my program: Week of the Young Child is a week celebrated among the early childhood field to focus on early childhood education and the programs providing these services locally. Week of the Young Child is a great time to promote our programs and to encourage people to stop in and check out our Head Starts. This helps us present a positive image in the community and is a chance to generate some positive public relations.

Milestone #2:

Description: Plan and implement teacher appreciation week activities.

Due Date: May 10, 2019

Why it matters to my program: The Head Start Program has been working extremely hard to increase employee engagement and employee satisfaction. Planning activities that encourage staff to feel appreciated are important to us as an agency and help to show the staff the difference they are making in the everyday lives of the children and families we serve. Staff who are happy in their jobs are more likely to show up to work and to give a higher level of effort while present. Staff appreciation also improves our staff retention rate.

Milestone #3:

Description: Work with School Readiness coach to plan and implement a Classroom Assessment Scoring System (CLASS) training for teachers.

Due Date: June 30, 2019

Why it matters to my program: CLASS is an observation tool that is used to measure teacher and child interactions in the classroom setting. CLASS is a tool used by the Federal Government during program reviews. The outcomes of the CLASS scores during federal reviews determine whether programs are granted a 5 year non competing grant or a competing grant. Our CLASS scores in our last federal review earned us another 5 year non competing grant and we accredit that to the immense amount of training our staff have received in this area. It is important to continue providing training opportunities and to grow our staff in these skills.

MATTERS REQUIRING ACTION FROM THE BOARD – MUST BE APPROVED BY E.D. PRIOR

Problem Statement:

Option #1:

Pros –

Cons –

Cost –

Option #2:

Pros –

Cons –

Cost -

Option #3:

Pros –

Cons –

Cost -

My Recommendation:

RISK OR COMPLIANCE UPDATES

Enrollment as reported to regional office: February – 100%
March – 100%

UPCOMING GRANT ACTIVITY

The Head Start Program has received our determination from the Office of Head Start and we are eligible for another 5-year non-competing grant.

BOARD STATUS REPORT – APRIL 2019

Submitted by: Katie Dalpoas

Program Area: Agency Development

CORE STRATEGIES AND OUTCOME INDICATORS FOR AGENCY DEVELOPMENT

1. **Core Strategy:** MARKETING, NETWORKING, PROMOTION, & BRANDING

Outcome Statement: Established Coalition Meetings in Logan County

MEASUREMENT: 100% completion of tool

TODAY'S STATUS: 100%

GOAL: 100% by March 30, 2019
2. **Core Strategy:** COORDINATE FUNDRAISING EVENTS TO GENERATE UNRESTRICTED REVENUE

Outcome Statement: Host Cheeseburger in Paradise

MEASUREMENT: 100% completion of tool

TODAY'S STATUS: 90%

GOAL: 100% by April 27, 2019

MILESTONE ACHIEVEMENTS SINCE LAST REPORTING PERIOD

- **Cheeseburger in Paradise.** Cheeseburger in Paradise is April 27th – 2 days following the board meeting. As of today's date (4/11/2019) we have generated \$16,485 for the fundraiser. We anticipate to raise another \$10,000 by the end of the night. We have been blessed again this year to receive generous donations from the communities that we serve. We were able to secure a \$1000 event sponsorship from Invenergy Wind Farms which was great news. All of the food was donated this year and we were able to keep our supply budget low. This event couldn't happen without the help of our outstanding Fundraising Committee on the board! Thank you to everyone on the board that has donated to the fundraiser or who is coming to help – we couldn't do it without you. Definitely another successful event!
- **Department Revenue & Witz End:** As of today's date the Development Department has generated \$27,871.60 in revenue and \$17,195.90 in in-kind donations. Quarterly we need to generate \$22,490 to be sustainable and have succeeded in hitting first quarter revenue.

Witz End had a slow January and February, which was to be expected due to the time of year. March we had an upturn in sales and hit \$710.30 for the month. As of today's date in April we have currently generated \$371.26 which equals \$33.75/day. We need to generate \$33.33/day to hit our monthly goal and we are currently on target to do so.
- **Community Action Partnership Economic Development Coalition:** Our Logan County coalition has been busy since our last board meeting. Based off our survey, we did a comparability study to establish the top 3 needs that our coalition believes will be the most successful in creating growth to ultimately create more jobs. Our top 3 (including their projected outcomes and outcome indicators) are as follows:
 - Leadership needs to understand how to develop mission and core values
 - Leadership learns how to develop a mission statement and core values
 - 10 business owners complete a mission statement and core values training

- Leadership has developed a mission statement and core values
 - 1/3 of members submit/share mission statement and core values with coalition
- Business owners need educational networking
 - Business owners have the opportunity for educational networking
 - Coalition hosts one educational networking opportunity per quarter
 - Business owners become committed to educational networking
 - 1/3 of members consistently attend educational networking
- Business owners need to learn how to innovate in their industry
 - Business owners identify areas of innovative need in their business/industry
 - 100 business owners participate in an innovative needs survey
 - Business owners have learned how to innovate in their business/industry
 - 10 business owners complete an innovation course

At our next Coalition meeting we will develop the service portfolio that will tie in with each outcome and indicator.

THREE-MONTH MILESTONE VIEW

Three-month milestone view

Milestone #1: Quarterly assessment and report to ensure that boutique is generating \$1,000/month by May 30, 2019

Description: Fundraising

Due Date: May 30th 2019

Why it matters to my program: Reduce dependency on state and federal funding by generating additional revenue for our agency. Witz End also provides a valuable job training resource for our volunteer and hand up project participants.

Milestone #2: Applied for (at minimum) \$30,000 worth of private grants

Description: Fundraising

Due Date: June 30th, 2019

Why it matters to my program: Reduce dependency on State and Federal Funding by increasing revenue generated through fundraising efforts and securing other private funding sources. Also continuing commitment to strong social media and web presence.

Milestone #2:

Description: Develop Quarterly Volunteer Newsletter

Due Date: June 30, 2019

Why it matters to my program: Developing and sending out a quarterly newsletter will help promote volunteerism agency wide, obtain buy in from staff of the importance of volunteers and create a solid pro-volunteerism culture.

RISK OR COMPLIANCE UPDATES

N/A

ADDITIONAL NOTES

Big goals... big results

The 2018 Annual Report recaps the year of goals and accomplishments of each CAPCIL Department.

2018 CAPCIL
Annual Report

A word from the Executive Director

Talent and potential are irrelevant if they are trapped in a poverty mindset. But we all have the power to choose. With work, every person can change the way they see the world and the way they interact with it. Great change doesn't happen in grand fashion. It happens with the little, unassuming choices made every day.

"Belief, strong belief, triggers the mind to figure out ways and means how to." -Dr. David Schwartz, The Magic of Thinking Big

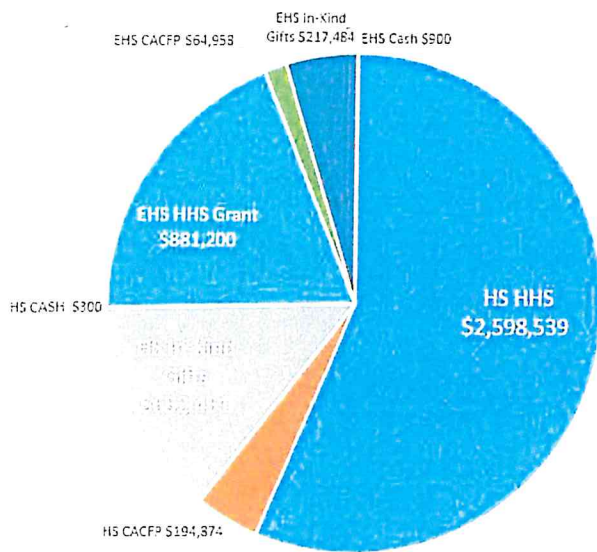
In 2018, CAPCIL made lots of small changes and accomplished big goals. The programming was customer-centric, and the team stayed focused on doing the little things right every day. As a result of these intentional efforts to provide the very best to our customers and to be a good neighbor in our communities, the CAPCIL customers thrived in 2018.

