

## AGENDA

Wednesday, October 23, 2019

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

20 Eclipse, Beloit Pathways Center

*Please RSVP to Sara Schumacher by 5 p.m. Monday, October 21, 2019*

*sschumacher@community-action.org or 313-1335*

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1. WELCOME
2. CALL TO ORDER
3. HEAD START PRESENTATION/INTRODUCTION OF GUEST
4. APPROVAL OF AGENDA
5. CONSENT AGENDA ITEMS
  - A. Minutes, August 28, 2019 **(Page 1)**
  - B. Planning & Evaluation Committee **(Page 4)**
    - o Minutes, September 5, 2019
    - o Program Evaluation- RRH/PSH
    - o Strategic Plan Update
  - C. Consumer Advisory Committee **(Page 20)**
    - o Minutes, October 14, 2019
    - o Membership Change
    - o Needs Assessment Outcomes/Strategic Plan Objectives
    - o Walworth County Progress with Programs
    - o Outreach Efforts
    - o Member Updates
  - D. Governance Committee **(Page 26)**
    - o Minutes, September 25, 2019
    - o Board attendance review
    - o Bylaws review
    - o ROMA PowerPoint review
    - o Board training survey
  - E. Finance Committee **(Page 64)**
    - o Minutes, October 16, 2019
    - o August Financial Summary review
    - o Housing Financial Statement review
    - o 2020 CSBG Budget Approval
    - o IT/Tech Care RFP extension request
    - o Write off notification

F. Joint Finance and Human Resources Committee (**Page 102**)

- Minutes, October 16, 2019
- Health Insurance recommendation
- Salary Schedule recommendation
- Merit increase recommendation
- 403b Pension Plan update
- Emergency Loan update/Policy review

G. Human Resources Committee (**Page 130**)

- Minutes, October 16, 2019
- Retirement update
- Policy Update and Review
- Emergency loan update

**PROPOSED ACTION: Approve the Consent Agenda as submitted or modified**

6. COMMUNICATION

A. Chair Remarks –

B. Executive Directors Report (**Page 148**)

- Deputy Director Report
- Fund Development Report
- Contract Update
- Monitoring Report

**PROPOSED ACTION: Approve the Executive Directors Report**

7. 2020 CSBG APPLICATION (**Page 170**)

**PROPOSED ACTION: Approve the 2020 CSBG Application**

8. 2019 MID- YEAR CAI STRATEGIC PLAN UPDATE (**Page 190**)

**For review only**

9. ADJOURN

At the end of the packet starting on page 197 is your copy of the Bylaws)

**Next Meeting: Wednesday, December 18, 2019, Hobbs Dr., Delavan**

**MINUTES**  
**Community Action Inc., of Rock & Walworth Counties**  
**BOARD OF DIRECTORS**  
**20 Eclipse Center, Beloit, WI**  
**August 28, 2019**  
**8:30 a.m.**

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

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1. WELCOME:
  2. CALL TO ORDER: Meeting was called to order by Vice Chair Amanda Sookraj at 8:30a.m.
  3. APPROVAL OF AGENDA  
**ACTION TAKEN:** Jeremy Zajac motioned to approve agenda. Bob Geist seconded. All approved.
  4. CONSENT AGENDA ITEMS (Amanda Sookraj requested to pull the audit contract extension from the Finance packet.) **ACTION TAKEN:** Jeremy Zajac motioned to approve consent agenda with the exception of the audit contract extension. Terry Cummings seconded. All approved.
    - A. Minutes, June 26, 2019
    - B. Consumer Advisory Committee
    - C. Finance Committee Meeting
      - i. Amanda Sookraj clarified to Board members the Finance committee motioned to approve the audit contract extension. Amanda explained CAI can put out Audit for request for proposal; however, CAI team members have expressed extending the current contract with WIFPLI for another two years and not put it out for bid. CAI has been happy with WIFPLI.  
**ACTION TAKEN:** Alan Kupsik motioned to approve the audit contract extension for two more years. Bob Geist seconded. All approved.
  5. COMMUNICATION
    - A. Chair Remarks – Amanda Sookraj is in Chair position during this meeting, as Julie Lewis was not able to attend in person.
      - i. Executive Directors Report
        1. CAI held an informational session for the neighbors of the River Valley Housing Project in Janesville. Representation from City Council, City Manager, City staff, neighborhood residents and non-neighborhood residents were in attendance. There was four concerned neighbors who expressed vocally on the project of the homes and how they do not like the homes are taking space away from park. Another resident expressed they do not want neighbors. The City of Janesville continues to be in favor of this project.
        2. The first Merrill Community Cleanup Day was a huge success. This was in collaboration with the City of Beloit. Two locations (two different days) were featured in the Hackett and Merrill neighborhoods. Over 1200 tires were collected; two 30-foot dumpsters were filled with garbage, old furniture, etc. There was also a resource fair during the days of the Community Cleanup.
        3. The City of Beloit sold a lot at 1235 Dewey to Community Action for \$1.00 for the Fresh Start project 2020.

