

MINUTES
BOARD OF DIRECTOR
1545 Hobbs Dr, Delavan, WI 53115
April 27, 2011
8:30 a.m.

<u>Present</u>		<u>Absent</u>	<u>Staff</u>
Kim Capstick	Linda Seemeyer	Jim Joiner	Lisa Furseth
Royce DeBow	Gary Seidel	Nancy Forbeck	Traci Rogers
Sheila DeForest	Penny Sonheim	Anna Marie Johnson	Marc Perry
Travis Egan	Joe Stadelman	Dale Thorpe	John Ramstad
Bob Fizzell	Jana Vegge		Jennifer Perreault
Michael Gensler			

1. **Call to Order – BALI Board**

Confirm appointment of Gary Seidel to the Board; Confirm the appointment of Traci Rogers as Secretary/Treasurer

ACTION TAKEN: Linda Seemeyer motioned to confirm to the BALI Board of Directors Traci Rogers as the Secretary/Treasurer and Gary Seidel as a Director, Michael Gensler seconded, passed unanimously.

2. **Call to Order – CAI Board – Meeting was called to order by Travis Egan, Board Chair.**

3. **Roll Call – Roll was called and the above attendance was recorded.**

4. **Consent Agenda – the following items were requested to be pulled from the Consent Agenda:**

- HR Committee
 - Layoff Policy (pg 10)
 - Dispute Resolution Policy (pg 20)
 - Cultural Competency Report (pg 21-23)
 - Flow Chart (pg 24)
 - Delivery Discrimination Complaint (pg 59)
- Planning and Evaluation Minutes (pg 71)
 - Needs Assessment (pg 73)
 - Goals (pg 80)
 - Merrill Exit Strategy (pg 95)
- 1st Qtr Financial - Budget (pg 108)
- Revised Purchasing Policy (pg 134)

ACTION TAKEN: Michael Gensler motioned to accept the Consent Agenda with the above items removed, Joe Stadelman seconded, passed unanimously.

- **Layoff Policy** - Board member noted typos in the Layoff Policy; staff will modify with proper grammar
ACTION TAKEN: Sheila DeForest moved to accept the policy with the change of “agencies” to “agency’s”, Michael Gensler seconded, passed unanimously.

- **Dispute Resolution Policy** – Concern was expressed that the last statement in the policy, “This policy does not alter the Employment at Will relationship in any way,” may give staff pause before filing a dispute. It was requested that the phrase be integrated into the first paragraph of the policy. Suggestion by staff modifies the first paragraph as follows: “Employees have an opportunity to present their work-related complaints and request reversal of management decisions through a dispute resolution procedure. This policy exists to help ensure fairness and to provide employees with a formal means of expressing their concerns. It should, however, be noted that it does not alter the “Employment at Will” relationship in any way. Community Action management staff and Human Resources personnel will attempt to promptly resolve all complaints, including disputes that are appropriate for handling under this policy.”

ACTION TAKEN: Gary Seidel motioned to accept the proposed changes to the Dispute Resolution Policy, Royce DeBow seconded, accepted unanimously.

- **Cultural Competency**
 - The year in the first paragraph needs to be changed to 2010 and “and” removed in second sentence. Discussion was had regarding diversity training for all staff of Community Action, Inc. Staff explained, that due to financial constraints, not all staff can be trained at once; that this will be an ongoing process. However, staff did note that individual departments are taking it upon themselves to train their staff as time allows and training materials are found. Board members suggested that agendas for all committee meetings going forward have a bullet point for Cultural Competency which will allow an opportunity for this to be discussed if needed.

NOTE: No action needed; discussion only

- **Civil Rights Compliance**
 - **Flow Chart** – Part of the Civil Rights Compliance plan and not Cultural Competency. The form is intended to clarify there is a different process when the complaint alleges discrimination.
 - **Review of Service Disparities** – Sheila DeForest requested that the appropriate committee, whether it be HR or Planning and Evaluation, review and address disparities in participation numbers in the areas of service where those appear to be cause for concern.
 - **Discrimination Complaint** – Members requested clarification as to access to and use of form. Staff explained (1) form is posted in a visible location at all facilities and (2) staff review with participants and get sign off regarding grievance at time of intake.

ACTION TAKEN: Bob Fizzell motioned to accept Civil Rights Compliance Plan, Kim Capstick seconded, accepted unanimously.

- **Planning and Evaluation Minutes** –The Planning and Evaluation committee will work with staff to facilitate process.
 - **Needs Assessment** – Noted that dental is a huge issue; members also want to ensure that we don’t lose sight of the housing, energy and rental issues. Staff felt it is adequately captured in summary findings.

ACTION TAKEN: Royce DeBow motioned to accept the Needs Assessment, Bob Fizzell seconded, accepted unanimously.
 - **Goals** – Goals listed are for the current Needs Assessments; inserted only for a frame of reference. They will be revisited at a future date.

NOTE: No separate action required; approved in the approval process for the minutes.
 - **Merrill Exit Strategy** – Sheila DeForest appreciates the thorough exploration of some options but wanted to express her preference to increase subsidy to decrease purchase price if at all possible. Staff confirmed that any determination to convert to rental will be last resort.

ACTION TAKEN: Sheila DeForest motioned to accept the Merrill Exit Strategy as presented now, Joe Stadelman seconded, accepted unanimously.

- **1st Qtr Financials (Budget)** – Transitional Jobs was discussed; Governor’s budget does not fund beyond June 2011. It will take legislative action to get funding into the current budget.

ACTION TAKEN: Sheila DeForest motions to accept 1st Quarter Financials as is, Michael Gensler seconded, accepted unanimously.

- **Revised Purchasing Policy** – Sheila DeForest request that a consideration to purchase locally where feasible be added to the list of criteria for evaluating vendors. Board members expressed concern about the change given the policy follows auditing recommendations and the consideration is possible based on proposed language.

ACTION TAKEN: Gary Seidel motioned to approve the Revised Purchasing Policy in its current state, Michael Gensler seconded, accepted unanimously.

5. Communication

- Chair Remarks
 - Appointment of Jennifer Griffith, Genencor, to the HR Committee
 - Encouraged board members to share what Community Action is doing in our communities.
 - Members may be asked to sign letters and visit local legislature as needed.

- Executive Directors Report
 - State budget discussions are just starting. Items on Lisa's radar include Transitional Jobs and SHARES, childcare subsidy program. There is concern about impact of MA changes on First Choice and current political environment for Family Planning. Merrill Revitalization will be receiving the Governor's Excellence Award at May's WISCAP meeting. State association has had their finances done by a network agency; they pay for the service. WISCAP has requested Community Action provide service beginning July. Staff are exploring assessing benefit vs. costs.

ACTION TAKEN: Michael Gensler motioned to accept Chair Remarks and Executive Directors Report, Bob Fizzell seconded, accepted unanimously.

6. **Finance Committee**

ACTION TAKEN: Gary Seidel motioned to accept approval of borrowing terms for the new credit line and authorize the Executive Director and Chair to execute related borrowing documents and resolution, Joe Stadelman seconded, accepted unanimously.

7. **Planning Committee** – Discussion of Proposed Strategic Plan Process and time line

ACTION TAKEN: Gary Seidel motioned to accept proposed Strategic Plan process and timeline, Bob Fizzell seconded, accepted unanimously.

8. **Closed Session**

9. **Adjourn**

Next Meeting: BOD Annual Meeting, June 29th, 8:30 a.m., LOCATION TO BE DETERMINED