

MINUTES
BOARD OF DIRECTOR
Pathways
20 Eclipse Center
June 28, 2017
8:30 a.m.

<u>Present</u>		<u>Absent</u>	<u>Staff Present</u>
Amanda Sookraj	Julie Lewis	Kim Capstick	Cecilia Dever
Jeremy Zajac		Mary Ann Kahl	Lynn Jones
Brenda Pinson		Dave Godek	Sara Schumacher
Bob Geist			Lisa Hurda
Al Kupsik (via phone)			Rick Lemke
Jason Heidenreich			Katie Wheelock
Minnie Murry			Marc Perry
Amy Carey			Beth Tallon
Terry Cummings			
Natalie Van Sickle			

- 1) WELCOME:
- 2) CALL TO ORDER: Meeting was called to order at 8:32AM by Jason Heidenreich.
- 3) APPROVAL OF AGENDA: Jason noted the amended agenda for today's meeting. The amended agenda includes an added item: Merrill Community Center—Purchase.
 - ACTION TAKEN: Jeremy motioned to approve the amended agenda, Amanda second. All approved.
- 4) PRESENTATION/TRAINING OF THE 2016 AUDIT: Presentation by Jean Christensen of WIPFLI
 - PowerPoint presentation provided by Jean Christensen
 - Handout of PowerPoint was provided.
 - Highlights of the presentation/audit:
 - (1) CAI, BALI, BMAH, DMAH, ESH, and Community Action Properties, LLC are all officially consolidated
 - (2) 2016 is favorable in net assets due to acquiring Delavan and Evansville housing.
 - (3) Line of credit was paid off in 2016.
 - (4) No audit findings again this year; however, it was noted one management letter comment was made in regards to payroll processing. WIPFLI recommended implementing additional oversight controls or to consider electronic time-keeping system.
 - (5) CAI is in excellent financial condition.
 - ACTION TAKEN: none at this time. This was a not the final audit. When the final audit is reviewed by the Finance Committee then a vote/action will take place.
- 5) CONSENT AGENDA ITEMS:
 - ACTION TAKEN: Minnie motioned to approve consent agenda with items pulled as indicated, Bob second. All approved.
 - A. BOD Minutes, April 2017
 - ACTION TAKEN: Julie motioned to approve the February minutes. Jeremy second, all approved.
 - B. Governance Committee:
 - There was not a quorum present at the June 20 meeting to make approvals.

- Insert of Governance Committee Packet provided at the meeting.
 - Term expirations/renewals
 - (1) Kim Capstick Term 4 expires June 2017
 - (2) Amy Carey Term 2
 - (a) ACTION TAKEN: Jeremy motioned to approve Amy Carey for another term. Amanda second, all approved.
 - Slate of Officers:
 - (1) ACTION TAKEN: Jason motioned to approve 2017-2018 Slate of Officers. Amanda second, all approved. Note: date change on agenda to 2017-2018 Slate of Officers.
 - Reviewed and discussed board attendance policy, board conflict of interest policy, and board by laws. Each member of the board was asked to review and then sign the board attendance policy as well as the board conflict of interest and confidentiality policy.
- C. Finance Committee:
- Amanda Sookraj reviewed the notes from the Finance meeting held on June 15. There was not a quorum present at the meeting to make approvals.
 - Work-n-Wheels is starting to investigate what the funds can be used for. CAI has not provided any new loans yet this year. Therefore, CAI is looking at the possibility to use the funds for driver education classes.
 - Reminder Skills Enhancement and WIOA are ending on June 30, 2017. CAI is no longer renewing the program contracts.
 - CK will have its YoungStar review within the next few months. It's important that CK maintain a 5 star rating. This helps with the budget. Cecilia spoke about a potential concern in regards to CK's collaborating partner, Early Head Start. If families are unable to receive subsidies and EHS programming, EHS will potentially be able to help offset the loss of funding to CK.
 - (1) ACTION TAKEN: Jeremy approved Finance Committee Packet. Julie second, all approved.
- D. Consumer Advisory Committee:
- ACTION TAKEN: Bob approved the Consumer Advisory minutes. Minnie second, all approved.
- 6) MERRILL COMMUNITY CENTER PURCHASE:
- A. June 30, 2017 is the current deadline, but this can (and will more than likely) be appealed.
- Continuing to wait on deed restriction regarding the documentation of the land.
- B. Community listening session is planned of July 18 at 6pm at Merrill. CAI will host this event and invite the community to hear about the plans for Merrill Community Center.
- Cookout in August
 - Kick-off Party in September
- ACTION TAKEN: None at this time. Cecilia will send an email to the BOD for a vote once the documents have been all gathered.
- 7) COMMUNICATION:
- A. Chair Remarks: Jason recognized Julie for all the diligent work she has done for the successful purchase of the Merrill Community Center. Jason also noted, how important to please RSVP to board and committee meetings. Jason congratulated the board members, staff, and CAI to another amazing fundraiser with the golf-outing.
- B. Executive Directors Report:
- Cecilia noted how complicated CAI's finances are and how appreciated the fiscal department team members are. She also noted, the fiscal department is down two fiscal managers.
 - Cecilia encouraged everyone to go check out the Training Center if they have not done so yet. The space is being utilized by several programs.
 - PREP summer programming is capped at 60 youth participants. This is a great problem to have. Marc added PREP may have to look at expanding next summer.
 - Viewed the Fresh Start music video made by two of the students thanking Community Action, YouthBuild, and Fresh Start for the opportunity.

- South West Wisconsin Development Board (SWWDB) has designated CAI as a provider for an eight week training program (Pre-Apprenticeship Construction Training) for Fresh Start youth. The cost of the training is \$2,000 per participant.
- As of July 1, 2017 a new Organization chart will begin. The big change is Laura Laux will be the Twin Oaks, AWARE, Rapid Rehousing Director. Marc will continue to be director of NRSA, PREP, First Choice, and Community Kids, but he will have more time to speak on behalf of CAI for Cultural trainings.
- Beth reviewed the Twin Oaks Shelter fundraiser. Another highly successful year. Revenue totals a little over \$28,000.
- Lisa has been working on United Way Blackhawk Region application. Six programs plus the Merrill Community Center are requesting funds through this application. Please not the board packet for breakdown for each program request.
- Bob Geist announced today will be his last board meeting. He is resigning. His future is full of traveling and thanked everyone for the three years of this amazing opportunity. Cecilia reminded him to send something in writing. The Board and CAI staff wished him the best.
(1) ACTION TAKEN: Amanda motioned to approve the Executive Director's report, Amy second, all approved.

8) ADJOURN

- ACTION TAKEN: Jeremy motioned to adjourn the meeting at 10:29am. Terry second, all approved.

NEXT MEETING: Wednesday, August 23, 2017
1545 Hobbs Drive, Delavan
Board Meeting: 8:30-10:30