

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE  
COUNTY BOARD ROOM  
TUESDAY, MARCH 10, 2020  
AGENDA  
6:00 PM**

**1. Call to Order**

**2. Roll Call** – Chuck Nagel (chairman), Richard Hill, Emily Barker, Bryant Kempf, Josh Davis (v-ch).

**3. Approval of Minutes**

- a. Approval of February 11, 2020 Regular Meeting

**4. Public Input**

**5. Approval of Claims**

**6. Treasurers Report**

- a. Audit Report and Findings

**7. Budget**

**8. New Business**

- a. Tri-County Dues
- b. We Care Oversight Policy
- c. Project Engineers

**9. Unfinished Business**

- a. RLF Grant Update

**10. Other**

**11. Executive Session**

**12. Any Action Coming Out of Executive Session**

**13. Adjournment**

**FINANCE & ECONOMIC DEVELOPMENT COMMITTEE  
COUNTY BOARD ROOM  
TUESDAY, FEBRUARY 11, 2020  
MINUTES  
6:00 PM**

**1. Call to Order**

**2. Roll Call – Roll Call** –Chuck Nagel (chairman), Richard Hill, Bryant Kempf, Josh Davis present. Emily Barker is excused.

**3. Approval of Minutes**

- a. Approval of January 14, 2020 Regular Meeting Minutes

Motion to approve January 14, 2020 regular meetings made by Hill, seconded by Davis. *Motion passed.*

- b. Approval of January 28 Special Meeting Minutes

Motion to approve January 28, 2019 special meeting minutes made by Davis, seconded by Kempf. *Motion passed.*

**4. Public Input**

**5. Approval of Claims**

Motion to approve February claims made by Kempf, seconded by Hill. *Motion passed.*

**6. Treasurers Report**

Ms. Andrews reported on the Treasurers report. All funds have positive balances. There is still one company paying on their revolving loan. The auditors have finished the audit and the findings will be presented next month.

**7. Budget**

**8. New Business**

- a. Selection of a vice-chairman

Motion to nominate Josh Davis as vice-chairman made by Hill, seconded by Kempf. *Motion passed.*

- b. Washburn TIF Agreement

Scott Forney, Trustee from Washburn and Paul Ostrosky, attorney for Washburn, address the committee regarding extending the TIF for Washburn. Mr. Ostrosky explained what a TIF is and how it works. Normally a TIF is for 23 years, but Washburn would like to extend it another 12 years to do a few more public projects. It was discussed about the two Winkler's and what businesses were on their property. The committee wants to make sure that a building is not just

sitting empty, as that does not help the district. Motion to recommend to the full Board that the County Board Chairman sign the TIF extension letter made by Davis and seconded by Hill.  
*Motion passed.*

- c. Approval of Resolution 2019/20 #021 Establishing a Policy Regarding Fair Housing Practices in Woodford County.

This is for the Revolving Loan Grant Projects. Motion to approve Resolution 2019/20 #21 made by Hill, seconded by Kempf. *Motion passed.*

- d. We Care Audit Findings.

Ms. Breyman reported on the We Care Federal Audit findings. There were 4 things that we needed to correct. One plan has been written that address three of the findings and has been sent to the State's Attorney for his review. We have a deadline of April 1, 2020 to correct those findings. The other finding is writing a Title VI Program which Ms. Breyman has been working on. It is a rather lengthy plan as the Federal Government has many requirements that have to be addressed. This plan is due by June 1, 2020. It was questioned why we had not been made aware of these findings before now since we have been with We Care for a long time. It was explained that We Care has not had a Federal Audit like this before.

## **9. Unfinished Business**

## **10. Other**

Mr. Hill has been trying to touch base the Tri-County regarding a Farm Box Store. This was a product of the round table meeting. He will continue to work on this.

## **11. Executive Session**

## **12. Any Action Coming Out of Executive Session**

## **13. Adjournment**

Motion to adjourn made by Davis, seconded by Kempf. *Motion passed*

Meeting adjourned at 6:37 PM.

Submitted by: Deb Breyman

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Chuck Nagel, Chairman  
Finance Committee

## **We Care Oversight**

### **Introduction:**

Woodford County requires that a framework for conducting vendor oversight and monitoring along with the implementation of best practices as a dynamic and integral part of their day to day operations. A successful oversight and monitoring program is intended to foster accountability and transparency, mitigate the risk of systemic vulnerabilities going undetected, as reduce the frequency of operational problems. The Program encompasses the roles, responsibilities, policies and processes regarding the oversight and compliance monitoring activities of Woodford County into one document.

Woodford County contracts with We Care to provide transportation services throughout the County. Woodford County receives federal and state funds for this service and is required to ensure that all funding is used fairly and without discrimination and that We Care is following all federal and state regulations. Under the Civil Rights Act of 1964, and as a recipient of federal funding under the programs of the Federal Transit Administration (FTA) and of the US Department of Transportation, Woodford County has an obligation to ensure that the evaluation and adoption of written policies and procedures linked to functional operations of We Care include, but are not limited to:

- Financial Accounting and Reporting
- Employee Training and Oversight
- Employee Drug and Alcohol Testing
- Safety Management
- Title VI Programs
- Federal Grant Requirements

The Woodford County PCOM meets monthly with We Care to receive financial reports, internal management reports, safety reports, progress reports, operations updates, staff evaluations, drug and alcohol testing, and legal compliance updates.

### **Board of Directors**

We Care has established its own Board of Directors that oversee the operations of We Care. The Woodford County PCOM reports We Care activities to the Woodford County Board.

### **Operational and Financial Reports**

The We Care Executive Director reports all federal grant documentation to the Woodford County PCOM. The Executive Director and PCOM discuss and review all Downstate Operating Assistance Program Grant Documents along with the Federal 5311 Grant documents annually.

## **Routine Auditing & Monitoring**

Woodford County routinely monitors the following:

- Auditing
  - Woodford County will ensure that all audit findings are addressed, and how they were addressed
  - Woodford County will monitor that procedures were developed to prevent recurrence of findings
- We Care Grant Funds
  - Woodford County ensures We Care is in compliance with Federal and State guidelines
- Title VI Program
  - Woodford County has established a Discrimination Policy (Resolution 2016-17 #050) and will ensure that We Care complies with the County standards
  - Woodford County ensures that We Care policies and procedures address Title VI requirements
  - Woodford County ensures that all Title VI Federal requirements are met
  - Woodford County will review any and all Title VI complaints and actions taken
  - Woodford County periodically checks that all required forms are made available to the public in English and in an appropriate language other than English
- Drug and Alcohol Testing
  - Woodford County will ensure that We Care has a policy and procedures for drug and alcohol testing for employees
  - Woodford County will confirm that We Care employees involved have all proper certifications
  - Woodford County will annually check to make sure all employees have complied with Federal Drug and Alcohol testing
- Safety
  - Woodford County will monitor monthly safety concerns, reports, and corrective actions

## **Authority**

Woodford County's monitoring of We Care is intended to foster accountability and transparency along with ensuring compliance with all Federal and State requirements. Woodford County and the Woodford County PCOM have the authority to review all documents and other information relevant to compliance activities.