

MINUTES
BOARD OF DIRECTOR

Delavan

1545 Hobbs Drive, Delavan, WI

December 14, 2016

8:30 a.m.

Present

Jason Heidenreich
Jeremy Zajac
Brenda Pinson (via phone)
Bob Geist
Mary Ann Kahl
Amanda Sookraj
Julie Lewis

Absent

Kim Castick
Jennifer Wood
Dave Godek
Minnie Murry
Alan Kupsik
Amy Carey

Staff Present

Cecilia Dever
Lynn Jones
Sara Schumacher
Beth Tallon
Rick Lemke
Katie Lawler

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- 1) WELCOME:
 - 2) APPROVAL OF AGENDA: Meeting was called to order at 8:42AM by Jason Heidenreich, Board Chair.
 - ACTION TAKEN: Jeremy Zajac motioned to approve the agenda, Bob Geist second, all approved.
 - 3) CALL TO ORDER: Jason Heidenreich, Board Chair, called meeting to order at 8:42AM.
 - 4) CONSENT AGENDA ITEMS:
 - ACTION TAKEN: Amanda Sookraj motioned to approve the consent agenda items. Al Kupsik second, all approved.
 - 5) FINANCE PACKET:
 - Merrill Community Center facility—Discussion only
 - Cecilia Dever spoke about the possible future purchase of the Merrill Community Center (MCC). After talking with City Of Beloit, Cecilia stated the city realized HUD funds were used to build the facility. Therefore, the intent of initial build cannot change. MCC is hopeful CAI will put in best offer for a bid. If CAI decides to put in a bid, Cecilia recommended \$40,000 including appraisal, closing, and inspection costs. Cecilia shared plans for MCC pending purchase by CAI would be to place NRSA program (Community Navigators), Mentoring, and possibly PREP at MCC. Cecilia has stated she strongly believes in having strong partnerships and collaborations. She has a meeting next week with Boys and Girls Club to discuss interest. United Way has provided \$10,000 pending purchase for start-up funds. Cecilia will follow up Board of Directors with an email in regards to offer and city reimbursement. After follow up a motions can be placed by the Board for purchase or not.
 - 2017 Budgets
 - Julie Lewis asked questions in regards to patient number differences in Janesville and Beloit. Rick Lemke and Cecilia both explained possibilities of why and discussed future plans such as hiring a new nurse practitioner. Julie asked the Board to address the need in Beloit moving forward. Mary Ann Kahl requested a pie chart showing a visual of funds for each program and broken up in Rock County and Walworth County.
 - ACTION TAKEN: Jeremy Zajac motioned to approve 2017 Budgets. Bob Geist second, all approved.

- 2017 Housing Budgets
 - Arbor Glen in Evansville wants CAI to close by end of the year. This will mean CAI will be the sole owner.
 - ACTION TAKEN: Bob Geist motioned to approve 2017 Housing Budgets. Jeremy Zajac second, all approved.
- Financial Statements Review
 - ACTION TAKEN: Jeremy Zajac motioned to approve Financial Statements. Julie Lewis second, all approved.
- Housing Financial Statements Review
 - ACTION TAKEN: Bob Geist motioned to approve Housing Financial Statements. Amanda Sookraj second, all approved.

6) COMMUNICATION:

A. Chair Remarks

- Jason thanked the Board members for all the participation in CAI events recently such as Gingerbread.

B. Executive Directors Report

- Cecilia Dever stated the CAI expansion construction is well under way. The expansion remains on time to open February 1 2017. New home build on Linn Street in Janesville has officially closed. The family who moved in is so thankful. CAI is looking to close on the Nelson property in Beloit by the end of the calendar year.
- Deputy Director Report
 - Lynn Jones stated Community Kids has been registered yet again as a 5 star rating for YoungStar. CAI programs are continue to be committed to co-enrollment with participants. Fresh Start is serving more youth which means more funding from the Beloit School District. Transitional Jobs is off to a great start. There are five individuals enrolled. Those individuals have started the orientation process.
- Fund Development Report
 - Beth Tallon reported CAI's Gingerbread event was fantastic. Even though CAI grossed \$2,500 more last year, our expenses were down this year which allowed this year to show a \$2,600 net increase. Estimated at this time of net for Gingerbread for 2016 is \$8,775. AWARE has received \$22,149.25 to date from 227 donors. Twin Oaks has received \$29,914.12 to date in monetary donations. Brothers In Chains donated nearly 500 toys and more than \$1,000 for gifts for teens.
 - 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
- Contract Update
 - First Choice submitted there Continuation Grant with Title X. School District of Beloit and CAI modified their original contract to add more students. This allows CAI to serve 68 Fresh Start students in one year at \$4,500 per student. This will automatically renew unless otherwise stated by school district or CAI.
- Monitoring Report
 - SSWDB monitored WIOA files. CAI has submitted a response to file monitoring. Skills, Shelter Plus Care, and Twin Oaks (SSSG) had monitoring's recently. CAI is waiting on response from funders.
- ACTION TAKEN: Bob Geist motioned to accept the Executive Director's report. Mary Ann Kahl second, all approved.

** Jason Heidenreich called for a motion for the Board to go into closed session at 9:37am. Mary Ann approved the motion. Bob second, all approved. Board came out of closed session at 9:56am. Mary Ann motioned to come out of closed session. Bob second, all approved.**

- 7) PROGRAM MATRIX:
 - ACTION TAKEN: None needed

- 8) 2017 BOARD CALENDAR:
 - Bob Geist pointed out a Consumer Advisory meeting is scheduled on June 12, 2017 which is the same day as the Golf Outing. This will be noted and rescheduled on the calendar.
 - ACTION TAKEN: None needed

- 9) ADJOURN
 - Bob motioned to adjourn the meeting at 10:08am. Mary Ann second, all approved.

NEXT MEETING: Wednesday, February 22, 2017
20 Eclipse Center, Beloit