

MINUTES
BOARD OF DIRECTOR
1701 Riverside Dr, 20 Eclipse Center, Beloit, WI 53511
October 27, 2010
8:30 a.m.

<u>Present</u>		<u>Absent</u>	<u>Staff</u>
Dan Boutelle	Nancy Forbeck	Joe Stadelman	Lisa Furseth
Kim Capstick	Michael Gensler	Dale Thorpe	Karen Betenz
Royce DeBow	Anna Marie Johnson	Jana Vegge	Marc Perry
Sheila DeForest	Linda Seemeyer		Jennifer Perreault
Travis Egan	Gary Seidel		
Bob Fizzell	Penny Sonheim		

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1. **CALL TO ORDER:** Meeting was called to order by Travis Egan, Board Chair.
 2. **ROLL CALL:** Roll was called and the above attendance was recorded.
 3. **CONSENT AGENDA** - the following sections were asked to be pulled for further discussion: Minutes from Board of Director's meeting on September 1, 2010, Organizational Chart, HR/Finance Committee Minutes and Merrill Project Update.
ACTION REQUIRED: Mike Gensler motioned to accept the Consent Agenda with the above items removed, Royce DeBow seconded, accepted unanimously.
 - a. **Board Minutes** - Board member requested the minutes from September 1, 2010 meeting to be modified to add the following statement under 3. Consent Agenda (b) Finance Committee: *Sheila DeForest expressed concern regarding the ability of staff to approve major organizational changes without Board input.*
ACTION REQUIRED: Gary Seidel motioned to accept the minutes from the September meeting with the noted modification, Bob Fizzell seconded, accepted unanimously.
 - b. **Organizational Chart** – Sheila DeForest expressed concern regarding workload issues for the Executive Director, given the loss of the Assistant to the Executive Director position. Lisa Furseth, Executive Director, responded; (i) noting appreciation for the concern, (ii) acknowledging that the new structure puts priority on use of funds for program quality and support and, (iii) indicating there are some funds in the budget to provide more significant administrative level support and recruitment of a MA level intern may provide the possibility of support for more significant project level assistance. Lisa also noted that some functions of the prior position, such as the diversity work, are currently being supported by external consultants.
 - c. **HR/Finance Committee Minutes** - Discussion was held regarding clarification on the 2011 merit increases. Staff assured Board that employees will be notified of the change and involved in establishing performance based goals for 2011.
ACTION REQUIRED: Penny Sonheim motioned to accept the 2% increase recommendation as presented, Gary Seidel seconded, accepted unanimously.
 - d. **Merrill Project Update** - Board member expressed strong concerns she has received from area residence regarding the lack of siding on homes purchased by Community Action over a year ago. Staff articulated some challenges faced in the past year and are currently working on a revised plan. Lisa requested that Board Members contact her directly to share concerns when they are presented to Board Members. The Board asked that staff incorporate a plan/timeline to finish the exterior work on houses when the Merrill plan is reviewed in January.
ACTION REQUIRED: Dan Boutelle motioned to accept the Merrill Project Update, Anna Marie Johnson seconded, accepted unanimously.
 4. **COMMUNICATION**
 - a. **Chair Remarks**
 - i. Katie Kuznacic resigned due to job change; Lisa is in talks with the County Board Chair to fill vacancy.

- ii. Board members were asked to keep the lease information for Eclipse confidential per the terms of our lease with Hendricks Development Group.

b. Executive Director

- i. \$58,000 in additional Title X funds was approved for First Choice to be used by February; large portion used for improvements in Janesville and the balance used for buying equipment/supplies for the Pathways Center facility in Beloit.
- ii. \$30,000 for 2 yrs from M&I Bank for Skills Enhancement and Mortgage Counseling
- iii. Fundraising in Beloit - we will add an event in Spring 2011 for Rock County
- iv. Community Action will be hosting a Business After 5 at the Pathways Center on February 16, 2011.

ACTION REQUIRED: Sheila DeForest motioned to accept the Chair and Executive Director's reports, Nancy Forbeck seconded, accepted unanimously.

5. ELECTION

- a. Sheila DeForest motioned to table this item, Nancy Forbeck seconded, accepted unanimously.

6. BOARD EDUCATION

- a. Staff presented the history of Cultural Competency within Community Action. Board would like the Cultural Competency plan to have measurable goals and results presented to the Board.

7. EXECUTIVE COMMITTEE - CLOSED SESSION

8. ADJOURN