

MINUTES
BOARD OF DIRECTORS
1545 Hobbs Dr., Delavan, WI
August 22, 2018
8:30 a.m.

<u>Present</u>		<u>Absent</u>	<u>Staff Present</u>
Terrance Cummings	Julie Lewis	Jennifer Wood	Cecilia Dever
Bob Geist	Amy Carey-phone	Mary Ann Kahl	Lynn Jones
Alan Kupsik-phone	Kate Abbe		Laura Laux
Norvain Pleasant	Mary Weeden		Katie Wheelock
Jeremy Zajac	Erin Davis-phone		Beth Tallon
Natalie Van Sickle	Amanda Sookraj		Sara Schumacher
Amy Carey-phone			Debbie Sheldon
Minnie Murry-phone			
Brenda Pinson-phone			

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1. WELCOME:
 2. CALL TO ORDER: Meeting was called to order by Julie Lewis, Board President, at 8:33a.m.
 3. APPROVAL OF AGENDA
 - A. Julie Lewis added two additional items to the agenda:
 - i. Adding Finance Review under item 7.
 - ii. Adding new item 9: Loan Forgiveness**ACTION REQUIRED:** Al Kupsik motioned to approve agenda, amended agenda. Jeremy Zajac second. All approved.
 4. APPROVAL—NEW BOARD MEMBERS
 - A. Laura Williamson—City of Beloit
 - B. Erin Davis—City of Janesville
 - C. Julie Lewis provided a small introduction about Laura. Erin Davis was present on the phone and introduced herself. At the October meeting, more formal introductions will be made.
ACTION REQUIRED: Bob Geist motioned to approve new board members. Terry Cummings second. All approved.
 5. PRESENTATION/TRAINING OF THE 2017 AUDIT—Jean Christensen (WIPFELI)
 - A. PowerPoint included in Board Packet
 - B. CAI is a low risk auditee. Revenue increase of 1.4% due to purchase of Merrill Community Center and rent in Delavan and Evansville housing partnerships. CAI has an excellent current ratio. Weatherization is 31% of total expenses. No audit findings in the past two years. CAI is in excellent financial condition.
 - C. Decrease in 2017 of expenses
ACTION REQUIRED: Mary Weeden motioned to approve the 2017 Audit. Bob Geist second. All approved.
 6. CONSENT AGENDA ITEMS
 - A. Minutes, June 27, 2018
 - B. Consumer Advisory Committee
 - i. Julie Lewis noted, the urge for the focus on increasing services in Walworth County.
ACTION REQUIRED: Jeremy Zajac motioned to approve the consent agenda items. Amanda Sookraj second. All approved.
 7. FINANCE PACKET
 - A. June Financial Review (handout provided by Debbie Sheldon)
 - i. Admin is running slightly over budget. CSBG has been allocated for \$56,000.
 - ii. In the next couple of months CSBG funds will be looked at for disbursement to programs
 - iii. Community Kids is doing well.
 - iv. First Choice funding is currently in limbo. CAI has an extension until 08/31/2018. Planned Parenthood and the State are not committing to have CAI as a sub recipient at this point. At this point, FC will receive lower amounts of funding—it is unknown at this time by who. Staff changes

will happen. Cecilia stated she received information that FC operations will continue for two more months at the same amount currently funded.

- v. TOS will expect to see a loss in 2018 because of the large donation that came in last year (2017).
- vi. TLP contract ends on 08/31/2018. The budget for this program is showing underspent because new participants were not enrolled throughout the year. Funds not spent will get returned to HUD.
- vii. AWARE is showing a small loss, however, not worried at this time, as the majority of fundraising comes in around the holidays.

ACTION REQUIRED: Bob Geist motioned to approve the June Financials. Norvain Pleasant second. All approved.

B. Housing Financial Statements Review

- i. Low vacancy for all housing projects
- ii. Olympian Village and Village East are slightly over budget at this point during the year.

ACTION REQUIRED: Jeremy Zajac motioned to approve Housing Financial Statements. Al Kupsik second. All approved.

C. Review of 2017 Audit

- i. Already voted on
- ii. Cecilia noted the detailed written report included in the packet.