The "Big goals...Big results 2018 CAPCIL Annual Report" is presented with a great deal of pride and humility. We are looking forward to a great year in 2019 as we turn our attention to owning and helping others to grow a wealthy mindset.

A handwritten signature in blue ink, appearing to be 'David', with a long, sweeping underline that extends to the right.

**Disclaimer: The financial information provided in this report is not audited financial data. Audited financial data will be available once the audit and tax returns are approved by the Governing Board in June 2019. The departmental reports are presented based on information available at the time this report was prepared and are subject to change.*

***Disclaimer: CAPCIL is in the process of merging several data storage tools so that customer data is all located in a single-source collection space. Numbers reflect the most accurate information available at the time this report was prepared.*



HEAD START DEPARTMENT

Department Director - Jenifer Deweese

Departmental Revenue by Fund
\$4,414,754

PROFILE

Head Start is a birth to 5 early childhood education program. It is designed to help break the cycle of poverty by providing preschool children of low-income families with a comprehensive program to meet their emotional, social, health, nutritional and psychological needs.

In addition to the classroom experience, each family is assigned a Personal Development Coach. The PDC's goal is to assist the family in evaluating home life in 17 different domains and address each of those areas in ways that improve overall family stability.

Last year 57% of the families reported improved overall family stability as a result of the programming.

WEBSITE:

<https://www.capcil.info/head-start-.html>

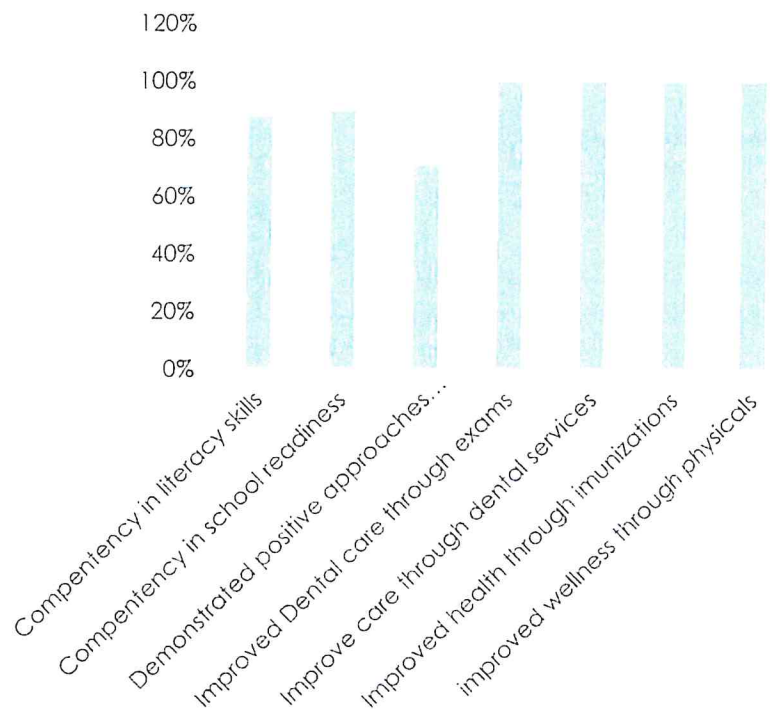
EMAIL:

jdeweese@capcil.org

7 GOALS FOR FAMILY AND COMMUNITY ENGAGEMENT

Family Well-Being
Positive Parent-Child relationships
Families as Life-Long Educators
Families as Learners
Family Engagement in Transitions
Family Connection to Peers and Community
Families as Advocates

Percent Child Participants who Achieve Outcomes



Number of Unduplicated Head Start Children Served

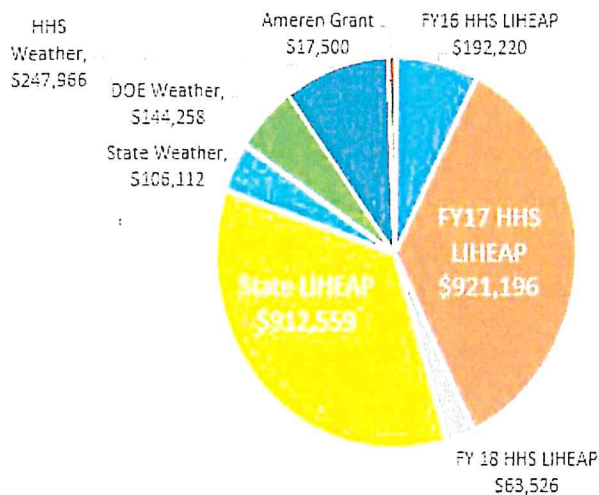
321

Number of Unduplicated Early Head Start Children Served

155

Number of Dental Exams Funded and Services received

525 screenings & 183 services



ENERGY SERVICES DEPARTMENT

Department Director – Anita Russell

Departmental Revenue by Fund

\$2,534,854

PROFILE

Energy Services began work in 2018 to bring Weatherization back to the Agency in its entirety. Efforts have been progressing for 3 years as part of the Agency's over-arching strategy and will come to fruition in 2019.

Despite the work towards Weatherization goals, LIHEAP did not slow down. A record number of applications were taken, serving 1915 households in the five-county service area.

The goal of this Department is to assist participants with urgent energy needs, but also to partner with customers to break free from the poverty cycle. The agency made 4839 referrals last year, most of which touched the LIHEAP staff either as a referral into this program or referral from this Program. Nearly 50 households were referred to the Hand-Up project where financial literacy courses are taught.

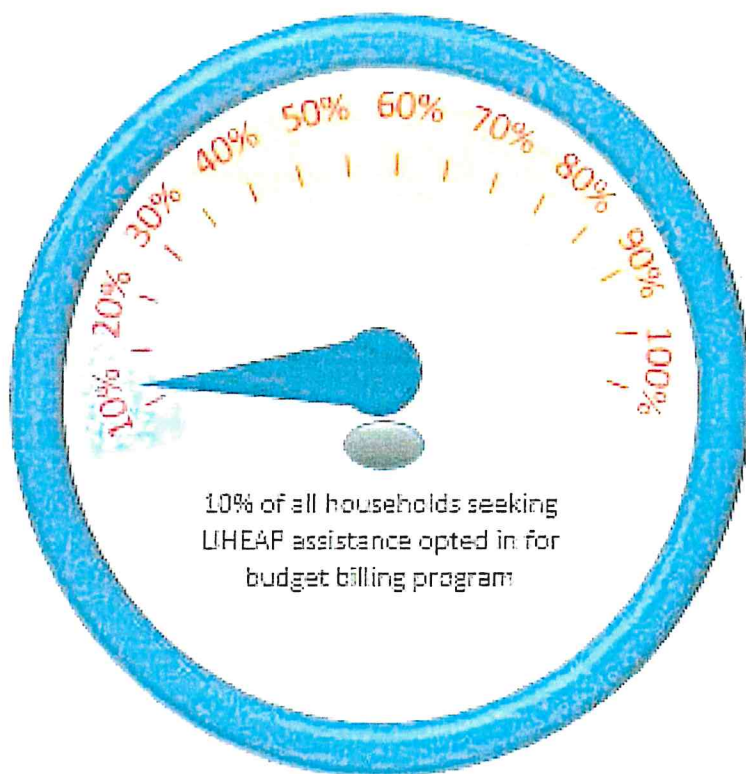
WEBSITE:

