

MINUTES
BOARD OF DIRECTOR
1545 Hobbs Drive, Delavan, WI
April 25, 2018
8:30 a.m.

	<u>Present</u>	<u>Absent</u>	<u>Staff Present</u>
Jennifer Wood	Julie Lewis	Minnie Murry	Cecilia Dever
Bob Geist	Amy Carey (phone)	Dave Godek	Lynn Jones
Alan Kupsik (via phone)	Brenda Pinson (via phone)		Laura Laux
Jeremy Zajac	Terrance Cummings		Katie Wheelock
Natalie Van Sickle	Kate Abbe		Rick Lemke
Mary Weeden	Mary Ann Kahl		Sara Schumacher
Norvain Pleasant			Beth Tallon
Amanda Sookraj			

1. WELCOME:
2. CALL TO ORDER: Meeting was called to order by Julie Lewis, Board President, at 8:30a.m.
3. APPROVAL OF AGENDA
 - A. Julie Lewis amended the agenda. Changes are as follows:
 - i. Remove Consumer Advisory. No meeting occurred. Agenda item 4C.
 - ii. Add presentation by Thrivent Financial after item number 8.
 - B. **ACTION REQUIRED:** Jennifer Wood motioned to approve agenda. Bob Geist second. All approved.
4. CONSENT AGENDA ITEMS (Julie Lewis requested to pull Finance Packet and HR packet)
 - A. Minutes, February 28, 2018
 - i. Bob Geist motioned to approve February minutes. Amanda Sookraj second. All approved.
 - B. Finance Committee Meeting:
 - i. Rick Lemke provided all members and staff with an update on Balance Sheet. He noted only January and February of 2018 are on the balance sheet. He stated CAI is in a good cash position so far.
 - ii. Rick provided an updates of the Program Financial Summary:
 1. Fresh Start will need to spend out in follow up funds. This program had an increase in funding in the last two year grant cycle.
 2. First Choice continues to be a fiscal concern. However, in January and February of 2018 the program has had an increase in patient counts. Title X funding has been extended until August 2018. Katie mentioned as of Tuesday April 24, 2018 a Nurse Practitioner has been hired and will be starting soon. If the State receives the funding, Cecilia is anticipating the state to request CAI to expand First Choice Health Clinic in Walworth County.
 3. Shelter Plus Care contract ends on 05/31/2018. SPC is no longer supported by HUD at the federal level. SPC is showing under spending because the program has not been enrolling new households for the last several months. The funds will be reallocated for an extension to the contract to help transition households after the contract ends. SPC will be transitioning to a new model called Permanent Supportive Housing (PSH). This is new leasing model. CAI will still pay the majority of the rent, however, tenants will be responsible to pay 30% of rent per income. This payment will paid to the landlord.
 4. Transition Living Program contract ends on 08/31/2018. This is another program HUD is phasing out. Services will end to current participants on August 31. TLP is moving into a Rapid Rehousing (RRH) model. This shift means the lease will be in the participants name with CAI paying the rent. This will become a challenge because CAI's name was on the lease under the TLP program. This new model and the new contract will require over \$100,000 in match.
 5. Work and Wheels had one loan 2017. Currently there is \$30,000 outstanding loans. The goal by the end of 2018 to only have \$5,000 in outstanding loans. No new loans are being provided. This program is shifting to driver's education scholarships in Rock and Walworth Counties. This program has approximately \$190,000 to spend. Rick stated it could take 3-4 years to spend out.

- 6. The second year of Weatherization's contact ends on 06/30/2018. This will be a challenge to spend out. Weatherization has the work, however, the challenge will be to get all the work completed before the end of the contract.
 - 7. Transitional Jobs spending is well under budget. CAI has cut costs of the program. Revenue is running ahead of spending through the first two months of the year.
 - 8. WISCAP fiscal responsibilities are moving to another Community Action agency starting in July. WISCAP has historically paid \$15,000 for the serve from CAI.
 - 9. Housing Audits with BALI and BEMA went well. It was a clean audit.
 - 10. Rental Properties: CAI has 4 single homes in Beloit and 1 duplex in Walworth. Effective May 1, 2018 CAI will be enforcing a stronger eviction process after 30 days of no rent paid. Julie Lewis suggested a protocol or develop a written procedure to protect the agency regarding this process.
 - iii. Julie Lewis encouraged more members to join the finance committee to meet bimonthly to ensure quorum.
 - iv. **ACTION REQUIRED:** Jeremy Zajac motioned to approve Finance meeting packet. Mary Ann Kahl second. All approved.
 - C. Consumer Advisory Committee
 - i. **Removed from agenda**
 - D. Human Resource Committee
 - i. Katie Wheelock reviewed the HR packet. She noted the changes in policies the HR committee voted and approved.
 - ii. **NO ACTION REQUIRED:** Review only
- ACTION REQUIRED:** Bob Geist motioned to approve the consent agenda items as submitted and modified. Norvaine Pleasant second. All approved.

