

MINUTES
BOARD OF DIRECTOR
20 Eclipse Center, Beloit, WI
February 28, 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	Dave Godek	Lynn Jones
Alan Kupsik (via phone)	Brenda Pinson	Mary Ann Kahl	Laura Laux
Jeremy Zajac	Terrance Cummings	Amanda Sookraj	Rick Lemke
Natalie Van Sickle	Kate Abbe		Sara Schumacher
Mary Weeden			Marc Perry
Norvain Pleasant			Beth Tallon
			Katie Wheelock

1. WELCOME:
2. CALL TO ORDER: Meeting was called to order by Julie Lewis, Board President, at 8:31 a.m. Introductions were made around the table.
3. APPROVAL OF AGENDA
 - a. **ACTION REQUIRED:** Julie Lewis motioned to approval agenda. Jeremy second. All approved.
4. APPROVAL OF NEW BOARD MEMBERS
 - a. New Board Member candidates were asked to leave the room. Those new candidates are: Mary Weeden, Kate Abbe, and Norvain Pleasant.
 - b. Cecilia provided information on each candidate. Kate and Mary will represent Walworth County Private. Norvain will be taking over Jason Heidenrich's spot on the CAI Board for Rock County Public. Resumes of each candidate is included in the board packet.
 - c. Member Bob Geist suggested new candidates complete a small board application explaining why the individual would like to be a board member and what that individual can bring to the board and agency.
 - d. **ACTION REQUIRED:** Julie motioned to approve new board members. Brenda Pinson second. All approved.
5. CONSENT AGENDA ITEMS
 - a. Bob Geist motioned to approve the minutes from December 13, 2017. Terry Cummings second. All approved
 - b. Finance Meeting Packet:
 - i. Rick Lemke provided all members and staff with an updated Financial 2017 Year End Review. This is not the official document.
 - ii. Rick reviewed programs: Community Kids had a great year. The program did not need to use CSBG funding. First Choice patient count was down 5% than in 2016. Twin Oaks has \$28,000 to carry over into 2018 for a new parking lot and other facility repairs. CHDO funds will be used to cover the deficit for Housing Development. Moving forward in 2018 Work-n-Wheels is no longer operating as originally. One loan was provided in 2017. Work-n-Wheels is moving towards driver's license scholarships. Fresh Start is doing well. They have not spent their match money from the School District of Beloit as the Agency is acquiring and reporting more in-kind donations as match. In 2017 two of the rental units had significant damage costs due to tenant abuse. Claims were sent to the insurance company.
 - iii. Transitional Jobs is a concern to the agency. Rick noted Transitional Jobs used \$120,000 of CSBG funding this year to cover the 2016-2017 deficit. Lynn Jones does have a call into the State in regards asking to amend the geographical coverage area for this program. No response as of now. Transitional Jobs is under pace right now for 2018. To catch up to the correct spending pace the program would need to receive 6 payments per month from the program. Currently TJ is at approximately 4 payments per month.
 - iv. Merrill Community Center still needs to spend out \$6,000 for the 2017 year. However, because this was purchased mid-year, a request is being submitted to United Way to roll over to 2018 budget.

- v. Community Action as an agency did well in 2017. A large donation (\$81,000) came in for Twin Oaks. The investment account had an increase of \$35,000.
- vi. Senior housing opportunity to move the HUD loan (\$2.2 million) to net asset. Senior Housing units will need remodeling sooner rather than later at the cost of approximately \$1 million. Julie Lewis suggested this is discussion for the Finance Committee to discuss further.
- vii. Loan write off for housing at \$13,969.88.
 - 1. **ACTION REQUIRED:** Bob Geist motioned to approve the loan write off. Jennifer Wood second the motion. All approved.
- viii. **ACTION REQUIRED:** Al Kapsik motioned to approve Finance meeting packet and minutes. Norvanie Pleasant second. All approved.
- c. Consumer Advisory Committee Meeting Packet
 - i. **ACTION REQUIRED:** Bob Geist motioned to approve the Consumer Advisory Packet and minutes. Jennifer Wood second. All approved.
- d. Planning and Evaluation Committee Meeting Packet and Minutes
 - i. Jeremy Zajac began the discussion on how important it is for those members who signed up for a committee to attend the meetings on a regular basis or at least call in. He stated this is for high importance for a quorum to be met and move forward with business.
 - ii. 2018-2020 Strategic Planning was presented by Marc Perry. Strategic Planning is based on ROMA goals. Per CSBG strategic planning has to be completed every three years. The upcoming three years plan is set up by agency for the board to hold the agency responsible to meet the goals. Goals are as followed (broken up by ROMA goals):
 - 1. Family Goals:
 - a. Economic Self-Reliance
 - b. Adult Preparation
 - c. Financial Literacy
 - d. Transportation & Driver's Education Scholarship
 - 2. Community Goals:
 - a. Cultural Equity
 - b. Housing Stability
 - c. Community Awareness
 - 3. Agency Goals:
 - a. Early Literacy
 - b. Fiscal Responsibility
 - c. Board Development
 - d. Mental Health
 - iii. Bob Geist suggested a full time staff member at Hobbs Drive in Delavan. Possibility of developing an outreach worker. This would provide more CAI to be more present in the Walworth County community.
 - iv. Marc Perry reviewed and discussed in detail the two internal programs reviewed this year. Those programs were:
 - 1. PREP Program
 - 2. Mentoring Program
 - v. **ACTION REQUIRED:** Al Kapsik motioned to approve the Planning and Evaluation Packet and minutes. Jeremy Zajac second. All approved.
- e. Governance Committee Meeting Packet
 - i. Julie Lewis noted the all board members need to make a commitment to be on a committee. Current committee assignments and details of each committee is included in board packet. Julie requested each member to take the time to review and a hard ask for commitment will occur at the next Board meeting in April.
 - ii. Julie also requested a nomination for Board secretary/treasurer position. Julie requested this be done by email. Members can nominate themselves or nominate another member. Nominations to be emailed to Julie Lewis.
- f. **ACTION REQUIRED:** Jeremy Zajac motioned to approve the Consent Agenda as submitted and modified. Al Kapsik second. All approved.

