

MINUTES
BOARD OF DIRECTORS
20 Eclipse Center, Beloit, WI
October 24, 2018
8:30 a.m.

<u>Present</u>		<u>Absent</u>	<u>Staff Present</u>
Terrance Cummings	Julie Lewis	Amanda Sookraj	Cecilia Dever
Bob Geist	Erin Davis	Amy Carey	Lynn Jones
Alan Kupsik	Minnie Murry	Mary Weeden	Marc Perry
Norvain Pleasant	Laura Williamson	Kate Abbe	Bill LaChance
Jeremy Zajac	Jennifer Wood		Beth Tallon
Natalie Van Sickle	Minnie Murry		Sara Schumacher
Brenda Pinson			Debbie Sheldon

1. WELCOME:

2. CALL TO ORDER: Meeting was called to order by Julie Lewis, Board Chair, at 8:29a.m. Introductions were made.

3. APPROVAL OF AGENDA

ACTION REQUIRED: Jeremy Zajac motioned to approve agenda. Terry Cummings second. All approved.

4. CONSENT AGENDA ITEMS: Julie requested to pull the Consumer Advisory minutes, the HR/Finance minutes and the Finance packet.

ACTION REQUIRED: Alan Kupsik motioned to approve the consent agenda items to be pulled. Erin Davis second. All approved.

A. Minutes, June 27, 2018

B. Consumer Advisory Committee

- i. Lynn Jones will be leading this committee moving forward. She expressed Walworth County is on the forefront for planning and expanding programs in the Walworth County area.
- ii. Lynn has a meeting set up with the alternative high school in a few weeks.
- iii. Walworth County is very interested in Fatherhood and Prep.
- iv. CAI's Board of Director's is down one public BOD member. Cecilia, Lynn, and the Consumer Advisory Committee are currently working on and looking for members.
- v. Bob Geist spoke about the Walworth County Community Alliance (WCCA).
 1. The WCCA started as Delavan/Darien Community Alliance (DDCA)
 2. The WCCA is working on poverty, homelessness, and school system programs.
 3. WC is continuing to work on a permanent place for homeless men (Spirit of Hope).
- vi. Julie Lewis noted to continue to focus on Walworth County programming and continue to invest.

ACTION REQUIRED: Bob Geist motioned to approve the Consumer Advisory minutes. Jennifer Wood second. All approved.

C. Finance Committee

- i. Cecilia Dever announced Debbie Sheldon accepted the Finance Director position.
- ii. Debbie Sheldon shared the overall budget summary through August 2018. No concerns other than First Choice. Other programs are going as expected.
 1. First Choice: Cecilia noted approximately \$100,000 CSBG funds will need to be used to cover the deficit of First Choice.
 2. CAI has made the decision to close First Choice at the end of the month. The contract with Planned Parenthood was extended through March 2019; however, due to the uncertainty of funding from Title X and whether the State of PP was going to get the contract, staff at FC have found new jobs. This has left First Choice with one staff at this time. Cecilia noted she reached out to other community health centers to verify services will still be offered to clients. Patient counts have also declined through the years.
 3. Julie Lewis noted First Choice has been flagged as a program that has been changing over the years. Affordable Care Act is providing more care for a larger number of people. There is a larger market place for health care services. More people are receiving health insurance from their employers as well. Julie noted CAI is reacting to the larger national landscape.

iii. Community Kids

1. With the closing of First Choice in Janesville Community Kids is able to expand their space. CK has approximately 25 children on the wait list for the under 2 programs.
2. School agers also are in need of a large motor room.
3. 2,000 square feet is available for expansion. The plan would be to utilize 1,500 square feet for classrooms and 500 square feet for meeting space.
4. P4J is full for the first time at CK. CK also could potentially open another room for P4J in the near future.
5. Julie Lewis noted, CK is doing great because of the working families. Community Kids continue to align with the program mission and as an organization CAI is adjusting the programs for the needs of the community and families.
6. CAI has applied for a \$50,000 grant through Batterman. This grant would be used for the construction of additional classrooms in the CK building. The meeting room proposed would be used administration and Fatherhood in Janesville.

ACTION REQUIRED: Bob Geist motioned to approve the Finance packet. Alan Kupsik second. All approved.

D. Joint Finance and Human Resources Committee

- i. Reviewed the recommendations made by the committee to approve health insurance plans, salary schedules, and merit increase as suggested.