5. COMMUNICATIONS

- A. Chair Remarks – none noted.
- B. Executive Director's Report
 - i. Cecilia Dever noted her ED report also went out to CAI staff to share program and agency updates as it has been requested by team members for more communication and updates. Cecilia noted the new collaboration with Early Head Start/Head Start in Beloit. This starts on Monday April 30. Fresh Start is now offering pay for services for CPR, First Aid, and PACT.
- C. Deputy Director's Report
 - i. Lynn Jones noted she provided information in the ED report therefore, no specific DD report in the board packet.
 - ii. Fresh Start received information in regards to the Americore funds. DOL funds were being used for Americore match. This will no longer be able to happen. CAI will be re-evaluating Americore in the near future.
 - iii. Transitional Jobs received good news as far as being able to expand eligibility. TJ can now serve older youth in the general population. This means TJ will be able to serve Fresh Start students.
- D. Contract Report
 - i. See report in packet. Moving as expected in 2018.
- E. Monitoring Report
 - i. No new monitoring from funders thus far in 2018.
 - ii. CAI will be monitored by CSBG this calendar year. We have received the monitoring tool and have begun working on gathering and prepping the requested information.
- F. Fund Development
 - i. This evening is Girls Night Out fundraiser for the young women in our mentoring program.
 - ii. Upcoming meat raffle at Junction Pub in Milton to benefit Fatherhood/Prep/and other agency programs. Look for more information coming soon.
 - iii. Beth is working on getting the message out about homelessness, especially in Lake Geneva.
 - iv. Beth is going to be meeting with Weatherization management soon to discuss new marketing ideas.
- G. **ACTION REQUIRED:** Jennifer Wood motioned to accept the Executive Director's report. Bob Geist second. All approved.

6. MULBERRY GROVE DISPUTE—ATTORNEY COST

- A. CAI has a 3% stake in this property. Approximately worth \$56,000. CAI received a notice of sale early March. The closing is to take place on April 30, 2018.
- B. Cecilia has been communicating with a law firm in regards to the sale. The letter she received stated CAI will obtain \$56,000 and not the additional \$220,000 owed per the agreement. The law firm has sent a detailed notice to Mulberry Grove emphasizing the correct amount to be reimbursed. Mulberry Grove is disagreeing with the amount.

- C. Cecilia and Julie Lewis explained to the Board there are three options for Cecilia to pursue at this point:
 - i. Negotiate
 - ii. Litigate
 - iii. Take offer of only \$56,000
 - D. The current cost of attorney fees at this time is approximately \$3,000 for the process thus far.
 - i. **ACTION TAKEN:** Mary Ann Kahl motioned for Cecilia to continue moving forward with law firm with the fees limiting a total amount of \$6,000 before coming back to the Board. Norvain Pleasant second. All approved.
 - E. **ACTION REQUIRED:** Jeremy Zajac motioned to approve Mulberry Grove Dispute. Bob Geist second. All approved.
7. CSBG BOARD QUESTIONS (no action required)
- A. Since board packet was printed these questions have been updated. Cecilia will provide updated questions via email and will review at our June meeting.
8. THRIVENT FINANCIAL (Insert from Amended agenda)
- A. Presentation about what Thrivent Financial is by Kate Abbe.
 - B. Packet and folder of information was provided.
 - C. No action required.
9. TWIN OAKS SHELTER PRESENTATION
- A. Beth Tallon and Elizabeth Knapp presented to the Board about Twin Oaks Homeless shelter.
 - B. They provided information in regards to 2017 statistics of use. They provided information about exiting to permanent housing and case management.
 - C. They also spoke of the importance of fundraising for Twin Oaks.
 - D. **NO ACTION REQUIRED**
10. ADJOURN
- A. **ACTION REQUIRED:** Bob Geist motioned to adjourn the meeting at 10:31am. Terry Cummings second. All approved.

**NEXT MEETING: June 27, 2018, 8:30a.m., 1428 Wisconsin, Beloit, WI
Merrill Community Center**