

**MINUTES**  
**BOARD OF DIRECTOR**  
**1900 Center Ave, Room D/E, Janesville, WI 53548**  
**January 27, 2010**  
**8:00 a.m.**

<u>Present</u>		<u>Absent</u>	<u>Staff Present</u>
Daniel Boutelle	Linda Seemeyer	Sheila De Forest	Lisa Furseth
Kim Capstick	Joe Stadelman	Nancy Forbeck	Karen Betenz
Travis Egan	Jana Vegge	Diane Lewis	Marc Perry
Michael Gensler		Tim Reutebuch	Jennifer Perreault
Jim Joiner		Melissa Sennett	
Anna Marie Johnson		Penny Sonheim	

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- 1) CALL TO ORDER: Meeting was called to order by Joe Stadelman, Board Chair.
- 2) ROLL CALL: Roll was called and the above attendance was recorded.
- 3) CONSENT AGENDA
- o Joe Stadelman requested the agenda be modified prior to approval; adding “Transfer of Properties Resolution” to item 4, Executive Director’s Report
  - o **ACTION REQUIRED:** Michael Gensler motioned to accept the Consent Agenda with the modification, Travis Egan seconded, accepted unanimously.
- 4) COMMUNICATIONS
- President’s Remarks
    - i) We will proceed with the Executive Director’s evaluation and wage review at the February Board of Directors’ meeting
  - Executive Directors Report
    - i) Update on donation offers from Paul Demchenko
      - (1) Owners are working with a philanthropic group out of New York City; at this point we are waiting to see how this might proceed; Any offer of donation/low cost lease will require additional and sufficient due diligence by CAI
    - ii) Ed Montgomery (President Obama’s appointee working with auto impacted communities) may visit Rock County in February or Early March. Local groups are coming together to propose community solutions including increased mortgage and credit counseling as well as a Transitional Jobs Project. CAI would likely have some role in both.
    - iii) ARRA Internal Controls Audit
      - (1) Overall our audit went well. Some suggestions included that we a) set up an 800# staffed by an outside answering service for whistleblowers, b) write a policy stating that we will review our financial policies annually, c) write a policy stating that we will review our IT permissions once a year and d) close a loop in our IT permissions which has been done.
    - iv) After speaking to our Congressional delegation regarding possible funding for enhancing and expanding mortgage default counseling, they suggested that we look into Earmark Requests. Within the last few days we received information from Congresswoman’s Baldwin and Senator Kohl offices regarding ear mark requests and will keep the board posted.
    - v) **ACTION REQUIRED:** Travis Egan motioned to accept the Chair and Executive Director’s report, Anna Marie Johnson seconded, accepted unanimously.
  - Transfer of Properties – Lisa provided background information: At the advice of attorneys an LLC was created to purchase our first rental in Walworth County. When the Merrill homes were purchased they, too, were put under the LLC umbrella. However, since there are so many cross transactions between CAI and LLC there is no separation in truth or extra protection by doing it through the LLC. Since this causes “messiness” in regard to our audit we will unbundle our Merrill homes and put them back under CAI.
    - i) **ACTION REQUIRED:** Anna Marie Johnson motions to give staff the authority to execute property transfers by accepting the resolution, Kim Capstick seconded, passed unanimously.
- 5) FINANCE COMMITTEE
- Consideration and Approval of 2010 Budget
- Karen provided an overview of 2010 budgets, noting in particular, changes from 2009 (see finance committee minutes for additional details).
- o **ACTION REQUIRED:** Linda Seemeyer motioned approval of 2010 budget, Jim Joiner seconded, accepted unanimously.

- Consideration and Approval of Housing Subsidiary Budgets (BALI, BEMA, DEMA and ESH)
  - **ACTION REQUIRED:** Travis Egan motioned to approve Housing Subsidiary Budgets, Dan Boutelle seconded, accepted unanimously.
- Revised Merrill Home Purchase Plan (address only)
  - **ACTION REQUIRED:** Anna Marie Johnson motioned to change the address to be purchased from 1412 Hull St to 1417 Hull St, Jana Vegge seconded, accepted unanimously.

6) PLANNING AND EVALUATION COMMITTEE

- Approval of 2009 Strategic Plan Implementation Report – We are looking at Capacity Building now so when ARRA ramps down we will have a lasting benefit from the ARRA funds. We are trying to develop strategies to retain an “Employment Specialist” position and use volunteer tutors to assist with training.
- **ACTION REQUIRED:** Travis Egan motioned to accept the 2009 Strategic Plan Implementation Report, Linda Seemeyer seconded, accepted unanimously.

7) RECOVERY COMMITTEE

- State has not given final guidance on actions required related to the most recent wage rate modification in Walworth County. At this time we have been told to proceed as normal until further notice.
- State recognized our success at navigating Davis Bacon wages and wanted to know how we did it so that other agencies could benefit.
- **ACTION REQUIRED:** Michael Gensler motioned to accept the approval of the 1) December 2010 Reporting Summary, 2) discontinuing the MAGIC program and reallocate funds and 3) continuation of the Ad Hoc Recovery Committee, including current membership, through December 2010, Linda Seemeyer seconded, accepted unanimously.

8) BELOIT SPACE PLAN

- Staffed discussed options available for our Beloit office space. Much discussion was made regarding leasing vs. buying and a brief discussion on various ways of financing and possible credit that we could use.
- **ACTION REQUIRED:** Linda Seemeyer motioned to create Ad Hoc Beloit Property Management Committee to be formed by 3 Board members, 3 outside members, and any other Board member interested, with approval to negotiate binding agreement with final approval by the whole Board, Dan Boutelle seconded, accepted unanimously with Board Chair, Joe Stadelman abstaining.

9) ADJOURN

- **ACTION REQUIRED:** Anna Marie Johnson motioned to adjourn, Linda Seemeyer seconded, accepted unanimously.

**NEXT MEETING: February 24, 2010, 8:00 a.m., Community Action, Inc, 1545 Hobbs Dr., Delavan, WI**