

**MINUTES**  
**BOARD OF DIRECTOR**  
**June 25, 2014**  
**8:30 a.m. – 10:30 a.m.**  
**Community Action Board of Directors**  
**Pathways Center, 20 Eclipse, Beloit**

<b>Present</b>		<b>Absent</b>	<b>Staff</b>	<b>Guest Speakers</b>
Kim Capstick	Brenda Pinson	Minnie Murry	Lisa Furseth	Chris Laurent
Royce DeBow	Linda Seemeyer	Jana Vegge	Cecilia Dever	Chris Hand
Travis Egan	Penny Sonheim		Traci Scherck	
Shannon Gallagher	Amanda Sookraj		Debbie Keller	
Dave Godek	Mark Spreitzer		Lynn Jones	
Jason Heidenreich	Jennifer Wood		Marc Perry	
Julie Lewis	Jeremy Zajac		Jennifer Perreault	
Minnie Murry			John Ramstad	

1. CALL TO ORDER – Board Chair call the meeting to order and the above roll was recorded.
2. GOVERNANCE – ELECTION OF NEW BOARD MEMBER, TERM RENEWALS
  - Election of Shannon Gallagher to fill a two-year Walworth County private-sector term, expiring in June 2016  
**ACTION TAKEN: Jason Heidenreich motioned to approve the appointment of Shannon Gallagher to the Board of Directors, Travis Egan seconded, accepted unanimously.**
  - Renewal of terms for continuing members as follows:
    - Jennifer Wood – Rock Private, Term 2, expiring June 2016
    - Royce DeBow – Walworth Public, Term 3, expiring June 2016
    - Julie Lewis – Rock Private, Term 2, expiring June 2016
    - Minnie Murry – Rock Consumer, Term 2, expiring June 2016
    - Brenda Pinson – Rock Consumer, Term 2, expiring June 2016
    - Penny Sonheim – Walworth Consumer, Term 4, expiring June 2016**ACTION TAKEN: Travis Egan motioned to approve the renewal of terms as indicated above, Mark Spreitzer seconded, accepted unanimously.**
3. BELOIT MATURE ADULT HOUSING (BMAH) – Dissolution of the BMAH project is to occur later this year. Chris Laurent and Chris Hand, from Wisconsin Management, gave an overview regarding LIHTC financial projects and the BMAH transition. Following this meeting, very specific recommendations will be taken to the Finance Committee who will, in turn, bring it to the full Board for a vote.  
**DISCUSSION ONLY – No action required.**
4. CONSENT AGENDA ITEMS
  - Royce DeBow requested that the Governance Committee piece be pulled from the Consent Agenda.
  - **ACTION TAKEN: Dave Godek motioned to accept the Consent Agenda minus the Governance Committee information, Travis Egan seconded, accepted unanimously.**
  - Governance Committee – The Governance Committee realized that the policies pertaining to the Board have not been reviewed for quite some time. Therefore, they will review 2 to 3 existing policies at every meeting until all have been modified as necessary. The committee is open to other Board members bringing forth suggestions on policies that may benefit Community Action.
  - **ACTION TAKEN: Royce DeBow motioned to approve the Governance Committee minutes as submitted, Mark Spreitzer seconded, accepted unanimously.**

5. COMMUNICATION

- Executive Directors Report
  - Monitoring Report – Julie Lewis asked if we needed to be concerned with regard to First Choice’s monitoring report. Staff assured the Board that none of the items were noted by the funder as serious concerns and identified items were being addressed by staff.

**ACTION TAKEN: Dave Godek motioned to approve the Executive Director’s report, Minnie Murry seconded, accepted unanimously.**

6. GOVERNANCE COMMITTEE

- Election of Officers
  - Jennifer Wood – Chair (Two-year term)
  - Jason Heidenreich – Vice-Chair
  - Julie Lewis – Second Vice-Chair
  - Linda Seemeyer – Treasurer
  - Penny Sonheim – At-Large
  - Royce Debow, Past Chair, Ex-Officio (non-voting)

**ACTION TAKEN: Amanda Sookraj motioned to approve the Election of Officers as stated above, Travis Egan seconded, accepted unanimously.**

7. MODIFICATION OF MERRILL HOUSING PLAN – 1328 Nelson

Staff reviewed information memo provided to the Board.

**ACTION TAKEN: Travis Egan motioned to approve revised financing strategy for home completion including return of \$30,000 donation to Beloit Foundation, Penny Sonheim seconded, accepted unanimously.**

8. PLANNING AND EVALUATION COMMITTEE

- Marc Perry reviewed the Strategic Plan with the Board and is looking for input and discussion regarding the next steps. Royce DeBow, Board Chair, recommended that the Board is given more time to go through the information provided in the current packet and email Marc with their ideas/suggestions. Staff agreed to bring a draft of proposed goals to the August meeting for consideration.

9. BOARD EDUCATION – The meeting ran over allotted time therefore, Royce DeBow provided a handout going over the Robert’s Rules of Order.

10. ADJOURN

**Next Meeting: August 27, 2014, 8:30 a.m. – 10:30 a.m. 1545 Hobbs Dr, Delavan**