

**GREATER EGYPT REGIONAL PLANNING AND DEVELOPMENT COMMISSION  
EXECUTIVE COMMITTEE MEETING  
September 12, 2023**

**1. Call to Order and Roll Call**

Jeffery Robinson, Chairperson, presided and called the meeting to order at 12:25 pm. A roll call was taken and we have a quorum.

*Officers Present* - Jeffery Robinson (Chairperson, Williamson County); Kathy Lively, (1<sup>st</sup> Vice Chairperson, Herrin); Julie Peterson (3<sup>rd</sup> Vice Chairperson, Jackson County); Steve Damron (Secretary, Jefferson County); Cindy Humm (Treasurer, Franklin County)

*Officers Absent* – Brian Otten (2<sup>nd</sup> Vice Chairperson, Perry County); Fred Kelly (4<sup>th</sup> Vice Chairperson, Perry County)

*Staff Present* - Cary Minnis (Executive Director); Abra Phillips (Admin Asst & Bookkeeper).

**2. List of Bills Approval**

A motion was made by Cindy Humm and seconded by Steve Damron to approve the List of Bills included in the handout. The motion carried unanimously.

**3. Audit Services**

Cary explained that Fiscal Year 23 is the last year of engagement with our current auditor, Rice Sullivan. Initially they were unsure of their ability to provide services to us after this audit due to being short staffed (there is an accountant shortage), however, they have recently come back with an engagement letter for the next 3 years. The cost is as follows:

- Year 1: \$18,350 + \$3,000 for single audit
- Year 2: \$19,650 + \$3,250 for single audit
- Year 3: \$20,950 + \$3,500 for single audit

According to our USDA loan requirements, a single audit is only required in the years that we release money, not in the years we are just servicing it. However, according to the 2 CFR requirements, a single audit is required if the outstanding balance is more than \$750,000. This year, our audit cost is \$9,850 (excluding the cost of a single audit), so this is a rather large increase but was expected.

Prior to receiving this engagement letter, we reached out to Gibbons CPA out of Johnston City, who does the audit for Southern 5 Regional Planning Commission, and therefore will be familiar with the type of business we do. We did not receive a formal proposal, but were told that due to the size and requirements of our audit, they would not be able to perform ours for anything less than \$25,000.

Cary asked those present if they'd like to send out an RFQ or accept the engagement letter from Rice Sullivan. Julie Peterson and Kathy Lively both agreed that we should stick with Rice Sullivan.

A motion was made by Kathy Lively and seconded by Cindy Humm to recommend accepting Rice Sullivan's engagement letter for FY2024 – FY2026 as presented to the full board. The motion carried unanimously.

**4. Miscellaneous**

Cary received an email from the Millenium Development Destination's (Marion Center Project) lawyer, James Van Winkle. Apparently, there were errors within the closing documents on our building. There was no legal description attached on the Ground Lease between Greater Egypt and the City of Marion, and the assignment of the Assumption of the Lease had the book and page number wrong. There is no action needed but we do need to verify the corrections and sign. Cary will be contacting Millenium Development Destination and taking care of this tomorrow.

## **5. Personnel (Closed Session under 2C (1) of the Illinois Open Meetings Act**

A motion was made by Jeffery Robinson and seconded by Kathy Lively to go into closed session to discuss Personnel under 2C (1) of the Illinois Open Meetings Act. A roll call vote is required to go into closed session and is as follows:

Steve Damron – Yes  
Cindy Humm – Yes  
Julie Peterson – Yes  
Kathy Lively – Yes  
Jeffery Robinson – Yes

The motion carried unanimously and the committee went into closed session at 12:50 pm.

A motion was made by Julie Peterson and seconded by Steve Damron to come out of closed session. A roll call vote is required and results are as follows:

Steve Damron – Yes  
Cindy Humm – Yes  
Julie Peterson – Yes  
Kathy Lively – Yes  
Jeffery Robinson – Yes

The motion carried unanimously and the committee came out of closed session at 1:46 pm.

A motion was made by Kathy Lively and seconded by Steve Damron to present the revised budget and personnel changes to the full board. The motion carried unanimously.

## **6. Adjourn**

A motion was made by Julie Peterson and seconded by Steve Damron to adjourn the meeting. The motion carried unanimously and the meeting adjourned at 1:48 pm.