ACTION REQUIRED: For Review only

D. Memorial Beloit College (\$1,000)

- i. This memorial is in honor of Rick Lemke

ACTION REQUIRED: Norvain Pleasant motioned to approve the use of \$1,000 for a memorial. Bob Geist second. All approved.

E. Mulberry Grove Update

- i. Cecilia provided an update in regard to the cost of attorney fees for Mulberry Grove. She stated she has used \$5,950 of the \$6,000 the BOD allocated and voted on. Cecilia requested an additional \$4,050 totaling \$10,000.

ACTION REQUIRED: Julie made a motion to proceed forward for the settlement and allow an additional \$4,050 for the process. Al Kupsik second. All approved.

F. *Finance Review

- i. Due to the unexpected loss of CAI's Finance Director, Julie Lewis has asked WIPFLI to run a forensic financial report. This report is to protect the organization. Julie asked the board to approve no more than \$5,000 for this the financial report to be completed. It was stated that there is absolutely no cause for concern however it's the Boards due diligence to assure no wrong doing.

ACTION REQUIRED: Bob Geist motioned to allow \$5,000 to use for this report to be completed. Norvain Pleasant second. All approved.

8. COMMUNICATIONS

A. Chair Remarks – none noted

B. Executive Director's Report

- i. Cecilia Dever reminded all Board members to sign and update their Conflict of Interest Policy form. For those not in attendance at meeting, Sara will send them out via mail/email to be returned.
- ii. Finance Consulting services for the Finance department have been put on hold temporarily.
- iii. Cecilia asked all Board members to review the committee assignments and Julie encouraged for board members to join a committee.

C. Deputy Director's Report

- i. Lynn Jones reported on the success of Mentoring and Prep summer camp.
- ii. Fresh Start is preparing for the start of a new cohort. Fresh Start is adding a professional business certification this year.
- iii. Transitional Jobs continues to be monitored closely. The biggest challenge at this time is the restriction of location served.

D. Contract Report

- i. Sara Schumacher reported contracts are continuing to move as expected.

E. Monitoring Report

- i. Sara Schumacher reviewed the monitoring report.
- ii. City of Beloit (CDBG) monitored the Fatherhood, Mentoring, and NRSA programs. Great monitoring.
- iii. DEHCR had a Shelter Plus Care desk audit. No concerns.
- iv. Forward Services Corp did a monitoring of the Child Care Drop-In services in Pathways. All is great. One response was sent due to a space question.
- v. Upcoming monitoring: SWWDB for Fatherhood and CSBG in December. CAI will be monitored by CSBG this fall.

F. Fund Development

- i. The Home Is Where The Art Is fundraiser grossed approximately \$5,000. Beth reported a lot of positive feedback on this fundraiser.
- ii. Expenses for the Art event are much lower than the golf outing.
- iii. Fatherhood summer campaign had over a \$1,200 increase than the campaign in 2017.
- iv. Gingerbread Extravaganza planning is well under the way. Thus far Beth reported \$3,500 in sponsorships.
- v. Beth reviewed the 2017 annual report

ACTION REQUIRED: Bob Geist motioned to accept the Executive Director's report. Amanda Sookraj second. All approved.

9. Loan Forgiveness

A. Harold Fitch

- i. Laura Laux presented to the board legal information on the estate of Harold Fitch. He had a CAI loan in the amount of \$8,680 (0% interest). Mr. Fitch passed away in 2015. The property was then left to his daughters. Shortly after Harold's death, one of his daughters passed away. Leaving the estate and all finances to the living daughter.
- ii. The daughter's attorney is asking CAI to forgive the loan, or a partial part of the loan.

B. Bob Geist made a motion to forgive part of the loan. Mary Weeden second. All approved.

C. Mary Weeden made a motion to forgive \$7,680 of the loan. Al Kupsik second. Bob Geist opposed. Motion carries.

10. ADJOURN

A. **ACTION REQUIRED:** Bob Geist motioned to adjourn the meeting at 10:33am. Norvain Pleasant second. All approved.

**NEXT MEETING: October 24, 2018 8:30a.m.,
20 Eclipse Center, Beloit, WI**