4. Community Action was awarded a grant, Workforce Advancement Training, to provide communication and leadership training to 20 team members. This will be a series of workshops beginning in September 2019 through June 2020.
- ii. Deputy Directors Report
  1. Reviewed the first half of the year's programs key results.
  2. Transitional Jobs enrolled their first participant in Walworth County. CAI continues to expand and build connections in Walworth County. This fall PREP will be in Walworth County along with Fatherhood and now Transitional Jobs.
  3. Fresh Start is coordinating with Walworth County to write a grant to have Fresh Start at the Alternative High School at Gateway Technical College campus. They would contract with CAI/Fresh Start to have the construction component.
- iii. Contract Report
  1. Sara Schumacher reviewed contract updates.
  2. Multiple applications are still pending.
- iv. Monitoring Report
  1. Sara Schumacher reported on the outcomes and responses of several monitoring's in the past two months.
  2. Monitoring's include:
    - a. Fatherhood (Southwest Wisconsin Workforce Development Board)
    - b. Fatherhood, Mentoring, NRSA, MCC, MCC Youth and Senior Programs (City Of Beloit/CDBG)
    - c. Rapid Re-Housing and Permanent Supportive Housing (Housing and Urban Development and Wisconsin Balance of State)
- v. Fund Development Report
  1. Two logos for United Way are being used with CAI's branding. This is a grant requirement of United Way Blackhawk Region and United Way of Walworth County.
  2. United Way's Day of Caring is September 18. CAI has a lot of projects throughout the agency for volunteers to participate in.
  3. CAI is sending 16 team members to the YWCA Racial Justice Conference on November 7. One of those 16 in attendance will be Board Member Brenda Pinson.
  4. **ACTION TAKEN:** Jeremy Zajac motioned to approve the Executive Director's report. Bob Geist seconded. All approved.

## B. COMMUNITY NEEDS ASSESSMENT

- i. Every three years CAI is required by the Office of Community Service to complete a community needs assessment.
- ii. Marc Perry provided a PowerPoint slideshow of the results to the Board.
- iii. Over 1,000 surveys were mailed out. CAI received 11% back. 62% of the surveys were mailed out in Rock County and 38% mailed out in Walworth County. All respondents are at or below 200% of the federal poverty level.
- iv. The top 3 identified needs were (for both counties):
  1. Lack of Savings
  2. I cannot afford to buy a decent house
  3. Cost of Rent
- v. In 2016 Dental needs were relatively high. 2019 the need for dental care has gone down. CAI expected to see a need for mental health, however, Marc Perry noted during the presentation people may not be self-aware.
- vi. Focus groups were also held to gather information from underserved populations. Those focus groups were CAI Fresh Start program, homeless individuals in Walworth County, and CAI Fatherhood Initiative. A focus group was also conducted with local service providers in order to identify gaps in services, emerging needs and existing demands for services.
- vii. Living wage employment and housing are the two primary issues dominating the 2019 Needs Assessment. Lack of affordable housing and extremely high rental payments are forcing many families into making hard decisions about basic needs.  
**ACTION TAKEN:** Erin Davis motioned to approve the 2019 Community Needs Assessment. Bob Geist seconded. All approved.

6. Adjourn:

**ACTION TAKEN:** Bob Geist motioned to adjourn the meeting at 9:28am. Al Kupsik seconded. All approved.

**NEXT MEETING: October 28, 2019 8:30a.m.,  
20 Eclipse Center, Beloit, WI**