ACTION REQUIRED: Alan Kupsik motioned to approve the recommendations as stated. Brenda Pinson second. All approved.

E. Human Resources Committee

F. Governance Committee

G. Planning and Evaluation Committee

5. COMMUNICATIONS

A. Chair Remarks – none noted

B. Executive Director's Report

- i. Cecilia Dever reported the indirect cost rate is going to be decreasing from 14% to 11%. This will begin in the 2019 budget.
- ii. Mulberry Grove updates: CAI is receiving a check for \$57,646.12 for the release of CAI's 3% interest. CAI is moving forward with mediation in regards to the other money from this property/investment. That amount is approximately \$257,000.
- iii. 1318 Porter Avenue is closing today.
- iv. CAI will continue to maintain the Senior Housing projects. Julie Lewis noted "we as a board, we own them. We will be increasing our focus of what is happening to those properties. The Board is responsible for providing the quality and services to the seniors who live there."
- v. Cecilia Dever noted there is a BALI meeting before the next Board meeting on December 12.

C. Deputy Director:

- i. Lynn Jones reported Community Kids is receiving \$72,000 in funding for food purchases through the USDA Child and Adult Care Food Program. Community Kids is providing more reasonable food modifications to accommodate those children with food concerns, allergies, or disability.
- ii. Work & Wheels has provided 10 driver's education scholarships in Rock County thus far and 3 in Walworth County.
- iii. Preparation is underway for the submission of the SSSG grant for Twin Oaks Shelter.
- iv. Lynn met with the State's Transitional Job's manager and is developing yet another request to consider expanding geographic location for 2019 for participants.
- v. The new build located at 1316 Nelson has begun. The foundation is in. Lumber is being delivered this week to begin framing.
- vi. The City of Beloit is donating three properties to CAI for new builds.
- vii. The City of Janesville is promoting tiny houses. The City has is expected to build 6 of these houses on the city's Southside. CAI would build them with Bill LaChance being the general contractor. A public announcement will made in November from the City of Janesville.

D. Fund Development Report

- i. Beth Tallon reported a \$2,500 anonymous donation recently came in as 'greatest need.'
- ii. AWARE and TOS will continue to see their bulk of fundraising during the upcoming holiday season.
- iii. Gingerbread is approaching—December 1. CAI has already sold 60 houses.
- iv. June 20, 2019 is the date for the Home Is Where The Art Is. This event will be held at George Williams University. Reminder this event is replacing the Golf Outing fundraiser.

- E. Contract Report
 - i. Sara Schumacher provided a report on contracts applied for and received since the last board meeting in August. She noted an added line on the report indicating the amount applied for and the amount received.
- F. Monitoring Report
 - i. Sara Schumacher reported no monitoring to review at this time.
 - ii. SWWDB Fatherhood monitoring results were provided after this report was written. Results and CAI's responses will be on the next monitoring report in December for the BOD.

ACTION REQUIRED: Jeremy Zajac motioned to accept the Executive Director's report. Terry Cummings second. All approved.

6. 2018 MID-YEAR CAI STRATEGIC PLAN UPDATE (review only)

- A. Marc Perry provided an updated report on the Strategic Plan.
 - i. CAI is connecting with Walworth County Human Services
 - ii. Continuing to connect and establish collaborations in Walworth County.
 - iii. CAI has identified standard financial literacy curriculum across all programs.
 - iv. The goal was to train 1,000 people in cultural equity. To date 3,000 have been trained!
 - v. Minnie Murry raised a concern about mental health in our communities. Marc explained this is heavily recognized however CAI is not providing mental health services. CAI is providing additional education for team members.
 - vi. Due to time, Julie Lewis requested Marc continue with the update at the December board meeting.

7. CSBG 2019 APPLICATION

- A. Debbie Sheldon reviewed the CSBG budget for the 2019 application.
- B. Sara Schumacher provided detailed information in regards to programs being requested in the budget for 2019.

ACTION REQUIRED: Jennifer Wood approved the 2019 CSBG Application. Bob Geist second. All approved.

8. ADJOURN

- A. **ACTION REQUIRED:** Terry Cummings motioned to adjourn the meeting at 10:26am. Jeremy Zajac second. All approved.

**NEXT MEETING: December 12, 2018 8:30a.m.,
1545 Hobbs Drive, Delavan, WI**