<https://www.capcil.info/energy-assistance-.html>

EMAIL: arussell@capcil.org

Income Eligibility is as follows: (last 30 days)

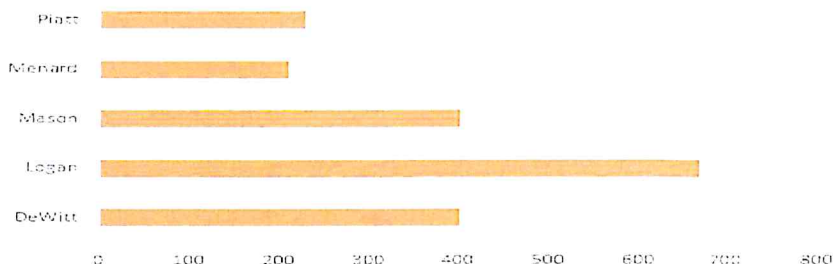
Household size of 1: \$1,518 gross income
Household size of 2: \$2,058 gross income
Household size of 3: \$2,598 gross income
Household size of 4: \$3,138 gross income

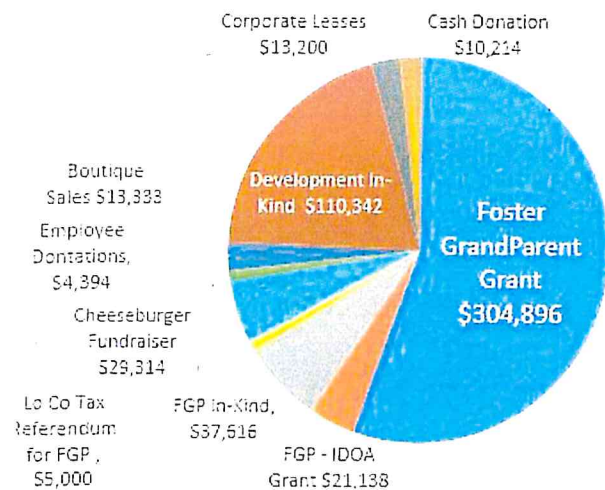


Client Assistance dollars paid on behalf of LIHEAP customers

\$1,815,620

LIHEAP Households served by County





Departmental Revenue by Fund

\$549,447

PROFILE

The Agency Development Department ended its year by starting the process of absorbing the mission of the Volunteer Services Department with the closure of the Thrift Store in Logan County.

The store folding in downtown Lincoln brought a close to the Agency's futile effort to generate revenue through thrift retail sales. But the mission of utilizing the thrift store and online boutique as a source for job training and e-commerce skills training for volunteers and Hand-Up Project participants was carried over to a micro store that was moved to the Corporate offices in the fall of 2018.

Cheeseburger in Paradise 2018 was another brilliant success, and the year also brought a generous donation of a house that yielded over \$50,000 upon sale.

In addition to the pursuit of funding streams, the Department serves as the marketing, branding, and Public Relations arm of the Agency. The website views and social media presence grew exponentially in 2018.

WEBSITE:

<https://www.capcil.info/agency-development.html>

EMAIL:

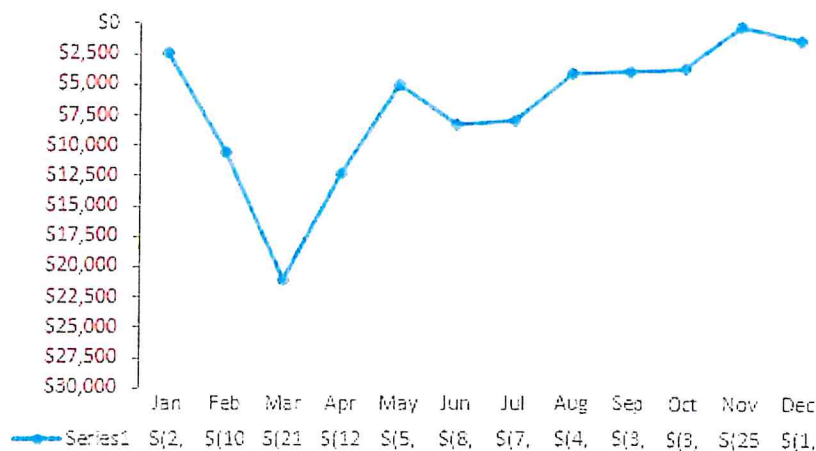
btitus@capcil.org

AGENCY DEVELOPMENT DEPARTMENT

(Merged with Volunteer Services Department in 2019)

Department Director - Breann Titus

Thrift Store Performance Report



How many visitors did you get?

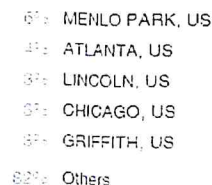


How did your visitors get here?



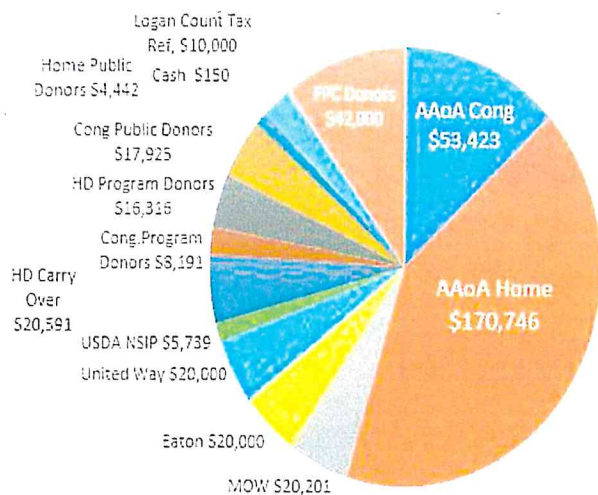
Where are your visitors from?

89594
total visits last year



Number of visits to the www.CAPCIL.info website in 2018

89,594



NUTRITION SERVICES DEPARTMENT

Departmental Revenue by Fund
\$409,724

Department Director - Becky Leamon

PROFILE

Nutrition Services has several services available under its umbrella. The Senior Nutrition Program consists of the Home Delivered Program (Meals on Wheels) for homebound seniors and the Congregate Program for seniors who can benefit from both nutritional support and socialization activities. Program eligibility requirements are that the senior must live in Logan or Mason County and be 60 years or older. There are no income eligibility requirements.

Nutrition Services also provides nutritional support to community volunteers through the Food Pantry Cooperative in Logan and DeWitt Counties. For every two hours a volunteer serves, they are eligible for 85 points in the Coop. This program promotes both the spirit of volunteerism for persons of any age and access to supplemental nutrition.

