

**MINUTES**  
**BOARD OF DIRECTOR**  
**20 Eclipse Center, Beloit, WI**  
**December 13, 2017**  
**8:30 a.m.**

<u>Present</u>		<u>Absent</u>	<u>Staff Present</u>
Terrance Cummings	Amy Carey *	Minnie Murry	Cecilia Dever
Bob Geist	Jason Heidenreich	Dave Godek	Lynn Jones
Brenda Pinson *	Jennifer Wood	Mary Ann Kahl	Laura Laux
Alan Kupsik *	Jeremy Zajac	Natalie Van Sickle	Rick Lemke
Julie Lewis	Amanda Sookraj		Sara Schumacher
			Marc Perry
			Beth Tallon
			Katie Wheelock

\*Attended by phone

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1. WELCOME:
  2. CALL TO ORDER: Meeting was called to order by Jason Heidenreich, Board President, at 8:37a.m.
  3. APPROVAL OF AGENDA
    - a. Jason noted to remove item 7 on the agenda. He also noted to items 13 and 14 need to be switched. The meeting will go into closed session first, then adjourn.
    - b. Julie requested to pull the Finance Packet.
    - c. **ACTION REQUIRED:** Jennifer Wood motioned to accept the amended agenda. Jeremy second. All approved.
  4. CONSENT AGENDA ITEMS
    - a. Jeremy motioned to approve the minutes from October 25, 2017. Bob second. All approved
    - b. Finance Meeting Packet:
      - i. Julie had questions in regarding to programming outlined in the Finance Meeting Minutes. Julie asked for clarification on Transitional Jobs and the lack of performance. Rick and Cecilia stated this program is a paid based on performance. At this current time, CAI has received \$61,000 and has spent \$180,000. This is a \$120,000 loss of capitulation payments. This is not counting staff wages. Cecilia and Lynn stated CAI's next step will be reaching out to funders to examine the possibility of to expand eligibility for this program.
      - ii. Julie also asked for clarification in regards to Transitional Living Program model change as stated in the Finance Meeting minutes. Cecilia explained at the federal level they are moving the TLP program to a Rapid Re-Housing approach. This would mean the lease will be in the name of the participant and not in CAI's name (as it currently is). The current TLP contract expires on 08/31/17. This contract for TLP is in the amount of \$544,000. Under the new model or new contract (if CAI is awarded), the contract amount would decrease to \$400,000. This new contract would also have a mandatory 25% match on the entire future grant. This may be challenging. CAI does not expect to hear about the new award until 2018 mid-year. There will a budget modification at that time.
      - iii. Julie also asked about explaining the investments Doug was referring to on page 5 of this packet. Rick clarified the investments are about the Board designated investments done many years ago. The Board invested money which was from selling properties in Janesville into an unrestricted account for emergencies. The money is Board restricted and would need Board approval to be used.
      - iv. **ACTION REQUIRED:** Jeremy Zajac motioned to approve Finance meeting packet. Bob Geist second. All approved.

