

MINUTES
BOARD OF DIRECTOR
Pathways
1545 Hobbs Dr., Delavan, WI
August 24, 2017
8:30 a.m.

<u>Present</u>	<u>Absent</u>	<u>Staff Present</u>
Amanda Sookraj		Cecilia Dever
Jeremy Zajac	Jason Heidenreich	Lynn Jones
Brenda Pinson (via phone)	Dave Godek	Sara Schumacher
Bob Geist	Al Kupsik	Beth Tallon
Minnie Murry (via phone)	Mary Ann Kahl	Rick Lemke
Jennifer Wood		Katie Wheelock
Julie Lewis		
Amy Carey (via phone)		
Terry Cummings		
Natalie Van Sickle		

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- 1) WELCOME:
 - 2) CALL TO ORDER: Meeting was called to order at 8:32AM by Julie Lewis, standing in for Board Chair. Jason Heidenreich was absent today due to another commitment.
 - 3) APPROVAL OF AGENDA:
 - ACTION TAKEN: Jeremy motioned to approve the agenda, Bob second. All approved.
 - 4) CONSENT AGENDA ITEMS: Julie Lewis motioned to pull BMAH reports in the financial packet.
 - ACTION TAKEN: Jeremy motioned to approve consent agenda with item pulled as indicated, Bob second. All approved.
 - Julie Lewis asked about the administrative salary line on the P&L for Village East (on page 15). She asked for clarification if this was CAI or Wisconsin Management. Rick clarified this was Wisconsin Management.
 - ACTION TAKEN: Jeremy motioned to approve BMAH audit. Bob second. All approved.
 - 5) COMMUNICATION:
 - A. Chair Remarks: None noted.
 - B. Executive Directors Report:
 - Cecilia provided a verbal ED report to the Board. Merrill Community Center has officially been purchased by CAI. Cecilia explained two minor details that are still being handled with the purchase of Merrill Community Center. There is a development agreement which is currently in place. CAI is seeking to terminate this agreement with the city. There is also a slow moving process with a small piece of parcel property by the railroad which CAI is willing to release to the railroad. CAI does not need this parcel and would like to give it to the railroad if the City agrees. Bill LaChance and others have been extremely busy working at MCC with maintenance (painting and cleaning) to ensure programming will begin on September 5. An open house of the MCC is on August 29. This will also be a time for community members to register for programming on site. On September 12th there will be a community listening session.
 - Cecilia provided a copy of the most current leasers. CAI is hoping to add a church to this agreement with space at MCC. Rock County Diversion is also looking to lease space at MCC or the Training Center.

- Lynn reported approximately 70 youth were enrolled in CAI's summer camp program.
- Fresh Start continues to recruit for this school year. Currently FS has 28 participants. FS is looking to add another 10 young people to programming.
- Weatherization is doing a great job making their numbers. The outsourcing has worked really well. Also, making team members aware of goals to be achieved has made a significant impact.
- The Transitional Living Program and Shelter Plus Care will be shifting to a different model in 2018. The current model is changing under the Balance of State. TLP will be shifting to a Rapid Re-Housing model where the participants have to be the lease holder. Therefore, CAI will not be the lease holder. Shelter Plus Care is shifting to a Permanent supportive housing model. Due to this model change CAI look to be returning approximately \$150,000.
- A proposal is in the works to purchase another home for Fresh Start in 2018 in the Merrill Neighborhood.
- Cecilia spoke of a potential collaboration that was brought to her attention by Ho Chunk. Ho Chunk has restarted its process to come to the Beloit Community. They have reached out to non-profits in the area and have been or are meeting with them individually. They have proposed the idea of CAI hosting a soft-skill training at the casino's expense for potential employees. Board members present showed concerns and a lot of questions in regards to this potential collaboration. Julie recommended that Cecilia ask for a written proposal from Ho Chunk to present to the Board and for the Board to make an elective decision on this in the collaboration for the future. Cecilia mentioned that the representative of Ho Chuck mentioned that he would be seeking funds to be donated to CAI. Julie asked for an official letter from Ho Chuck if the donation was given demonstrating any requirements tied to the donation.
- Beth reported CAI did not receive the Batterman ask. Batterman stated Beloit is not a targeted area. Janesville and Fort Atkinson is their priority for funding.
- Beth also reported about the amazing opportunity WCLO has provided to CAI for air time once a month. CAI will become part of their monthly shows. CAI has every 3rd Monday from 3:40 to 4:00 on air.
- Fundraising focus on Community Kids to assist in external training for all 20 teachers. The cost of the training is \$135 per person.
- Reviewed contract and monitoring reports.
- ACTION TAKEN: Jeremy motioned to approve the Executive Director's report, Jennifer second, all approved.

6) New Business

A. 2016 Agency Annual Report

- Reviewed highlights of the report
- ACTION TAKEN: Bob motioned to approve the annual report. Jeremy second. All approved.

B. Corporate Resolution

- Twin Oaks received a letter from an attorney stating an individual wrote TOS into her will to gift money upon her death. The individual passed away. This will result in a \$16,000 donation to Twin Oaks. CAI will send a thank you letter to the family for the donation.
- The Corporate Resolution will allow Cecilia or Rick to transfer assets from the IRA into their individual account to liquidate to CAI's account.
- Julie will work on the paperwork for the Corporate Resolution and send a copy to be voted on tomorrow (08/24/2017) to Board members.

C. 2016 CAI Audit

- Rick provided a copy of the management letter from WIPFLI as well as the audit to board members.
- Reviewed the management letter noting no findings on programs. It was once again a clean audit.
- One internal control recommendation was noted regarding payroll processing.

- ACTION TAKEN: Amanda motioned to approve the 2016 CAI Audit. Terry second. All approved.

7) ADJOURN

- ACTION TAKEN: Jennifer motioned to adjourn the meeting at 9:29am. Bob second, all approved.

8) Board Community Assessment Focus Group Meeting

- Lynn spoke about the focus groups CAI has met with and completed the community assessment. Those groups were: Community Providers in Rock County, Participants in Rock County, Walworth County Group of providers, and CAI Staff/Team Members. Lynn provided detailed information about how the focus groups interacted and the process.
- BOD members reviewed CAI's mission, vision, and values.
- Lynn provided board members the 2016 Key Results. It was decided CAI would continue with the same Key Results for 2017.
- Board members had an open discussion about their insights for the needs of the community.
- Those results are as follows:
 - (1) Lack of dental care
 - (2) Transportation to get to work/Drivers Education costs for young people***
 - (3) Financial Education**
 - (4) Rent Deposit
 - (5) AODA/Mental Health
 - (6) Family Development/Parenting
 - (7) Housing*
- Members were asked to vote on the top three main concerns. (Those are pointed out above in the list with the *).

NEXT MEETING: Wednesday, October 25, 2017

20 Eclipse Center, Beloit

Board Meeting: 8:30-10:30