WEBSITE:

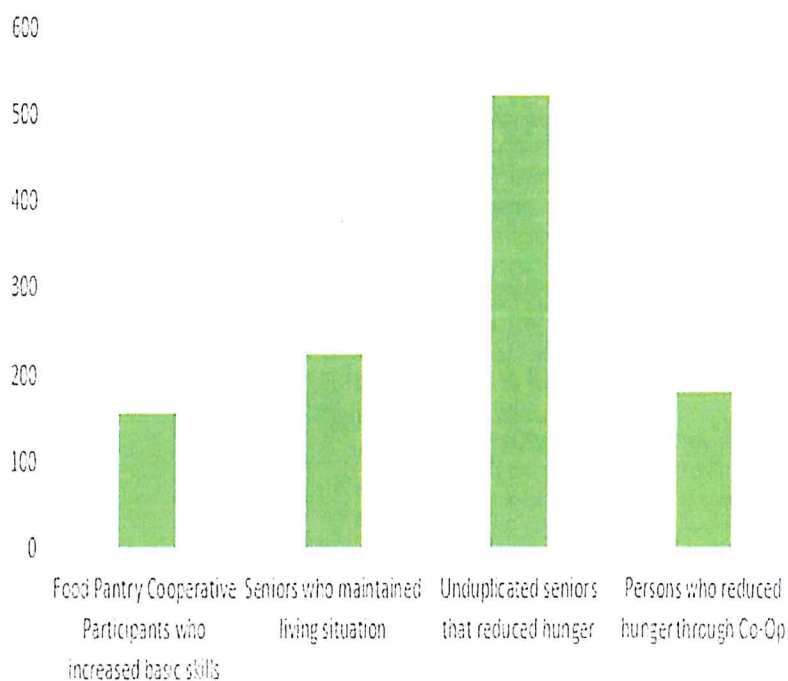
<https://www.capcil.info/nutritional-services-.html>

EMAIL:

bleamon@capcil.org

PARTICIPANTS ARE NEVER REFUSED SERVICES REGARDLESS OF THEIR ABILITY TO VOLUNTEER OR TO MAKE SUGGESTED DONATION

Nutrition Services Achieved Outcomes



Cost per participant for Senior Nutrition

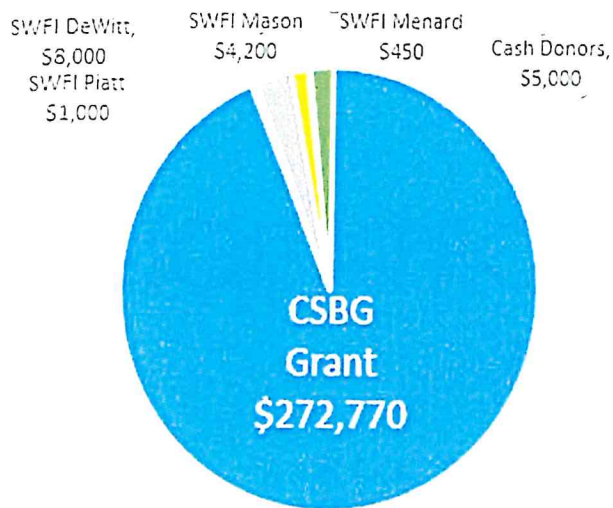
\$700.42

Cost per participant for Food Pantry Cooperative

\$229.51

Percent of Nutrition Services Participants who reduced hunger

100%



PERSONAL & COMMUNITY DEVELOPMENT DEPARTMENT

(Formerly known as Client Management Services, Directed by Stephanie Pitts)

Departmental Revenue by Fund

\$291,420

Department Director - Katie Dalpoas

PROFILE

The Community and Personal Development Department was known as the Client Management Services Department in 2018. In many ways, this Department is the heart of the Strategic changes CAPCIL has made over the last 4 years. The emphasis remained in 2018 on encouraging customers to find a path to self-sufficiency.

Jobs for Life and Financial Peace University taught by the Hand-Up Project Coordinators are still staples in the programming. The Personal Development Coaches (formerly Family Service Workers) provide the ongoing coaching support throughout the 12 months+ engagement by assisting customers to identify personal roadblocks and then help them to overcome those obstacles.

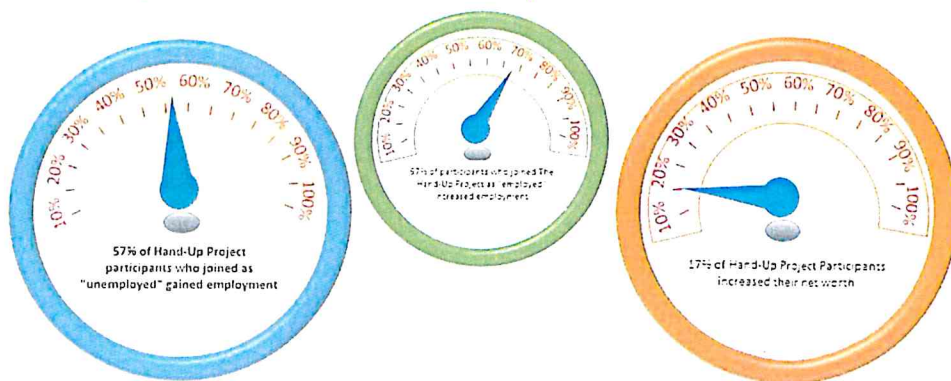
The return on this investment was marked in 2018 by the 8% overall reduction in welfare benefits consumed by the participants. For every year that the participants remain self-sufficient, that \$100,000 return on the investment exists.

WEBSITE:

<https://www.capcil.info/client-management-services.html>

EMAIL:

kdalpoas@capcil.org



Project Participants Achieving Self-Sufficiency Goals

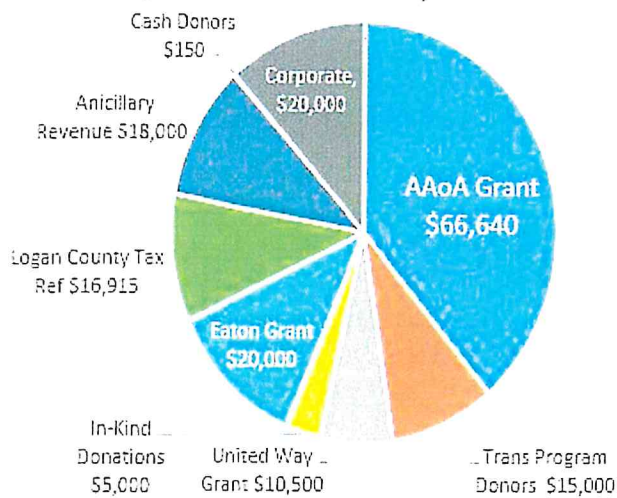


Average Cost per Participant

\$3,133

Percent of Participants who achieved more than 1 outcome

57%



TRANSPORTATION SERVICES DEPARTMENT

Departmental Revenue by Fund
\$172,205

Dept. Director & COO - Ryne Kornick

PROFILE

The CAPCIL Transportation Services Department has undergone major changes in the last year as they transitioned from Public Transportation Operator back to the Senior Transportation Provider for Logan and Mason Counties. Ridership dropped dramatically from 2017 to 2018, but the Program saw a rebound at the close of the 2018 fiscal year.

The Deviated Fixed Route that had been a programmatic desire of Logan County was dropped and service provision returned to the On-Demand system in June 2018.

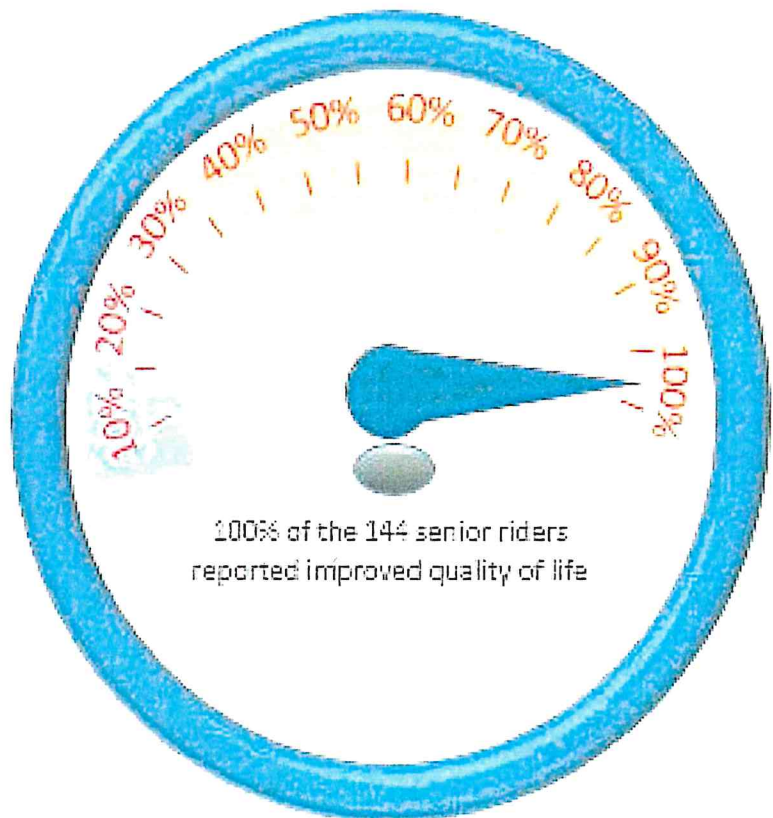
A new contract for services with ALMH was also negotiated for transportation services to the Senior Solutions program. The contract began in March 2019 and is expected to substantially improve ridership and lower overall participant costs.

