

AGENDA

Wednesday, December 18, 2019

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

1545 Hobbs Drive, Delavan

Please RSVP to Jennifer by 5 p.m. Monday December 16th

jperreault@community-action.org or 313-1309

1. WELCOME
2. CALL TO ORDER
3. APPROVAL OF AGENDA
4. CONSENT AGENDA ITEMS
 - A. Minutes, October 23, 2019 (pg 2)
 - B. FINANCE MEETING (pg 5)
 - o Meeting minutes, December 12, 2019 – to be inserted
 - o October Financial Summary Review
 - o Housing Financial Statement Review
 - o 2018 990 Tax Return
 - o 2020 CAI Budgets
 - o 2020 Housing Budgets
 - o Annual Fiscal Policy Review
 - C. CONSUMER ADVISORY MEETING (pg 202)
 - o Meeting minutes, December 2, 2019
 - D. GOVERNANCE MEETING- VIA EMAIL (pg 205)
 - o Bylaws

PROPOSED ACTION: Approve the consent Agenda as presented or modified
5. COMMUNICATION
 - A. Chair Remarks –
 - B. Executive Directors Report (pg 221)
 - o Deputy Director Report (pg 229)
 - o Fund Development Report -Handout at meeting (pg 230)
 - o Contract Update (pg 231)

PROPOSED ACTION: Approve the Executive Directors Report
6. ORGANIZATIONAL CHART (pg 232)
For Review
7. 2019 BOARD CALENDAR/COMMITTEE MEETINGS (pg 233)
For Review
8. 2020 BOARD TRAINING SURVEY (pg 235)
For Review
9. BOARD TRAINING – Housing Report (pg 238)
 - A. PSH & RR
10. ADJOURN

Next Meeting: Wednesday, February 26, 2020, 20 Eclipse Center, Beloit, WI.

Board of Director Meeting Minutes
 October 23, 2019
 8:30-10:30AM

Present	Absent	Staff Present
Amanda Sookraj (via phone)	Laura Williamson	Cecilia Dever
Brenda Pinson	Julie Lewis	Lynn Jones
Terrance Cummings	Jennifer Wood	Sara Schumacher
Jeremy Zajac	Mary Weeden	Marc Perry
Bob Geist	Minnie Murry	Debbie Sheldon
Amy Carey		Marc Perry
Tom Brien		Beth Tallon
Kate Abbe		Laura Laux
Erin Davis		
Alan Kupsik		
Natalie Van Sickle		
Carlo Nevicosi (via phone)		
Glenn Wofford		

1. Welcome
2. Call to Order at 8:33AM by Brenda Pinson. Brenda is chairing the meeting today in Julie Lewis' and Amanda Sookraj's absent.
3. Head Start Presentation/Introduction of Guests
 - a. Introductions of RWCFS guests and Community Action board members and team members.
 - b. Carol Mishler, Director of RWCFS, provided a PowerPoint of Head Start and Early Head Start programming and services.
 - c. Vicki Mortimer, Director of Finance RWCFS, explained fiscal award and contract briefly.
4. Approval of Agenda
 - a. Brenda motioned to amend the agenda to add RWCFS approval of continuing to explore RWCFS becoming a program of Community Action in July 2021.

Action: All motioned to approve the agenda with the additional agenda item at the end of the agenda. Bob second. All approved.

5. Consent Agenda Items
 - a. No requests made to pull any items in the Consent Agenda.

Action: Bob motioned to approve the consent agenda. Terry second. All approved.

