

**MINUTES**  
**Community Action Inc., of Rock & Walworth Counties**  
**BOARD OF DIRECTORS**  
**20 Eclipse Center, Beloit, WI**  
**April 24, 2019**  
**8:30 a.m.**

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

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1. WELCOME:
  2. CALL TO ORDER: Meeting was called to order by Julie Lewis, Board President, at 8:32a.m.
  3. APPROVAL OF AGENDA  
**ACTION TAKEN:** Norvain Pleasant motioned to approve agenda. Bob Geist seconded. All approved.
  4. CONSENT AGENDA ITEMS (Julie Lewis requested to pull Human Resource Committee packet.)
    - A. Minutes, February 27, 2019
    - B. Consumer Advisory Committee
    - C. Planning and Evaluation Committee  
**ACTION TAKEN:** Bob Geist motioned to approve consent agenda with the exception of the Human Resource Committee packet. Terry Cummings seconded. All approved.
    - D. Human Resources Committee
      - i. Katie reviewed the HR packet and changes of policy
      - ii. Weather closing related policy. 2 paid days of weather closing where the agency makes the decision to close. Based on how the budget year will play out.
      - iii. Mandatory reporting policy—we are all mandatory reporters because of the vulnerable population, children we work with. WI Statue says professional duties to report by law immediately to CPS. Katie goes over this new hire orientation. This includes board members. Such as when board members volunteer at events—this may require you to make a report. Required to immediately report to CPS or Law Enforcement and let Katie, Lynn, and Cecilia know. CAI as an organization has decided to include all volunteers and board members as mandatory reporters. Key focus is on the safety of the child in question.
      - iv. Updated definitions and process in the mandatory reporting policy  
**ACTION TAKEN:** Jeremy Zajac motioned to approve the Human Resources Committee packet. Bob Geist seconded. All approved.
  5. FINANCE COMMITTEE
    - A. Investment Account
      - i. Debbie Sheldon and Lynn Jones reviewed the recommendation of the Finance Committee regarding the investment account.
      - ii. Overall rate of return is 6% since 2017
      - iii. Growth Balanced Strategy
        1. BMO is managing this for CAI. Strategic allocation is 60% stocks and 40% bonds. Based on market assessment, this could sway either way by 10%.
        2. Current allocation of CAI is 63% stocks, 29% bonds and 7% alternatives.

- iv. History of fund: These funds were the proceeds of selling a property on the south side of Janesville many years ago. This is a Board designated investment account.
- v. Recommendation of the Finance Committee is for the board to maintain the 60% equity and 40% fixed income.

**ACTION TAKEN:** Bob Geist motioned to maintain a 60% equity and 40% fixed income split for the Investment Account. Norvain Pleasant seconded. All approved.

B. Capital Purchase of Van

- i. Finance Committee recommended purchase of a second 15 passenger van, up to \$40,000.
- ii. This would be a corporate purchase. Through cost allocation, the monthly costs of the van will be paid for by programs that use the van.
- iii. Bill LaChance explained the process for bids from local dealerships. The Chevy bid is \$3,000 more than the Ford bid. Bill recommends the Board goes with Ford again on the purchase of the second van.
- iv. Jeremy Zajac suggested looking into using County or State contract pricing. Lynn Jones will look into this recommendation for opportunities on vehicle purchases.

**ACTION TAKEN:** Jeremy Zajac motioned to approve the Finance Committee recommendation of purchase of van up to \$40,000. Norvain Pleasant seconded. All approved.

6. COMMUNICATION

A. Chair Remarks – Julie Lewis thanked the CAI staff for stepping up in Cecilia’s absence. She noted the strong staff and hard work shown.

i. Deputy Director’s Report

- 1. Fatherhood and a training (OSHA, CPR, and First Aid) session starting in July in Walworth County at the Walworth County Job Center.
- 2. United Way presentations went well. Board members Julie Lewis and Bob Geist were both present at the United Way Blackhawk Region presentation.
- 3. Wisconsin Public Television contacted CAI to collaborate on a showing of a local documentary, *Minding the Gap*. This was shown in Beloit. Marc Perry led the discussion session after the event. Fresh Start youth participated in a fish bowl discussion after the documentary to the audience. WPTV is looking forward to continue to collaborate with CAI on similar events.
- 4. Needs assessment is in process. Surveys are being sent out in the mail. Focus groups are beginning to get scheduled for the summer.
- 5. Progress reports for all the programs included in Key Results for first quarter. YoungStar recertification this year. Fatherhood is doing well. NRSA is doubling in capacity of what we originally proposed in the grant. Weatherization contract ends 06/30/2018. Contract is significantly underspent.