WEBSITE:

<https://www.capcil.info/transportation.html>

EMAIL: rkornick@capcil.org

**PARTICIPANTS ARE NEVER
 REFUSED SERVICES REGARDLESS
 OF THEIR ABILITY TO MAKE
 SUGGESTED DONATION**



Cost per participant for Senior Transportation

\$1195.86

Percent of Subscription Riders (regular & recurring)

61%

Percent of Ridership from Logan and Mason Counties

26% Mason & 74% Logan

Community Action Partnership of Central Illinois
Governing Board Committee Meeting Summary

All Community Action Partnership of Central Illinois, Inc. Governing Board Committees shall keep written minutes of all meetings. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken. (NO vote can be taken in closed session.)

Date: 02/27/19	Location: Board Room	Time: 4:00 p.m.
----------------	----------------------	-----------------

Committee	Finance/Audit
Members Present	Richard Kaufman, Eldon Garlisch, Maggie Sanderfield, Andy Anderson
Members Absent	Mike Booher, Blinn Bates
Minutes Approved	Eldon Garlisch made a motion to approve the December 2018 finance committee minutes. Andy Anderson 2 nd the motion. "All Ayes."

Subject # 1: Financials pending Audit.

Action Taken: Eldon Garlisch made a motion to approve the financials pending audit. Andy Anderson 2nd the motion.

Vote: Ayes: "All Ayes."

Nays:

Subject # 2: Credit Card Statements.

Action Taken: Andy Anderson made a motion to approve the credit card statements. Maggie Sanderfield 2nd the motion.

Vote: Ayes: "All Ayes."

Nays:

Subject # 3: Head Start Cola Grant

Action Taken: Maggie Sanderfield made a motion to approve the Head Start Cola Grant. Andy Anderson 2nd the motion.

VOTE: Ayes: "All Ayes."

Nays:

Community Action Partnership of Central Illinois
Governing Board Committee Meeting Summary



All Community Action Partnership of Central Illinois, Inc. Governing Board Committees shall keep written minutes of all meetings. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken. (NO vote can be taken in closed session.)

Date: 02/27/19	Location: Board Room	Time: 4:00 p.m.
----------------	----------------------	-----------------

Committee	Finance/Audit
Members Present	
Members Absent	
Minutes Approved	

Subject # 4: Alison Rumler-Gomez Annual Compensation

Action Taken: No Action taken.

Vote: Ayes:

Nays:

Subject # 5: Fiscal Policy Review – Changes must be submitted by March 25th, 2019. Will be approved at April 25th meeting.

Action Taken: No Action taken.

VOTE: Ayes:

Nays:

Subject # 6: Adjourn

Action Taken: Maggie Sanderfield made a motion to adjourn. Andy Anderson 2nd the motion.

VOTE: Ayes: "All Ayes."

Nays:

FINANCE COMMITTEE REGULAR MEETING

Wednesday, April 24, 2019

5:00 p.m.

Corporate Office – Board Room

Agenda

- | | |
|------------------------------|------------------|
| 1. February Minutes | Action Item: # 1 |
| 2. Financials Pending Audit | Action Item: # 2 |
| 3. Credit Card Statements | Action Item: # 3 |
| 4. Liheap and Weather Grants | Action Item: # 4 |
| 5. Foster Grandparent Grant | Action Item: # 5 |
| 6. Fiscal Policy | Action Item: # 6 |
| 7. Adjourn | Action Item: # 7 |
| 8. | Action Item: # 8 |



Visa® Business Enhanced with Relationship Rewards

COMMUNITY ACTION PARTNERSHIP OF CENT
1800 5TH ST

Company Account Number
[REDACTED]

Feb 10 - Mar 09, 2019

Corporate Account Summary

Page 1 of 4

Credit Limit	\$65,000	Previous Balance	\$4,235.05
Available Credit	\$58,459	Payments	- \$4,235.05
Billing Date	03/09/19	Credits	- \$0.00
Days in Billing Cycle	28	Purchases/Other	
Payment Due Date	04/04/19	Debits/Other Fees	+ \$6,541.02
Minimum Payment Due	\$6,541.02	Cash Advances	+ \$0.00
		Interest Charges	+ \$0.00
		Late Fees	+ \$0.00
		New Balance	\$6,541.02

Company Summary

Previous Balance	- Payments	- Credits	+ Purchases/Other Debits/Other Fees	+ Cash Advances	+ Interest Charges	+ Late Fees	=	New Balance
\$4,235.05	\$4,235.05	\$0.00	\$6,541.02	\$0.00	\$0.00	\$0.00		\$6,541.02

To ensure the proper credit, please include the payment coupon from this statement with your check. Failure to include this coupon can result in delayed processing and a late payment fee.

Interest Charges

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Periodic Rate	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
PURCHASES	0.06436% (d)	23.490% (v)	\$0.00	\$0.00

(d) Daily Periodic Rate
(m) Monthly Periodic Rate
(v) Variable Rate

Account Inquiries

Visit us online at www.regions.com	Call Customer Service, for Billing Inquiries or to Report a Lost or Stolen Card 1-800-253-2265 TTY 1-800-374-5791	Send Billing Inquiries To : P.O. BOX 216 BIRMINGHAM, AL 35201-0216	Mail Payments To : P.O. BOX 2224 BIRMINGHAM, AL 35246-3042
---------------------------------------	-------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------	------------------------------------------------------------------

DETACH HERE: to ensure the proper credit, please include lower portion with your payment.

REGIONS BANK
P.O. BOX 11007
BIRMINGHAM AL 35288-0001



REGIONS COMMERCIAL BANKCARD
P.O. BOX 2224
BIRMINGHAM AL 35246-3042



COMMUNITY ACTION PARTNERSHIP OF CENT
1800 5TH ST
LINCOLN IL 62656-9107
**N0006727

3042 [REDACTED] 00654102006541022



Account Number [REDACTED]

Payment Due Date 04/04/19

Minimum Payment Due \$6,541.02

New Balance \$6,541.02

Amount Enclosed \$ 6,541.02

☐ Check box and indicate address change on reverse.