6. Communication
 - a. Chair Remarks
 - i. None

- b. Executive Director Report:
 - i. River Valley Project:
 - 1. Received petition from community members. CAI offered another community discussion.
 - 2. Continuing to move forward per the city. The next step is for this project to go to Planning Commission and then the City Council for a vote. November is the approximate timeframe for this to be voted.
 - ii. Consumer Advisory Committee was noticed for all the hard work advocating programming in Walworth County.
 - 1. Requesting funding for FSET funds from ResCar for Fatherhood programming in WC in Delavan. Fatherhood will be offered from CAI office in Delavan.
 - 2. PREP and OSHA/CPR/FA in alternative high school to grow in 2020
 - iii. Community Kids continued to maintain their 5 star rating for Young Star.
 - iv. WnW: 19 scholarships by the end of third quarter were given out. The 2019 year goal was 20. However, when AWARE is included, 26 scholarships have been provided for young people to obtain their driver's license. The funds being used for these scholarships are net asset funds.
 - v. \$800,000 of Weatherization related jobs are out for bid. WX staffing changes: 2 upcoming retirements. New energy auditor.
 - vi. Kringle sale (fundraiser) at Community Kids. Stop in and order.
 - vii. Gingerbread Extravaganza
 - 1. Grand Geneva weekend giveaway. The grand prize for this fundraiser. Committee would appreciate to sell raffle tickets ahead of time. Grand prize is worth \$700.
 - 2. Raffle tickets \$20 or 3 for \$50.
 - 3. Need not to be present to win.
 - 4. Online sales at 27 tickets thus far. 7 offline purchased and it's not even Halloween.
 - viii. TOS and Aware mailers are being printed this week for holiday appeal.
 - ix. Beth noted the new decal in the board room.
 - x. Contract updates. CDBG Janesville did not fund Fatherhood in 2020. Focused on Housing instead.
 - xi. Monitoring updates noted.

Action: Jeremy motioned to approve the Executive Director's Report. Bob second. All approved.

- 7. 2020 CSBG Application
 - a. Reviewed CSBG funding and grant application for 2020.

Action: Jeremy motioned to approve the CSBG 2020 application. Alan second. All approved.

- 8. 2019 Mid-Year CAI Strategic Plan Update (for review only)
 - a. Multiple community partners and curriculums are involved for making literacy successful within CAI programs and services.
 - b. WnW: Exceeded goal already for 2019.

- c. Continuing to work with Walworth County city officials regarding affordable permanent housing in the Delavan Community.
- d. Signature fundraiser: successful direct mail campaign this summer. Also did tangible item "sponsor a family" or "lights on" for utilities. The goal of direct mail campaign was \$20,000. Actual amount raised was \$25,000. This direct mail campaign replaced the Golf Outing fundraiser.
- e. Development of new chart of accounts: Finance department is not going to develop a new chart of accounts right now. The accounting software CAI uses is becoming outdated. Therefore, the finance department is going to be looking into a software change in the near future.
- f. Merrill Community Center has a strong partnership with Beloit Psychotherapy to provided free therapy to NRSA families on Friday's. Mental health support is a critical component in the community and the strategic plan.

NO ACTION NEEDED: For Review Only

- 9. Rock Walworth Comprehensive Family Services: Head Start and Early Head Start
 - a. If RWCFS would become a program of Community Action, this would double CAI size in terms of staff and almost double our fiscal areas.
 - b. Process:
 - i. RWCFS will receive notice of needing to re-compete in September 2020. At that time, RWCFS would decline completing the application and CAI would write the grant and have RWCFS become a program of CAI. They have to re-compete because of deficiencies in their five year grant cycle.
 - ii. July 1, 2021 is the contract start date of the 5 year awarded cycle for contract.
 - iii. Alan inquired about staffing structure
 - 1. Cecilia noted she has been in communication with CAPLAW which will provide support and guidance at the time of planning and transitioning.
 - 2. Cecilia also has been in touch with Anna from Western DairyLand Community Action who carries Head Start under their program umbrella. Anna has been a great resource thus far.
 - 3. CAI would be able to propose funding and programming as fit for the communities of Rock and Walworth. The contract funding and service amount does not need to stay the same as it is now.
 - 4. RWCFS board approved to move forward to explore the option of RWCFS becoming a CAI program.
 - 5. Multiple committees would need to be formed to help plan design and transition.
 - iv. Erin asked about fiscal questions per RWCFS's 2018 annual report. Debbie stated she would inquire further and get back to Erin and the rest of the board.

Action: Bob motioned to continue to explore RWCFS becoming a program of Community Action's. Alan second. All approved.

ADJOURN: Bob motioned to adjourn, Jeremy second. All approved. 10:17AM