

**MINUTES**  
**BOARD OF DIRECTOR**  
**Pathways**  
20 Eclipse Center, Beloit, WI  
**February 22, 2017**  
**8:30 a.m.**

<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Staff Present</u></b>
Jason Heidenreich	Kim Castick	Cecilia Dever
Jeremy Zajac	Amanda Sookraj	Lynn Jones
Brenda Pinson	Dave Godek	Sara Schumacher
Bob Geist	Minnie Murry	Beth Tallon
Al Kupsik	Mary Ann Kahl	Rick Lemke
Jennifer Wood	Amy Carey	Katie Lawler
Julie Lewis		Marc Perry
Kelly Freeman		Lisa Hurda
Terry Cummings		
Natalie Van Sickle		

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- 1) WELCOME:
  - 2) CALL TO ORDER: Meeting was called to order at 8:43AM by Jason Heidenreich, Board Chair.
  - 3) APPROVAL OF AGENDA: Jason Heidenreich motioned to amend agenda to change #7 to Approve Merrill Community Center Purchase. Add #8 to agenda for adjournment.
    - ACTION TAKEN: Jeremy motioned to approve the agenda, Bob second. All approved.
  - 4) APPROVAL OF NEW BOARD MEMBERS:
    - Natalie Van Sickle—Consumer Rock County
      - ACTION TAKEN: Jeremy motioned to approve Natalie joining the Community Action, Inc. Board of Directors, Jason second. All approved.
    - Terence Cummings—Consumer Walworth County
      - ACTION TAKEN: Jeremy motioned to approve Terence joining the Community Action, Inc. Board of Directors, Al second. All approved.
    - Linda (Kelly) Freeman—Walworth County Private
      - ACTION TAKEN: Jeremy motioned to approve Kelly joining the Community Action, Inc. Board of Directors, Al second. All approved.
  - 5) CONSENT AGENDA ITEMS: Jason motioned to pull the Finance Committee packet.
    - ACTION TAKEN: Jeremy motioned to approve review of Finance Committee packet, Al Kupsik second, all approved.
      - Rick reviewed the finance committee packet. He noted these are not the final numbers for 2016 but it is the numbers CAI is projecting to be relatively close to final. Rick reviewed CK had a great year and enrollment has increased. Cecilia spoke about the \$300 forfeiture received from state licensing in regards to an incident in December 2016. She noted the manager is no longer employed with CAI and a new manager has been hired and started in January 2017. Rick noted First Choice operating at a deficit. Patient counts have declined in 2016. However, First Choice funders are encouraging CAI to hire another Nurse Practitioner in hopes this will increase patients. Twin Oaks Shelter had to use considerably more CSBG funds than plan. This was because TOS had unplanned expenses in 2016 (repair costs). These expenses are not repetitive costs. Cecilia addressed the

board members (specifically the three new board members) and spoke on what CSBG is and what CAI uses it for. Jason addressed the concern with fundraising. He suggested not overestimate the amount in the budget. Rick explained from the finance perspective fundraising means actual donations and not foundation grants. Fundraising was budgeted in 2016 for \$310,000; however, \$280,000 was brought in. Jennifer requested the contract performance period be listed by programs on the Budget Summary. Rick explained the challenges of that because many programs have multiple contracts and all may have different performance periods.

- ACTION TAKEN: Julie motioned to approve the Finance Committee Packet, AI second, all approved.

6) COMMUNICATION:

A) Chair Remarks

- Jason thanked and welcomed the three new board members for joining and attending today. Jason recognized board members for all their contributions throughout the last few months. Jason thanked Julie for supporting the Twin Oaks holiday appeal. Kim is on a successful, high energy mission sharing CAI activity and mission on facebook. Jason also thanked Amanda for arranging a gold outing with her firm to benefit CAI. Jason spoke of the upcoming Golf Outing to benefit TOS in June. He recognized Bob for all the great donations he is receiving for the event. Jennifer donated a stay at her timeshare in Cabo. Jason congratulated and noted board member Amy Carey received the YMCA Woman of Distinction award.

B) Executive Directors Report

- Cecilia announced the expansion, The Training Center, has officially opened. Lisa is currently working on requesting \$40,000 from Batterman Grant for equipment and materials for the Training Center. This grant would also be used to wrap the buses for CK/CAI. Cecilia spoke about the \$300 forfeiture received from state licensing in regards to an incident in December 2016. She noted the manager is no longer employed with CAI and a new manager has been hired and started in January 2017. This should not affect CK's five star rating with YoungStar. Cecilia spoke about the offer for purchase of Merrill Community Center. The offer was sent to MCC at \$75,000. This offer is contingent on City of Beloit HUD funds. (See #7 in minutes for more information). Jason suggested, if the purchase of MCC is successful to have the April or June BOD meeting at the MCC site.
- Lynn spoke about the new implemented monthly case management trainings with CAI case management staff. These monthly trainings will provide new consistency and to ensure clarity of expectations. Lynn explained CAI's agency goal to utilize a standard with Sharepoint in regards to all programs. The goal is to create a "library" for each program on the site to provide history, data, pictures, descriptions, and up to date information.
- Beth and Lisa reported the increase of connections in Walworth County. They thanked the Board members for utilizing their own personal and professional connections to assist in the increase awareness of Community Action. As of today, the Gold Outing has \$7,050 in sponsorships. The Gold Outing is scheduled for June 12 at Abby Springs Golf Course. Beth also reviewed the United Way Blackhawk Region contact for 2017. It was noted 100% of the asking amounts were funded for CAI programs ranging from \$10,000 to \$60,000 for six programs
- ACTION TAKEN: Jennifer motioned to approve the Executive Director's report, Jeremy second, all approved.

At this time Cecilia invited the Board Members to go tour the new expansion site. All board members and staff in meeting went to the new expansion, The Training Center.

7) MERRILL COMMUNITY CENTER PURCHASE:

- Cecilia provided the Board members with a copy of the original purchase offer and a timeline from the City of Beloit. The offer was for \$75,000. MCC needs to make \$40,000 to pay off their debt. The other \$35,000 would be used to pay any expenses related to the purchase. Any profits from the sell would either go back to HUD, the City or potentially CAI. The City of Beloit will be conducting an appraisal at the City's expense. The funds used for pending purchase would be from the City of Beloit and HUD. If purchase is successful, the MCC would be used for services to the Merrill Community. The plan would be to move PREP and NRSA programs into the center. CAI plans to partner with other community services/resources such as Merrill Elementary School, Boys and Girls Club, and Diversion program. This purchase will increase publicity in our local area. If the purchase is successful, MCC will be sold with equipment and supplies in the building such as tables, chairs, desks, etc. The purchase is contingent on HUD funds.
- ACTION TAKEN: Jennifer motioned to table the purchase. Bob second the motion. All in favor of tabling the purchase.

8) ADJOURN

- Jeremy motioned to adjourn the meeting at 9:53am. Jason second, all approved.

NEXT MEETING: Wednesday, April 26, 2017  
1545 Hobbs Drive, Delavan  
Board Meeting: 8:30-10:30  
Board Training from 10:30 – Noon