6. COMMUNICATIONS

- a. Chair Remarks – Julie Lewis explained the shifting of Board positions. Julie is stepping in as president due to Jason no longer being able to fulfil his position on the Board because of relocation change with his home. Amanda Sookraj becomes Vice Chair. Jeremy Zajac becomes Second Vice Chair. This creates an opening for Secretary/Treasurer as mentioned above. Julie also again encouraged the importance of the work by the BOD members and committee members and to maintain the high standard of commitment.
- b. Executive Director's Report

- i. Cecilia Dever discussed the new and potential collaboration with in Beloit with Early Head Start. Contract is in packet. This collaboration will look similar to the partnership with Early Head Start in Janesville at Community Kids. Cecilia provided a brief update regarding the Rock County Anti-Human Trafficking Task Force and the work CAI is doing to be a part of this task force.
 - c. Deputy Director's Report
 - i. Lynn Jones directed the members to review the Key Results in the packet for 2017.
 - ii. Rapid Rehousing program has struggled with enrolling eligible households due to the enrollment system requirements. This challenge is because of the new state system families have to use Coordinated Entry System.
 - iii. Since the start of the contact in October 2017 CAI attempted contact with 32 households. Lack of response. The other challenge is the lack of landlords willing to rent to individual with evictions.
 - d. Contract Report
 - i. See report in packet. No big details or contracts to report on. Moving as expected in 2018.
 - e. Monitoring Report
 - i. No new monitoring from funders thus far in 2018.
 - ii. Received close out letter from City of Beloit regarding the monitoring they did in July 2017. No findings.
 - iii. Received close out from Title X monitoring conducted in May 2017. No new findings.
 - f. Fund Development
 - i. Planning is going well for the 20th Annual Twin Oaks Golf Outing. This will be last golf outing fundraiser. "Home is Where The Art Is" will be transitioning in the place of the golf outing.
 - ii. Girls Night Out is scheduled for April 25 at Thirsty Badger in Beloit to benefit Young Women's Mentoring Programming.
 - iii. Please see Fund Development report in packet for the list of grants, foundations applied for and/or received.
 - g. **ACTION REQUIRED:** Bob Geist motioned to accept the Executive Director's report. Norvain Pleasant second. All approved.
7. 2017 Year End Financials
- a. Rick Lemke handed this out during the financial report in #5.b. They were approved in that section.
8. 2018-2020 STRATEGIC PLAN
- a. **ACTION REQUIRED:** Bob Geist motioned to approve the 2018-2020 Strategic Plan. Amy Carey second. All approved.
9. PROGRAM EVALUATIONS
- a. Prep
 - b. Mentoring
 - c. **ACTION REQUIRED:** Jennifer Wood motioned to approve the Prep and Mentoring program evaluations. Mary Weeden second. All approved.
10. ADJOURN
- a. Bob Geist motioned to adjourn meeting at 10:33am. Jennifer Wood second. All approved.

NEXT MEETING: April 25, 2018 at 1545 Hobbs Drive, Delavan

Board Training from 10:45-Noon following the meeting. Board members stayed to hear a presentation on Rock County Human Trafficking. Presentation was completed by Robin Stuht, Beloit School District and Carrie Wyatt, Janesville School District.