Make check or money order payable to:
Regions Bank

⑈4 10063⑈ ⑆5000⑈ 206 11: 0040552148⑈ 20

Account Number [REDACTED]

Feb 10 - Mar 09, 2019

Regions Relationship Rewards®

Credit Card Points Earned This Cycle: 6,546

For more details about Regions Relationship Rewards,
please visit regions.com/relationshiprewards**Company New Activity Detail**

Tran Date	Post Date	Category	Reference Number	Transactions	Amount
03/04	03/05	0000	1033	PAYMENT-THANK YOU - IP	4,235.05 CR

Cardholder New Activity Summary

	Credits	Purchases/Other Debits/Fees	Cash Advances	Interest Charges
KATHY INMAN [REDACTED] Credit Limit \$20,000	\$0.00	\$4,951.89	\$0.00	\$0.00
RYNE KOMNICK [REDACTED] Credit Limit \$20,000	\$0.00	\$598.68	\$0.00	\$0.00
ALISON RUMLER-GOMEZ [REDACTED] Credit Limit \$20,000	\$0.00	\$990.45	\$0.00	\$0.00

Cardholder ActivityKATHY INMAN
Credit Limit \$ 20,000

Total Activity \$4,951.89

Tran Date	Post Date	Category	Reference Number	Transactions	Amount
02/11	02/12	8021	24435659043400724000038	CHILDREN'S CENTER FOR DE BLOOMINGTON IL	400.00 HST
02/12	02/14	7941	24431069044036815685223	ST LOUIS CARDINALS 314-345-9600 MO	20.50 CHB
02/15	02/18	8220	24789309048970600670012	NBS-U OF IL *NBS-U OF IL 333-3333333 NE	12.00 HST
02/15	02/18	8220	24789309048970600710149	UNIVERSITY OF ILLINOIS 333-3333333 IL	500.00 HST
02/18	02/19	7372	24067209049318201001159	ABILA INC RB 800-811-0961 TX	1,178.58 ALL PING
02/20	02/21	5942	24692169051100654402207	AMZN Mktp US*MI9L55MO1 Amzn.com/billWA	55.00 FP
02/21	02/21	7375	24039649052206112300057	FIELDPRINT INC 888-291-1369 PA	28.75
02/21	02/21	7375	24039649052206112300578	FIELDPRINT INC 888-291-1369 PA	28.75
02/21	02/21	7375	24039649052206112301295	FIELDPRINT INC 888-291-1369 PA	28.75
02/21	02/21	7375	24039649052206112301675	FIELDPRINT INC 888-291-1369 PA	28.75
02/21	02/21	7375	24039649052206112302178	FIELDPRINT INC 888-291-1369 PA	28.75
02/21	02/21	7375	24039649052206112208201	FIELDPRINT INC 888-291-1369 PA	28.75
02/21	02/22	5942	24692169052100222575293	AMZN Mktp US*MI9LP15R1 Amzn.com/billWA	79.63 CHB
02/22	02/22	5199	24275399053900016398134	EPROMOS PROMOTIONAL PRODU212-2868008 MN	391.68 CHB
02/22	02/25	5046	24258029053017097615833	THE WEBSTAIRANT STORE 717-392-7472 PA	237.11 CHB
02/23	02/25	5941	24692169054100989241855	YETI COOLERS 512-394-9384 TX	318.74 CHB
02/26	02/26	7375	24039649052206112402510	FIELDPRINT INC 888-291-1369 PA	28.75 F&P

Account Number [REDACTED]

Feb 10 - Mar 09, 2019



Cardholder Activity (continued)

Tran Date	Post Date	Category	Reference Number	Transactions	Amount
02/26	02/27	5992	24327439057040200299067	FLOWERS AND THINGS 217-7327507 IL	77.62 <i>ADG</i>
02/28	02/28	7375	24039649059206112303724	FIELDPRINT INC 888-291-1369 PA	17.50 <i>FEV</i>
02/28	03/01	5969	24692169059100445626843	INDEED 203-564-2400 CT	500.00 <i>HST</i>
03/01	03/04	5942	24692169060100853133800	AMZN Mktp US*MI69T4MG2 Amzn.com/billWA	8.95 <i>CSP</i>
03/01	03/04	3751	24755429061270616053826	HOMEWOOD SUITES CHAMPAIGN 217-3529970 IL	492.68 <i>WXD</i>
				Check in Date: 03/01/19 Daily Rate \$0.00 Taxes: \$0.00	
03/05	03/06	5983	247117059064640643520956	FERRELLGAS L P 800-8747699 MO	342.00 <i>AME</i>
03/06	03/08	3604	24755429066150668048780	HILTON GARDEN INN 217-5297171 IL	118.65 <i>FGP</i>
				Check in Date: 03/06/19 Daily Rate \$0.00 Taxes: \$0.00	

RYNE KOMNICK
Credit Limit \$ 20,000

Total Activity \$598.68

Tran Date	Post Date	Category	Reference Number	Transactions	Amount
02/12	02/14	5411	24427339044710029528055	ALDI 68024 LINCOLN IL	598.68 <i>FP</i>

ALISON RUMLER-GOMEZ
Credit Limit \$ 20,000

Total Activity \$990.45

Tran Date	Post Date	Category	Reference Number	Transactions	Amount
02/11	02/12	5045	24430999042400814131863	MSFT * E06007M0QU 800-642-7676 WA	595.45 <i>ALL Prog</i>
02/15	02/18	5734	24492159046637395759750	DISPATCHBOT GETDISPATCHBOWA	175.00 <i>Trans</i>
02/28	03/04	7011	24692169060100848692126	WYE MOTEL CLINTON IL	220.00 <i>SWF</i>
				Check In Date: 02/28/19 Daily Rate \$0.00 Taxes: \$0.00	



CAP OF CENTRAL ILLINOIS
ATTN DONNALEE LETTERLE
1800 FIFTH ST
LINCOLN, IL 62656-9107

THORNTONS FLEETWORKS

Payment due on or before due date
Please return this portion with your check payable to:
US Bank Voyager Fleet Systems
U.S. Bank National Association

Indicate account number on your check
PO Box 412535
Kansas City, MO 64141-2535

Account Number	Closing Date	Due Date
869080408	03-31-2019	04-25-2019

Total Transactions
192

Invoice Number
869080408914

Account Summary
Previous Balance
Adjustments
Tax Adjustments
New Purchases
New Balance

Amount
\$3,954.68
(\$16.12)
(\$589.79)
\$5,634.01
\$8,982.78

posted
\$5,028.10 - due

Date	Payments and Adjustments	Amount
03-13-2019	RETAILER ADJUSTMENT	(\$16.12)
03-31-2019	TAX ADJUSTMENT	(\$589.79)

received
4/1/2019

404-19.82
KIT-117.05
NUT-425.87
NUTFP-112.61
WX-45.92
CSB-44.01
EPS-675.18

HST-2570.92
SLE-891.05
monu-12567-

\$ 5,028.10

STATE OF ILLINOIS		UNIFORM GRANT BUDGET TEMPLATE		Commerce & Economic Opportunity	
Organization Name:	Community Action Partnership of Central Illinois	DUNS #:	82084203	NOFO #:	N/A
CSFA Number:	420-70-0090	CSFA Description:	Low Income Home Energy Assistance -- HHS	Fiscal Year:	2020
SECTION A -- STATE OF ILLINOIS FUNDS				Grant #:	20-224011
Revenues				TOTAL REVENUE	
(a). State of Illinois Grant Amount Requested (Total Grant Allocation)				\$ 555,854.00	
BUDGET SUMMARY STATE OF ILLINOIS FUNDS					
Budget Expenditure Categories		OMB Uniform Guidance Federal Awards Reference 2 CFR 200		TOTAL EXPENDITURES	
PROGRAM SUPPORT					
101 Personnel (Salaries & Wages)	200.430	\$	11,382.00		
102 Fringe Benefits	200.431	\$	1,625.00		
103 Travel	200.474	\$	800.00		
104 Equipment (Not PCs and Laptops)	200.439	\$	-		
105 Supplies	200.94	\$	929.00		
106 Contractual Services & Subawards	200.318 & 200.92	\$	271.00		
107 Consultant (Professional Services)	200.459	\$	-		
109 A Occupancy (Rent)	200.465	\$	8,601.00		
109 B Occupancy (Utilities)	200.465	\$	1,235.00		
SubTotal 109 (Occupancy Rent & Utilities)		\$	9,836.00		
111 Telecommunications		\$	1,000.00		
112 Training & Education	200.472	\$	-		
114 Miscellaneous Costs		\$	1,950.00		
SUBTOTAL 100s (Program Support)		\$	27,793.00		
CLIENT BENEFITS					
201 Client Benefits		\$	494,710.00		
202 Assurance 16		\$	-		
SUBTOTAL 200s (Client Benefits)		\$	494,710.00		
ADMINISTRATION					
301 Direct Administrative Costs	200.413 (c)	\$	-		
302 Indirect Costs* (see below)	200.414	\$	33,351.00		
Rate %:					
Base Calculation Method:					

