

**MINUTES**  
**BOARD OF DIRECTOR**  
Wednesday, June 22, 2016

8:30 a.m. – 10:30 a.m.  
Community Action Board of Directors

<b>Present</b>		<b>Absent</b>	<b>Staff Present</b>
Jason Heidenreich	Jeremy Zajac	Jana Vegge	Cecilia Dever
Brenda Pinson	Julie Lewis	Kim Capstick	Lynn Jones
Bob Geist		Noemi Galvin	Rick Lemke
Mary Ann Kahl		Regina Hendrix	Laura Laux
Amanda Sookraj		Dave Godek	Beth Tallon
Minnie Murray		Amy Carey	Sara Schumacher
Jennifer Wood by phone		Father Angel	Lynn Vollbrecht
Alan Kupsik by phone		Anaya	Katie Lawler
		Shannon Gallagher	

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1. WELCOME
2. CALL TO ORDER
3. APPROVAL OF AGENDA
  - **ACTION TAKEN:** Jeremy Zajac motioned to approve the agenda, Amanda Sookraj Second, accepted unanimously.
4. CONSENT AGENDA ITEMS
  - Julie Lewis requested to pull the page 14 from finance packet to discuss cash balance.
  - **ACTION TAKEN:** Jeremy Zajac motioned to approve the consent agenda as modified, Amanda Sookraj Second, accepted unanimously.

Julie Lewis opened the discussion by asking about the cash balance. Rick Lemke explained BMO automatically sets this up if expenses are needed to be paid. If cash is low, line of credit is low. Rick also explained the mortgage payables are included in this line of credit.

Rick also pointed out First Choice in the financials. First Choice continues to experience a decrease in patient visits. It was also noted this decrease in patient visits is happening throughout the state. Minnie Murray asked why patient count is down. Cecilia Dever and Rick Lemke responded with the significance of longer birth control options. Birth control can now be used for 3-5 years instead of monthly or

yearly. Due to the change of insurance, adult children up to the age of 26 years old can be covered on their parents' policies which is providing the younger sector a longer time of insurance coverage and the less need for First Choice. Beth Tallon stated her and Marc Perry are meeting soon to discuss a new marketing and advertising plan for First Choice.

**ACTION TAKEN:** Jeremy Zajac motioned to approve the financial summary as presented, Julie Lewis Second, accepted unanimously.

### **Planning & Evaluation Committee**

A Community Needs Assessment is required by CSBG to be completed every three years. As part of the assessment process 2,000 surveys have been sent to households in Rock and Walworth County using the WX mailing list. CAI programs will also be surveyed.

- 20% return is an average response rate for any survey.
- Board would like to see an online electronic option if not now, then in the future.
- Is there a way to put a link to the survey on the website and Facebook?
- For anyone needing the survey translated in Spanish they may call our office and someone will translate and complete the survey with them by phone.

**ACTION TAKEN:** Bob Geist motioned to approve the Planning and Evaluation Committee/Needs Assessment Survey as presented, Brenda Pinson Second, accepted unanimously.

## 5. COMMUNICATION

### A. Chair Remarks

- Thank you to everyone who participated in the Golf Outing for Twin Oaks. It was a great success. Even though the final amount is not in yet, it looks like it will be an increase from last year.
- Reminder everyone Twin Oak's is hosting an Open House on Saturday June 25<sup>th</sup> from 11-1:00. Jason encouraged everyone to attend if they are available.

### B. Executive Directors Report & Deputy Directors Report

- CAI will remain part of the HOME Consortium through this calendar year. Under the new HUD regulations only Government entities are able to make up the consortium. The City of Beloit, City of Janesville and Rock County will remain members. CAI has positive relationships and existing collaborations with the City of Beloit and City of Janesville. The City of Beloit has voiced their support of continued support to the Beloit Fresh Start Program and use of HOME funds in the future. The Beloit City Council has voted in agreement of the support however no dollar amount has been stipulated.
- Audit from WIPFLI went well. A draft was received on June 21, 2016.

- Cecilia Dever spoke about the expansion of CAI. The expansion will take place next door in the old Cardinal Stritch part of the Eclipse Center. It will be an additional 7,000 square feet at no additional cost of the current lease. Current plans look to include a music studio, café, gym, additional classrooms, and staff office spaces. Cecilia anticipates receiving blueprints of the layout next week. CAI will be expected to pay operational costs. Hendricks is donating \$200,000 for the renovation. Mentoring, Fatherhood, and Transitional Jobs will be operated at the expansion site.
- PATHS is ending at the end of June. PATHS served 21 young people. The program had an 85% success rate. Transitional Jobs will begin on July 1<sup>st</sup>.
- WIOA will continue with contract. Youthbuild/Fresh Start grant is due on July 6<sup>th</sup>. The focus has changed to construction.
- There has been a great amount of progress on the Linn Street home in Janesville. The neighborhood is very supportive of the build.
- Fund Development Report –
  - The golf outing was on Monday June 20, 2016. There were 90 golfers. Preliminary raised amount is \$34,000. Next year's date has been set for Jun 12, 2017.
  - Gingerbread planning has started. CAI has \$6,000 in sponsorship already.
  - Great connections were made at the Janesville Farmer's Market with the CAI booth.
  - Lynn Vollbrecht is writing the United Way grant. The grant is due on August 1<sup>st</sup>.

**ACTION TAKEN:** Bob Geist motioned to approve the Executive Director's report as presented, Amanda Sookraj Second, accepted unanimously.

6. Diversity Awareness Presentation by Katie Lawler and James Alfredson

7. ADJOURN

**ACTION TAKEN:** Julie Lewis motioned to adjourn the meeting, Jason Heidenreich Second, accepted unanimously.

**Next Meeting: Wednesday, August 24, 2016, 8:30 a.m., 1545 Hobbs Dr., Delavan**