## 5. COMMUNICATIONS

- a. President's Remarks – Jason thanked all the board members for all their active work during the year. Noted: Julie for updating the board's by-laws; Amy, Brenda and Natalie for Gingerbread; Amanda for Fridays with Fathers; and many thanks to financial donations throughout the year from members.
- b. Executive Director's Report
  - i. Cecilia mentioned the new indirect cost is 11% versus the current 14%. This has not been approved as of yet.
  - ii. In 2018 CAI will need to re-budget for TLP and Fresh Start to indicate the actual revenue received from United Way. United Way is requesting to see BOD approval of budget with all programs receiving funding.
  - iii. Community Kids' new-to-us bus was swiped in the parking lot recently. It is drivable as the damage is on the body of the bus. CAI was able to do a radio segment on WCLO in regards to this incident as it happened over a weekend asking for anyone to come forward if they have information of the accident. We received a call and were able to acquire and incident report.
  - iv. Four people were protesting outside of First Choice recently. This was peaceful and they did not stay long. They were protesting birth control.
  - v. Monetary donation of \$16,000 turned into a monetary donation of \$81,000 for Twin Oaks. This donation does have to be spent within this year (2017). The money will be used to put in a new parking lot.
- c. Deputy Director's Report
  - i. Mentioned CAI is working hard at streamlining reporting for programs.
  - ii. Fresh Start application will come out in February. This new application will require a significant amount of match.
  - iii. Fresh Start received their monitoring response. Areas to work on: indirect cost rate and policies.
- d. Fund Development
  - i. Beth handed out a holiday fundraising update. The one in the board packet was already outdated. Beth noted this handout indicates revenue only.
  - ii. United Way was so impressed with CAI's presentation for the application they have asked CAI to put together a presentation on how to conduct United Way presentations for other organizations.
  - iii. CAI has been in the news twice in the past week: GYT clinic featuring First Choice and Marc Perry and the CEO non-profit salary article. The board members commented how well they thought Cecilia handled herself in the article.
- e. Contract Update
  - i. Nothing to report out of the ordinary
- f. Monitoring Report
  - i. Evansville Arbor Glen Senior Apartments were reviewed. No findings or concerns.
  - ii. Fresh Start (mentioned above) was monitored. Lynn and William Chatman are currently working on response.
  - iii. TEFAP had a monitoring after this report was wrote. The Department of Health Services did a verbal review and stated she had a few concerns regarding Twin Oaks pantry with temperature control where the food is stored. More detailed report will be provided in February's report.
- g. **ACTION REQUIRED:** Bob Geist motioned to accept the Executive Director's report. Terry Cummings second. All approved.

## 6. 2018-2021 STRATEGIC PLAN

- a. Strategic Plan was provided at the meeting. Cecilia and Lynn provided a verbal update. Strategic Plan will be approved in February.
- b. Cecilia noted the Strategic Plan must follow ROMA goals (family, community, and agency).
- c. Strategic Plan is focusing on challenging the agency to expand in Walworth County over the next three years.
- d. Jennifer Wood suggested to write goals/outcomes in "x-to-y by date/deadline" format.
- e. **ACTION REQUIRED:** For review and discussion only. No action required.

## 7. PROGRAM EVALUATION REVIEW

- a. As noted above this agenda item was removed.

## 8. CUSTOMER SATISFACTION SURVEY

- a. Participants were provided with a paper survey throughout the year. Programs had different timelines to follow based on program requirements.
- b. A total of 278 surveys were completed and returned. Some programs had more returned based on frequency with participants.
- c. Overall, positive responses.
- d. Sara Schumacher suggested the BOD take the time to read the comments for programs.

- e. NOTED: Mentoring comments were not for mentoring—they are Community Kids comments. This will be fixed in the main document.
  - f. **ACTION REQUIRED:** For review and discussion only. No action required.
9. ARTICLES OF INCORPORATION
- a. No substantial changes. Updated names and addresses.
  - b. **ACTION REQUIRED:** Bob Geist motioned to approve Articles of Incorporation. Al Kupsik second. All approved.
10. BY-LAWS UPDATES
- a. Updated administration.
  - b. **ACTION REQUIRED:** Al Kupsik motioned to approve By-Laws. Bob Geist second. All approved.
11. ORGANIZATIONAL CHART
- a. Changes have been made:
    - i. Cecilia is taking over Senior Housing.
    - ii. Marc Perry is moving into Planning and Development.
    - iii. Lynn is adding First Choice and Community Kids to her programs.
    - iv. Compliance: Sara is maintaining overall agency compliance. Jen Oas is going to oversee program compliance.
  - b. **ACTION REQUIRED:** No action required. For review only.
12. BOARD CALENDAR 2018
- a. Bob Geist noted the Consumer Advisory meeting times on calendar. He also noted to cancel the meeting on June 11, 2018 due to the Golf Outing.
  - b. Discussion over the Consumer Advisory needing to meet every month. Sara will send out an email to committee members to survey frequency of meetings and times.
  - c. Planning and Evaluation times will be from 4-5:30pm.
  - d. **ACTION REQUIRED:** No action required. For review and discussion only.
13. CLOSED SESSION
- a. BOD went into closed session at 9:46am.
  - b. Executive Director's review
14. ADJOURN
- a. Jeremy Zajac motioned to adjourn meeting at 10:10am. Bob Geist second. All approved.

**NEXT MEETING: February 28, 2018 at Pathways 20 Eclipse Center, Beloit**