STATE OF ILLINOIS		UNIFORM GRANT BUDGET TEMPLATE		Commerce & Economic Opportunity	
Organization Name:	Community Action Partnership of Central Illinois	DUNS #:	82084203	NOFO #:	N/A
CSFA Number:	420-70-0090	CSFA Description:	Low Income Home Energy Assistance -- State	Fiscal Year:	2020
SECTION A -- STATE OF ILLINOIS FUNDS				Grant #:	20-254011
Revenues				TOTAL REVENUE	
(a). State of Illinois Grant Amount Requested (Total Grant Allocation)				\$ 912,559.00	
BUDGET SUMMARY STATE OF ILLINOIS FUNDS					
Budget Expenditure Categories		OMB Uniform Guidance Federal Awards Reference 2 CFR 200		TOTAL EXPENDITURES	
PROGRAM SUPPORT					
101 Personnel (Salaries & Wages)		200.430		\$	32,741.00
102 Fringe Benefits		200.431		\$	7,391.00
103 Travel		200.474		\$	600.00
104 Equipment (Not PCs and Laptops)		200.439		\$	-
105 Supplies		200.94		\$	350.00
106 Contractual Services & Subawards		200.318 & 200.92		\$	271.00
107 Consultant (Professional Services)		200.459		\$	-
109 A Occupancy (Rent)		200.465		\$	2,007.00
109 B Occupancy (Utilities)		200.465		\$	1,235.00
SubTotal 109 (Occupancy Rent & Utilities)				\$	3,242.00
111 Telecommunications				\$	500.00
112 Training & Education		200.472		\$	-
114 Miscellaneous Costs				\$	533.00
SUBTOTAL 100s (Program Support)				\$	45,628.00
CLIENT BENEFITS					
201 Client Benefits				\$	812,177.00
SUBTOTAL 200s (Client Benefits)				\$	812,177.00
ADMINISTRATION					
301 Direct Administrative Costs		200.413 (c)		\$	-
302 Indirect Costs* (see below)		200.414		\$	54,754.00
Rate %: 10.00%					
Base Calculation Method: MTDC					
SUBTOTAL 300s (Administration)				\$	54,754.00

STATE OF ILLINOIS		UNIFORM GRANT BUDGET TEMPLATE		Commerce & Economic Opportunity	
Organization Name:	Community Action Partnership of Central Illinois	DUNS #:	082084203	NOFO #:	N/A
CSFA Number:	420-70-0087	CSFA Description:	Weatherization Assistance for Low Income Persons -- DOE	Fiscal Year:	2020
SECTION A -- STATE OF ILLINOIS FUNDS				Grant #:	17-403011
Revenues				TOTAL REVENUE	
(a). State of Illinois Grant Amount Requested (Total Grant Allocation)				\$	150,862.00
BUDGET SUMMARY STATE OF ILLINOIS FUNDS					
Budget Expenditure Categories		OMB Uniform Guidance Federal Awards Reference 2 CFR 200		TOTAL EXPENDITURES	
PROGRAM SUPPORT					
101 Personnel (Salaries & Wages)		200.430	\$	10,406.00	
102 Fringe Benefits		200.431	\$	1,760.00	
103 Travel		200.474	\$	2,000.00	
104 Equipment (Not PCs and Laptops)		200.439	\$	-	
105 Supplies		200.94	\$	1,557.00	
106 Contractual Services & Subawards		200.318 & 200.92	\$	4,900.00	
107 Consultant (Professional Services)		200.459	\$	-	
109 A Occupancy (Rent)		200.465	\$	4,868.00	
109 B Occupancy (Utilities)		200.465	\$	-	
SubTotal 109 (Occupancy Rent & Utilities)			\$	4,868.00	
111 Telecommunications			\$	1,016.00	
112 Training & Education		200.472	\$	-	
114 Miscellaneous Costs			\$	3,050.00	
		SUBTOTAL 100s (Program Support)		\$	29,557.00
M/L and H/S					
201 Materials & Labor			\$	76,077.00	
202 Health & Safety			\$	8,371.00	
		SUBTOTAL 200s (M/L and H/S)		\$	84,448.00
ADMINISTRATION					
301 Direct Administrative Costs		200.413 (c)	\$	1,795.00	
302 Indirect Costs* (see below)		200.414	\$	13,291.00	
Rate %:		10.00%			
Base Calculation Method:		MTDC			
		SUBTOTAL 300s (Administration)		\$	15,086.00
SPECIAL					

FGP of Central Illinois

Community Action Partnership of Central Illinois

Application ID: 19SF214084

Budget Dates: 07/01/2017 - 06/30/2020

	Total Amt	CNCS Share	Grantee Share	Excess Amount
Section I. Volunteer Support Expenses				
A. Project Personnel Expenses	68,139	61,093	7,046	0
B. Personnel Fringe Benefits	5,051	4,747	304	0
FICA	4,827	4,170	657	0
Health Insurance	6,930	6,121	809	0
Retirement	1,872	1,720	152	0
Life Insurance	178	153	25	0
Total	\$18,858	\$16,911	\$1,947	\$0
C. Project Staff Travel				
Local Travel	760	419	341	0
Long Distance Travel	3,632	2,914	718	0
Total	\$4,392	\$3,333	\$1,059	\$0
D. Equipment				
E. Supplies	3,816	3,355	461	0
F. Contractual and Consultant Services	26,984	23,651	3,333	0
I. Other Volunteer Support Costs	824	824	0	0
Criminal Background Check	900	900	0	0
Total	\$1,724	\$1,724	\$0	\$0
J. Indirect Costs	13,435	11,321	2,114	0
Section I. Subtotal	\$137,348	\$121,388	\$15,960	\$0
Section II. Volunteer Expenses				
A. Stipends				
Corporation Funded	154,952	154,952	0	0
Non-Corporation Funded	0	0	0	0
Non-Stipended				
Total	\$154,952	\$154,952	\$0	\$0
B. Other Volunteer Costs	6,000	6,000	0	0
Meals	35,872	0	35,872	0
Uniforms	7,500	7,242	258	0
Insurance	623	293	330	0
Recognition	6,266	0	6,266	0
Volunteer Travel	27,834	27,116	718	0
Physical Examinations	7,500	3,150	4,350	0
Total	\$91,595	\$43,801	\$47,794	\$0
Section II. Subtotal	\$246,547	\$198,753	\$47,794	\$0
Budget Totals	\$383,895	\$320,141	\$63,754	\$0
Funding Percentages		83.4%	16.6%	
Required Match		n/a		
# of years Receiving CNCS Funds		n/a		

