

**MINUTES**  
**BOARD OF DIRECTOR**  
**Wednesday, February 29, 2012**  
**8:30 a.m. – 10:30 a.m.**  
**Community Action Board of Directors**  
**Pathways Center**  
**600 Henry Ave, 20 Eclipse Center, Beloit,**  
**8:30 a.m.**

<u>Present</u>		<u>Absent</u>	<u>Staff</u>
Kim Capstick	Linda Seemeyer	Nino Cruz	Lisa Furseth
Royce DeBow	Gary Seidel	Sam Leibert	Traci Rogers
Sheila DeForest	Penny Sonheim	Joe Stadelman	Marc Perry
Travis Egan	Jana Vegge	Dale Thorpe	Jennifer Perreault
Bob Fizzell	Shirley Williams	Fred Yoss	Lynn Jones
Nancy Forebeck			Patricia Wiggins

1. CONSENT AGENDA ITEMS

**ACTION: Royce DeBow motioned to accept the Consent Agenda, Linda Seemeyer seconded, accepted unanimously.**

2. COMMUNICATION

- Chair Remarks - Travis indicated that this meeting was going to be Sheila DeForest's last meeting as she has been reassigned committees through the Beloit Council.
- Executive Directors Report
  - When approving the Executive Director's Report (EDR) you are approving the EDR, contracts and monitoring reports.
  - Policies for lead and asbestos safety are being developed. We are working on comprehensive policies and layering them with State expectations and regulations.
  - There was concern that we may be liable for our subcontractors (pollution occurrence); at present, CAI requires subcontractors to provide insurance verification

**ACTION: Nancy Forbeck motioned to accept the Executive Director's Report, Bob Fizzell seconded, accepted unanimously.**

3. FINANCE COMMITTEE

- Review and Approval of Merrill Update and Financial Statements -
  - Budget is being monitored closely. Some cost overruns include increase administrative financial support and unauthorized neighborhood use of dumpsters (practices modified).
    - In some places, the way we are tracking HOME and CDBG costs have changed resulting in a higher than normal cost for administrative financial support.
    - In the past we have had large dumpsters on sights at all times. Neighbors would then use them as their personal disposal causing a higher than normal use for us. In the future, we are not going to have the dumpster on sight unless it is a demolition day.
  - Increase allocation of HOME program income funds for sales and incentives. Due to regulatory changes coming from the federal government, it is in our best interest to sell as many of the homes as possible. Marketing team can come in and share the public relations strategy of the Merrill Neighborhood.

**ACTION(S): Royce DeBow motioned to accept the Merrill Financials and allocation of \$20,000 HOME/program income funds for sales incentives/supports as presented by staff, Gary Seidel seconded, accepted unanimously.**

- Community Kids Financials
  - CK-Delavan - Staff will come to April's board meeting with a recommendation as to how to proceed with Community Kids Delavan. There is a marketing and financial assessment taking place to help evaluate the best way to proceed.
  - Janesville - had a slight loss financially; however currently meeting their mission. They need to raise quality significantly to a higher standard to become YoungStar approved.
  - Beloit - had a slight gain financially; however, there may be some changes in the relationship with Headstart that could impact future operations.

#### 4. PLANNING AND EVALUATION COMMITTEE

- Sheila asked for insight as to whether staff would have input in the evaluation process. Lisa confirmed that they will have input though the structure may vary based on program staffing.
- Goal at the end of the evaluation is to have set of potential required or recommended actions relating to qualities that will then work themselves back through work plans and employee performance expectations. Agency is committed to providing training / resources to assist areas where staff need it to succeed.  
**PROPOSED ACTION: Bob Fizzell motioned to approve CAI Program Review Tool, Sheila DeForest seconded, accepted unanimously.**

#### 5. COMMUNITY ENGAGEMENT –

- Marc Perry discussed community engagement strategies for the Board noting, ways to support marketing and fund development can be achieved in several ways: 1) Beloit - We have strong relationships with other programs and foundations that do our type of work but we need to build relationships with Beloit businesses and private funders. 2) Walworth - we need an overall expansion and sustainability in Walworth county.
- Board members can assist by:
  - Giving names of individuals that we can meet
  - Attending functions
  - Talking to people in the community

#### 6. BOARD EDUCATION – Work-n-Wheels Program – Lynn Jones, Director of Employment & Training, and Patricia Wiggins, Program Coordinator, gave an overview of the Work-n-Wheels program for the Board.

#### 7. Adjourn - Sheila DeForest motioned to adjourn, Shirley Williams seconded, accepted unanimously.

**Next Meeting: BOD Annual Meeting, June 27<sup>th</sup>, 8:30 a.m.**  
**Location: Holiday Inn Express, 3100 Wellington Place, Janesville, WI 53546**