ii. Contract Update

- 1. Sara Schumacher reviewed contract updates.
- 2. Multiple applications are still pending.

iii. Monitoring Report

- 1. Sara Schumacher reported no monitoring since February board meeting
- 2. CSBG did close out their monitoring.

iv. Fund Development Report

- 1. Beth Tallon introduced the text to give to Board members. She provided the phone number to them and had asked for them to try it on their phones. Board members provided positive feedback. This is an additional tool in fund development’s tool box.
- 2. Reviewed the United Way PowerPoint presentation. Beth also provided the YouTube links to the videos used in the presentation.

**ACTION TAKEN:** Jeremy Zajac motioned to approve the Executive Director’s report. Bob Geist seconded. All approved.

7. RISK ASSESSMENT REVIEW

A. Lynn Jones stated no immediate concerns with the agency’s Risk Assessment. Directors have reviewed and determined an approach to address each area and bring updates to the Board.

B. Categories of Focus:

- i. Lynn noted that the areas of focus include Governance, Financial Management, Contracts & Procurement, Human Resources, Transportation and Property. Given the purchase of buses and additional vans the Director Team recommended to complete a more in depth review of this area and ensure policies and procedures are effective as a proactive approach. The Director Team will continue to review these focus areas and provide Board updates.

**ACTION TAKEN:** Norvain Pleasant motioned to approve the staff recommendations on the Risk Assessment. Bob Geist seconded. All approved.

8. HOUSING FUNDING DISCUSSION

A. HOME/HCRI/CHDO Funds (information provided by Laura Laux)

i. HOME

1. Consists of homeowner rehab, homebuyer, rental development
2. Eligible project costs: hard and soft costs for new construction, rehabilitation, reconstruction, conversion, improvement on HOME project site
3. Ineligible project costs: reserve accounts, match for other federal projects/programs, assistance of public housing units, paying taxes on behalf of the owner.

ii. HCRI (Housing Cost Reduction Initiative)

1. State set aside funds to provide housing assistance to low and moderate income households seeking to own decent, safe and affordable housing.
2. Can assist eligible homebuyers purchase affordable homes by providing down payment, closing costs, and/or gap financing assistance. Also assists in foreclosure prevention.

iii. CHDO (Community Housing Development Organization)

1. Proceeds resulting from CHDO set-aside projects.
2. Sale of CHDO sponsored housing to a second non-profit.

B. Funds available are \$658,996. This can be used in housing projects in both Rock and Walworth counties.

i. HOME has the most available funds to be used

C. CAI Staff Recommendations

- i. Provide down payment and closing cost assistance to existing renters, including Merrill renters, able to purchase; set aside \$40,000 for down payment assistance.
- ii. Support homeownership rehab opportunities under \$25,000; identify \$200,000 for homeowner rehab projects.
- iii. Identify \$100,000-\$150,000 toward micro home project in Janesville, still in development phase.
- iv. Explore if funds can be used as match to support existing rental assistance programs
- v. Recommendation are based on implementing over the next 3-5 years.

D. Loan Forgiveness Discussion

- i. Amanda Sookraj discussed the loan forgiveness for those who utilize the funds.
- ii. Laura Laux stated loan forgiveness has been done previously and is likely the best approach.

**ACTION TAKEN:** Julie Lewis motions to provide forgivable down payment loans, CAI staff to work out details of the loan applications and forgiveness with maximum amount of \$10,000 per loan. Al Kupsik seconded. All approved.

**ACTION TAKEN part II:** Julie Lewis motions to accept homeowner rehab loans as a forgivable loan not to exceed \$25,000 per loan. Terry seconded. All approved.

9. SENIOR LIVING PROJECTS DISCUSSION (Julie noted due to time, this item will be on the next agenda in June)

Julie Lewis did state that she had contacted John Ramstad regarding his understanding of the contract process in the event of a sale. John shared with Julie that he felt, like we do, that we are entitled to the full \$220,000. It was noted that the intent would be that those dollars would return to CAI to continue to offer housing initiatives. Julie will continue to address the legal side of the matter.

10. Adjourn:

**ACTION TAKEN:** Julie Lewis motioned to adjourn the meeting at 10:23am. Mary Weeden seconded. All approved.

**NEXT MEETING: June 26, 2019 8:30a.m.,**

**ANNUAL MEETING**

**20 Eclipse Center, Beloit, WI**