STATE OF ILLINOIS		UNIFORM GRANT MODIFICATION BUDGET TEMPLATE		Commerce & Economic Opportunity	
Organization Name:		DUNS#		NOFO #	N/A
CSFA Number:	420-70-0090	CSFA Description:	Low Income Home Energy Assistance	Fiscal Year:	2018
SECTION A -- STATE OF ILLINOIS FUNDS			Grant #	18-2240XX	
Revenues			TOTAL REVENUE		
(a) State of Illinois Modification Amount Requested (Total Modification Allocation)			\$	112,360.00	
BUDGET SUMMARY STATE OF ILLINOIS FUNDS					
Budget Expenditure Categories	UNITED CHURCH OF CHRIST Guidance Federal Awards D-Number: 2-000	Current Approved Budget	Modification Amount	New Budget Amount	
PROGRAM SUPPORT					
101 Personnel (Salaries & Wages)	200.43	\$ 28,007.00	\$ 95.00	\$	28,102.00
102 Fringe Benefits	200.431	\$ 5,071.00	\$ 4,538.00	\$	9,609.00
103 Travel	200.474	\$ 2,396.00	\$ (1,228.00)	\$	1,168.00
104 Equipment (Not PCs and Laptops)	200.439	\$ 271.00	\$ 128.00	\$	399.00
105 Supplies	200.94	\$ 350.00	\$ 356.00	\$	706.00
106 Contractual Services & Subawards	200.318 & 200.92	\$ -	\$ -	\$	-
107 Consultant (Professional Services)	200.459	\$ -	\$ -	\$	-
109 A Occupancy (Rent)	200.459	\$ 3,360.00	\$ 762.00	\$	4,122.00
109 B Occupancy (Utilities)	200.465	\$ 1,685.00	\$ 296.00	\$	1,981.00
SubTotal 109 (Occupancy Rent & Utilities)		\$ 5,045.00	\$ 1,058.00	\$	6,103.00
111 Telecommunications		\$ 1,306.00	\$ -	\$	1,306.00
112 Training & Education	200.472	\$ -	\$ -	\$	-
114 Miscellaneous Costs		\$ 433.00	\$ 671.00	\$	1,104.00
SUBTOTAL 100s (Program Support)		\$ 42,879.00	\$ 5,618.00	\$	48,497.00
CLIENT BENEFITS					
201 Client Benefits		\$ 763,250.00	\$ 100,000.00	\$	863,250.00
401 Assurance 16		\$ -	\$ -	\$	-
SUBTOTAL CLIENT BENEFITS		\$ 763,250.00	\$ 100,000.00	\$	863,250.00
ADMINISTRATION					
301 Direct Administrative Costs	200.413 (c)	\$ -	\$ -	\$	-
302 Indirect Costs* (see below)	200.414	\$ 51,455.00	\$ 6,742.00	\$	58,197.00
Rate %:	10.00%				
Base Calculation Method:	MTDC				
SUBTOTAL 300s (Administration)		\$ 51,455.00	\$ 6,742.00	\$	58,197.00
Total Direct Costs		\$ 806,129.00	\$ 105,618.00	\$	911,747.00
Total Indirect Costs		\$ 51,455.00	\$ 6,742.00	\$	58,197.00
Total Costs for State Grant Funds		\$ 857,584.00	\$ 112,360.00	\$	969,944.00

STATE OF ILLINOIS		UNIFORM GRANT BUDGET TEMPLATE		Commerce & Economic Opportunity	
Organization Name:	Community Action Partnership of Central Illinois	DUNS #:	082084203	NOFO #:	N/A
CSFA Number:	420-70-0087	CSFA Description:	Weatherization Assistance for Low Income Persons – HHS	Fiscal Year:	2020
SECTION A -- STATE OF ILLINOIS FUNDS				Grant #:	19-221011
Revenues				TOTAL REVENUE	
(a). State of Illinois Grant Amount Requested (Total Grant Allocation)				\$ 288,253.00	
BUDGET SUMMARY STATE OF ILLINOIS FUNDS					
Budget Expenditure Categories		OMB Uniform Guidance Federal Awards Reference 2 CFR 200		TOTAL EXPENDITURES	
PROGRAM SUPPORT					
101 Personnel (Salaries & Wages)		200.430	\$	19,684.00	
102 Fringe Benefits		200.431	\$	4,640.00	
103 Travel		200.474	\$	1,400.00	
104 Equipment (Not PCs and Laptops)		200.439	\$	-	
105 Supplies		200.94	\$	2,000.00	
106 Contractual Services & Subawards		200.318 & 200.92	\$	14,705.00	
107 Consultant (Professional Services)		200.459	\$	-	
109 A Occupancy (Rent)		200.465	\$	4,868.00	
109 B Occupancy (Utilities)		200.465	\$	-	
SubTotal 109 (Occupancy Rent & Utilities)			\$	4,868.00	
111 Telecommunications			\$	1,016.00	
112 Training & Education		200.472	\$	14,271.00	
114 Miscellaneous Costs			\$	3,964.00	
SUBTOTAL 100s (Program Support)				\$ 66,548.00	
M/L and H/S					
201 Materials & Labor			\$	171,125.00	
202 Health & Safety			\$	19,014.00	
SUBTOTAL 200s (M/L and H/S)				\$ 190,139.00	
ADMINISTRATION					
301 Direct Administrative Costs		200.413 (c)	\$	-	
302 Indirect Costs * (see below)		200.414	\$	17,295.00	
Rate %:					
Base Calculation Method:					
SUBTOTAL 300s (Administration)				\$ 17,295.00	
SPECIAL					

STATE OF ILLINOIS		UNIFORM GRANT BUDGET TEMPLATE		Commerce & Economic Opportunity	
Organization Name:	Community Action Partnership of Central Illinois	DUNS #:	082084203	NOFO #:	N/A
CSFA Number:	420-70-0087	CSFA Description:	Weatherization Assistance for Low Income Persons--STATE	Fiscal Year:	2020
SECTION A -- STATE OF ILLINOIS FUNDS				Grant #:	20-251011
Revenues				TOTAL REVENUE	
(a). State of Illinois Grant Amount Requested (Total Grant Allocation)				\$	106,112.00
BUDGET SUMMARY STATE OF ILLINOIS FUNDS					
Budget Expenditure Categories		OMB Uniform Guidance Federal Awards Reference 2 CFR 200		TOTAL EXPENDITURES	
PROGRAM SUPPORT					
101 Personnel (Salaries & Wages)		200.430	\$	7,699.00	
102 Fringe Benefits		200.431	\$	1,520.00	
103 Travel		200.474	\$	670.00	
104 Equipment (Not PCs and Laptops)		200.439	\$	-	
105 Supplies		200.94	\$	465.00	
106 Contractual Services & Subawards		200.318 & 200.92	\$	8,722.00	
107 Consultant (Professional Services)		200.459	\$	-	
109 A Occupancy (Rent)		200.465	\$	4,868.00	
109 B Occupancy (Utilities)		200.465	\$	-	
	SubTotal 109 (Occupancy Rent & Utilities)		\$	4,868.00	
111 Telecommunications			\$	1,016.00	
112 Training & Education		200.472	\$	-	
114 Miscellaneous Costs			\$	900.00	
SUBTOTAL 100s (Program Support)			\$	25,860.00	
M/L and H/S					
201 Materials & Labor			\$	66,497.00	
202 Health & Safety			\$	7,388.00	
SUBTOTAL 200s (M/L and H/S)			\$	73,885.00	
ADMINISTRATION					
301 Direct Administrative Costs		200.413 (c)	\$	-	
	Total Direct Costs	200.413	\$	99,745.00	
302 Indirect Costs* (see below)		200.414	\$	6,367.00	
	Rate %:				
	Base Calculation Method:				
SUBTOTAL 300s (Total Administrative Costs)			\$	6,367.00	
Total Costs for State Grant Funds			\$	106,112.00	

