

MINUTES
BOARD OF DIRECTOR
1428 Wisconsin Ave., Beloit, WI 53511
June 27, 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	Amanda Sookraj	Lynn Jones
Alan Kupsik	Brenda Pinson		Laura Laux
Norvain Pleasant	Mary Ann Kahl		Katie Wheelock
Jeremy Zajac	Terrance Cummings		Rick Lemke
Natalie Van Sickle	Kate Abbe		Sara Schumacher
Mary Weeden			Beth Tallon
			Marc Perry

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1. WELCOME:
 2. CALL TO ORDER: Meeting was called to order by Julie Lewis, Board President, at 8:34a.m.
 3. APPROVAL OF AGENDA
ACTION REQUIRED: Jeremy Zajac motioned to approve agenda. Norvain Pleasant second. All approved.
 4. CONSENT AGENDA ITEMS
 - A. Minutes, April 25, 2018
ACTION REQUIRED: Norvain Pleasant motioned to approve April minutes. Bob Geist second. All approved.
 - B. Governance Committee (provided updated agenda and minutes to BOD members)
 - i. Minutes, June 13, 2018
 - ii. Vacancies
 1. Dave Godek has left the board. He no longer has the time to commit to his Board duties. Julie Lewis has been in contact with the City of Beloit and the City of Janesville in regards to the two public seats open. CAI also continues the search for Rock County Consumer member.
 - iii. Treasurer Seat
 1. Brenda Pinson has accepted the Treasurer/Secretary seat for the Board.
 2. **ACTION REQUIRED:** Mary Ann Kohl motioned to approve Brenda for the Treasurer/Secretary seat. Terry Cummings second. All approved.
 - iv. Board List and Attendance
 1. Julie Lewis stressed the importance of attendance. Board packet included Board attendance. She also spoke about committee attendance and how critical it is to have quorum at the committee's.
 2. Julie requested for Sara Schumacher to circulate/email a committee list and descriptions to all members. At the August meeting this will be discussed further and Julie is requesting members to make any needed changes or additions at that time.
 3. Julie also reminded the Board all meetings can be called into if members cannot attend in person. This is still part of the quorum.
 - v. ED Succession Plan
 1. Governance committee is reviewing and will bring changes to the next board meeting to be voted on.
 - vi. Board Policies
 1. Board policies are being reviewed for possible changes by the Governance Committee. The policies will be brought to the board at the next BOD meeting to be voted on.
 2. Julie Lewis reminded the board members of the Conflict of Interest Policy. Sara Schumacher will bring this policy in August for all Board members to resign/sign.
 - vii. Slate of Officers 2018-2019
 1. Julie Lewis, Chair
 2. Amanda Sookraj, Vice-Chair

3. Jeremy Zajac, Second Vice-Chair
4. Brenda Pinson, Secretary/Treasurer
5. Jennifer Wood, Ex-Officio

ACTION REQUIRED: Alan Kupsik motioned to approve the 2018-2019 Slate of Officers. Bob Geist second. All approved.

5. FINANCE PACKET (No quorum was made for the June Finance Committee.)

A. April Financial Review

- i. Good cash position.
- ii. Loans are being paid from WnW and housing loans continue to come in gradually.
- iii. Building up case reserve. CAI has not used its line of credit for two years.
- iv. Rick noted on the April Financial statement the Land, Building, and Equipment line is showing an increase due to the purchase of MCC and vehicles.
- v. August Board meeting WIPFLI will provide the full audit presentation. Julie Lewis encourages all board members to attend.
- vi. On page 37 in the board packet, Rick noted the agency wide budget. He specifically noted Shelter Plus Care. This is only a 5 month budget. However, it has been extended until March 2019 to spend out on the 7 participants remaining in the program. This allows time for the participants to exit.
- vii. Transitional Jobs is on the path to not be able to spend out.
- viii. Fresh Start had a budget amendment in the past. This became challenging for indirect costs. Indirect costs were going to the school district and not to DOL. However, now the indirect costs are shifting back to DOL which is freeing up school district dollars.
- ix. As of 06/30/2018 CAI will not be doing the accounting for WISCAP. CAI will lose approximately \$15,000 revenue because of this.
- x. Americorps will no longer accept DOL match dollars. DOL will not start contract until January 2019. Therefore Fresh Start has to be funded by match and Americorps for the first four months of programming.
- xi. First Choice patient counts are ahead from this time last year. However, First Choice is still operating in the red. Funding continues to still be in limbo with Title X due to the state. However, First Choice did receive an extension through August 2018.
- xii. Extra money came in from Rock County for the Inner City project.
- xiii. Rick Lemke reviewed fundraising and donations up to date. He noted most donations come in at the end of the year.

ACTION REQUIRED: Bob Geist motioned to approve the April Financials. Mary Ann Kahl second. All approved.

B. Housing Financial Statements Review

- i. All properties are going well. Each one has capital spending.
- ii. Proceeds from the BMAH project are approximately \$78,000. The project owes CAI approximately \$40,000. CAI has requested the money. CAI has not heard back at this time.

ACTION REQUIRED: Al Kupsik motioned to approve Housing Financial Statements. Terry Cummings second. All approved.

C. Review of Housing Budgets

- i. Increase in rent this year; \$10 increase per unit, per month. This came down from Rural Development as they control the budget.
- ii. BALI and BMAH are in need of a property assessment soon.

ACTION REQUIRED: Jennifer Wood motioned to approve Housing Budgets. Bob Geist second. All approved.

6. PROPOSAL FOR FINANCIAL DEPARTMENT CONSULTING SERVICES

A. CAI has been seeking out consulting services for the financial department. Cecilia Dever has reached out to three businesses to do so:

- i. WIPFLI: Cost is \$7,500. They included a great write up of what they could offer. See attached in packet. They also took the time to have two conference calls to understand CAI needs. They would like to get started in late July.
- ii. Wegner: Cost is \$3,000-\$4,000. Came in at a lower cost, however did not reach out to determine the exact needs for CAI. They also did not explain their timeline or approach.
- iii. Grant Thornton: no bid. CAI made two attempts to get in touch with them.

B. Cecilia is recommending WIPFLI for the Financial Department Consulting Services.

ACTION REQUIRED: Jeremy Zajac motions to approve WIPFLI for the Financial Department Consulting Services. Al Kupsik seconds. All approved.

7. PLANNING AND EVALUATION (no quorum at monthly meeting)

A. Transitional Jobs Internal Monitoring—For review only

