

**MINUTES**  
**BOARD OF DIRECTOR**  
**1900 Center Ave, Janesville, WI 53548**  
**April 28, 2010**  
**8:00 a.m.**

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

- 
- 1) CALL TO ORDER: Meeting was called to order by Travis Egan, Chair-Elect.
  - 2) ROLL CALL: Roll was called and the above attendance was recorded.
  - 3) CONSENT AGENDA
    - Following information was asked to be pulled from the Consent Agenda:
      - Planning and Evaluation Committee
        - (1) Monitoring Reports and Responses
        - (2) FEC/FHI Program Review
      - HR Committee Minutes
      - Finance Committee
        - (1) Minutes from April 15, 2010
        - (2) Merrill Project Update
        - (3) Policies
      - The Chair-Elect asked that we vote on these items as one after discussion
    - Chair-Elect asked that we modify the agenda to include electing Linda Seemeyer to the Executive Committee under the Governance Committee section
    - **ACTION TAKEN: Mike Gensler motioned to accept the consent agenda as modified, Dan Boutelle seconded, accepted unanimously.**
    - Discussion of pulled items.
      - Monitoring Reports and Responses – board member asked if patterns of deficiencies were being addressed. Does staff need additional training or equipment? Staff explained that evaluations follow immediately after the process is complete. A note was made that monitoring visits are not always done by the same entity; some take a different approach which makes it more difficult for consistency.
      - FEC / FHI Program Review
        - (1) Clarification was made as to what FEC and FHI stand for: FEC – Front End Center; FHI – Fatherhood Initiative
        - (2) How do we decide on criteria for program review? Staff takes a two tier approach. 1) Funding source and regulations associated with that source and 2) what is good program practice. Issues identified in tier 1 result in “required actions”.
        - (3) Is it the focus of the Fatherhood participants to receive their high school education? Originally, no. Primary focus is to gain and sustain employment so that they can reconnect with their children. However, the focus has shifted to their education since employment opportunities are limited.
        - (4) Employment – Board member was concerned that we are not documenting employment. We are placing Fatherhood participants with employers but retention is low due to variety of barriers. Stronger follow-up strategies are being developed as well as verifying that individuals are ready for employment.
        - (5) Survey of Employers – There was concern that follow-up with the employer’s contact was not being accomplished. Staff assured board that leadership is planning with program staff a better process to improve this point. Staff is also putting in extra steps to prepare clients for employment. Grant money has been received for capacity building.
      - HR Committee – Employment Assistant Program – plan for discussion this summer to review options; a decision is yet to be made. Staff will bring it before the Board when a program has been finalized.
      - Finance Committee
        - (1) Fund Lease-to-Loan for Merrill Initiative – staff is not ready to make a recommendation. We will bring the issue up to the Board when more information is available.

- (2) Fiscal Policy/General Policies section/Role of the Board of Director/Item #6 – “Identifying and proactively dealing with emerging issues” – Board member asked to clarify if the board as a whole was meeting item 6. Staff is very comfortable with the level of discussion between Board members and staff in identifying issues. Staff explained how the Needs Assessment and Strategic Plan discussions are tools used to identify and address issues within the organization.

- **ACTION TAKEN:** Sheila DeForest motioned to approve the pulled Consent Agenda items, Mike Gensler seconded, accepted unanimously.

#### 4) COMMUNICATIONS

- President’s remark – Chair-Elect spoke on behalf of the President reminding members the importance of attendance; especially when meetings are in Delavan. We will be having a board transition due to Jim Joiner and Diane Lewis losing their county seats in tough races. Currently we have open seats in Rock County (1 private, 1 consumer) and in Walworth County (1 consumer).
- Executive Director’s remarks
  - Executive Director invited all, but especially those on the Finance Committee, to join the exit audit with WIPFLI on April 29, 2010 at 2:00 p.m. at the administrative office.
  - Annual meeting will be at the Beloit Country Club at 8:00 a.m. on Wednesday, June 30, 2010.
  - CSBG monitoring visit will be held the week of May 10, 2010. Lisa requested three to four volunteers who would be willing to speak with the auditors on Thursday, May 13<sup>th</sup> from 1:00 p.m. – 2:30 p.m. Topics covered will be direction of Community Action, challenges faced, etc. Volunteers can participate via phone.
  - Title X – this is the federal contract for First Choice Woman’s Health Clinic; it increased by \$25,000.
  - Department of Family Services issued a Request for Proposal for a Transitional Jobs Demonstration Project. 30 slots have been allocated for Rock County. CAI has been encouraged to submit a proposal; the population to be served is very similar to the current fatherhood demographic.
  - Our Director of Community Services, Jen Tropp, handed in her resignation to be effective June 4, 2010. Options are being discussed. We could either fill her slot or restructure departments.
- **ACTION TAKEN:** Mike Gensler motioned to accept the President and Executive Director’s reports, Penny Sonheim seconded, accepted unanimously.

#### 5) GOVERNANCE COMMITTEE

- **ACTION TAKEN:** Mike Gensler motioned to accept Linda Seemeyer’s nomination to the Executive Committee, Jana Vegge seconded, accepted unanimously.
- Members discussed the modification to the By-Laws with regard to the term limit (from 2-3yr terms to 4-2 yr terms) and Selection of Consumer Representatives (defined as low-income within the past three years) as well as a possible time change for meetings. The Governance Committee will develop a survey and present it to members via on-line.
- **ACTION TAKEN:** Penny Sonheim motioned to modify the By-Laws as stated, Anna Marie seconded, accepted unanimously.

#### 6) FINANCE COMMITTEE

- **ACTION TAKEN:** Linda Seemeyer motioned to accept the 2009 Year End Audits for Olympian Village, Arbor Glen and Prairie View, Dan Boutelle seconded, accepted unanimously.

#### 7) RECOVERY COMMITTEE

- **ACTION TAKEN:** Linda Seemeyer motioned to accept the Office of Recovery and Reinvestment Report, Mike Gensler seconded, accepted unanimously.
- Audit Report – Community Action will update the Whistleblower policy to reflect the contact information provided by the State and Federal offices. Also, an official response will be made acknowledging that this information was not already provided.

#### 8) Adjourn

#### 9) Closed session was held for Executive Director’s review.

**Next Meeting: Annual Meeting, June 30, 2010, Beloit Country Club, 2327 Riverside Dr., Beloit, WI 53511, 8:00 a.m.**