

MINUTES
BOARD OF DIRECTOR
 Wednesday, August 26, 2015
 8:30 a.m. – 11:00 a.m.
 Community Action Board of Directors
 1545 Hobbs Drive, Delavan

<u>Present</u>	<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Staff</u>	<u>Guest</u>
Brenda Pinson	*MaryAnn Kahl (8:40 quorum)	Amanda Sookraj	Cecilia Dever	Laura Laux	Pastor Angel Anaya- St. Andrews Catholic Parish
Minnie Murry	*Regina Hendrix (10:45)	Kim Kapstick	Lynn Jones	Lynn Vollbrecht	Jean Christensen - WIPFLI
Bob Geist		Shanon Gallagher	Rick Lemke		Brian Anderson- BMO Harris Bank
Julie Lewis		Janna Vegge	Marc Perry		
Jennifer Wood		Dave Godek	John Ramstad		
Jeremy Zajac			Katie Lawler		
Jason Heidenreich					

- 1) CALL TO ORDER – Board Chair called the meeting to order and the above attendance was recorded.
 - Did not have quorum at 8:30 call to order.
 - MaryAnn Kahl arrived at 8:40 making quorum.
- 2) WELCOME
 - Guests – Pastor Angel Anaya from St. Andrews Catholic Parish in Delavan; Brian Harris, BMO Harris Bank representative and Jean Christensen, WIPFLI.
- 3) APPROVAL OF AGENDA – Jennifer Wood, Board Chair, asked for a motion to modify agenda: add discussion only after the Executive Director’s report for audit bid, dismiss guests; provide overview of potential partnership with Rock/Walworth Head Start; dismiss staff; go into closed session for review of Executive Director’s 360 evaluation.

ACTION TAKEN: Bob Geist motioned to accept the agenda as modified, Jason Heidenreich seconded, accepted unanimously.

- 4) PRESENTATION OF THE 2014 AUDIT – Jean Christensen; WIPFLI
 - PowerPoint and PowerPoint Handout.
 DISCUSSION ONLY: More OMB changes – uniform guidance puts government and non-profit agencies on the same playing field. Implementation of these changes may result in a management letter for 2015 due to the complexity and the agency possibly following two sets of guidelines during the conversion year.

ACTION TAKEN: Jeremy Zajac made a motion to approve the 2014 Audit and Bob Geist seconded, accepted unanimously.

5) CONSENT AGENDA ITEMS

- Jennifer Wood requested to pull: the BMAH refinance for discussion only, second quarter financials and the Planning Committee program reviews for AWARE and PREP.

ACTION TAKEN: Jason Heidenreich motioned to accept the Consent Agenda as modified, Minnie Murry seconded, accepted unanimously.

- **Merrill Housing / BMAH Update by John Ramstad - handout provided**

BEMAH refinance is complete and closed July 24, 2015

DISCUSSION ONLY – no action taken.

- Second Quarter Financials – you may have noticed two balance sheets page 19 and page 25 of the Board packet. The balance sheet on page 19 is the most recent and was provided at the finance committee meeting reflecting cash reconciliation. The balance sheet on page 25 was compiled before cash reconciliation had been completed. Please refer to the balance sheet on page 19.

ACTION TAKEN: Jeremy Zajac motioned to accept second quarter financials, Julie Lewis seconded, accepted unanimously.

- **Planning and Evaluation Committee – Program Evaluations of AWARE and PREP.**

Overview of AWARE and PREP program evaluations.

ACTION TAKEN: Jason Heidenreich motioned to accept AWARE and PREP program evaluations, Jeremy Zajac seconded, accepted unanimously.

6) COMMUNICATION

- Chair Remarks

- A huge thanks once again to Shannon and Bob for their outstanding commitment to the golf outing.
- The golf outing raised more funds this year than last and a survey of attendees showed that there were many first time donors at the event.
- Committee descriptions are in the board packet. If you are interested in joining a committee please contact Jennifer Wood as she will be sending out new committee assignments in the next few weeks.
- Penny Sonheim has resigned from the board. A card and flowers were sent to Penny as a thank you for her service and dedication to CAI.

- Executive Directors Report

- Deputy Directors Report
- Contract Update
- Monitoring Report
- Fund Development Report

ACTION TAKEN: Bob Geist motioned to accept the Executive Director's report, Julie Lewis seconded, accepted unanimously.

7) Audit Bid

Agency policy dictates that audit services go out for bid. Executive Director has recommended that although audit services are due for bid it is extended until the 2016 audit. This would allow CAI to become more familiar with the new regulations and also give ample time to firms to prepare bid requests. This bid will also include two of the senior housing projects.

DISCUSSION ONLY no action taken.

- 8) Program Presentations: Work N Wheels and Skills Enhancement
- Work N Wheels – 0% interest car loan up to \$4,500. Program goal is to close on 24-26 loans this year. The program is currently behind schedule however new staff are working hard to get through some of the back log of applications.
 - The program does not appear to have new funding for 2016 however CAI has been operating this program with ongoing carryover funds for some time. The intention of the program is to continue operations but less loans each year. The program design is to also be self-funded using the repayment of loans.
 - With a grant from the Beloit Women's 14 youth who are co-enrolled with WIA and the mentoring group received drivers education scholarships.
 - Skills Enhancement has had a significant decrease in funding for 2016 due to the structure of the FSET program. CAI will be doing more collaborating with the SWWDB to continue meeting the needs of people wanting to attend school in order to increase their earning potential.
- 9) CLOSED SESSION – MaryAnn Kahl made a motion to go into closed session, Minnie Murry seconded, accepted unanimously.
- Potential partnership with Rock Walworth Head Start. Both are large non-profit agencies that provide services to both counties and are in discussion to see if joining efforts are in the best interest of the community.
 - CAI and Head Start were one agency in 1965 and split into two separate entities in 1979.
 - Head Start board of directors meeting tomorrow, August 27, 2015 to also discuss options moving forward.
 - If it is decided to move forward there would need to be further, intensive analysis of the different options.

ACTION TAKEN: Jeremy Zajak made motion: If Head Start board is interested in continuing to pursue a merger or other legal combination of the two agencies, CAI Board is in favor of continuing the discussions regarding potential collaboration, with the understanding that any official, final legal action requires further board approval, Bob Geist seconded.

- 10) CLOSED SESSION – The Board reviewed and discussed the executive directors 6 month performance evaluation with her.

ACTION TAKEN: Minnie Murry motioned to provide the Executive Director with a 2% increase retroactive to July 1st 2015. Benda Pinson seconded, accepted unanimously.

- Jennifer informed the board members that the increase can be used as furlough days for the 2015 year due to Administrative budget restraints.

ACTION TAKEN: Jeremy motioned to move out of closed session, Bob seconded, accepted unanimously.

ACTION TAKEN: Jeremy motioned to adjourn the meeting, Bob seconded, accepted unanimously.

Next Meeting: Wednesday, October 28, 2015, 8:30 a.m., Pathways Center 20 Eclipse, Beloit