

AGENDA

Wednesday, August 28, 2019

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

1545 Hobbs Drive, Delavan

Please RSVP to Sara Schumacher by 5 p.m. Monday, August 26, 2019

sschumacher@community-action.org or 313-1335

1. WELCOME
2. CALL TO ORDER
3. APPROVAL OF AGENDA
4. CONSENT AGENDA ITEMS
 - A. Minutes, June 26, 2019 (1)
 - B. Consumer Advisory Committee (3)
 - Minutes, August 5, 2019
 - Needs Assessment
 - Key Results
 - Walworth County expansion progress
 - Member updates
 - C. Finance Committee meeting (8)
 - Minutes, August 8, 2019
 - June 2019 Financial Statements
 - Balance Sheet
 - Budget Summary
 - June 2019 Senior Housing Financials
 - Housing Loan Write off discussion
 - Audit contract extension

PROPOSED ACTION: Approve the Consent Agenda as submitted or modified

5. COMMUNICATION
 - A. Chair Remarks
 - B. Executive Directors Report (61)
 - Deputy Directors Report (80)
 - Contract Update (81)
 - Monitoring Report (82)
 - Fund Development Report (83)

PROPOSED ACTION: Approve the Executive Directors Report

6. COMMUNITY NEEDS ASSESSMENT (88)

PROPOSED ACTION: Approve the 2019 Community Needs Assessment

7. ADJOURN

Next Meeting: Wednesday, October 23, 2019, 8:30 a.m., 20 Eclipse, Beloit

Minutes
Annual Board of Director Meeting
June 26, 2019
20 Eclipse Center, Beloit, WI
8:00 am – 10:30 am

Present	Absent	Staff	Guest
Julie Lewis	Kate Abbe	Cecilia Dever	Jean Christensen, WIPFLI
Bob Geist	Amy Carey	Lynn Jones	Paul McGraw, Medicraft
Terry Cummings	Alan Kapsik	Debbie Sheldon	
Norvain Pleasant	Minnie Murry	Joanne Guldemon	
Natalie Van Sickle	Brenda Pinson	Marc Perry	
Amanda Sookraj	Laura Williamson	Laura Laux	
Carlo Nevicosi	Jennifer Wood	Becky Veium	
Jeremy Zajac		Jennifer Perreault	
Erin Davis (Phone)			
Mary Weeden			

1. CALL TO ORDER – meeting was called to order at 10:30 by Julie Lewis, Board Chair.
2. APPROVAL OF AGENDA
ACTION REQUIRED: Bob Geist motioned to accept the agenda as presented, Terry Cummings seconded the motion, accepted unanimously.
3. APPROVAL OF NEW BOARD MEMBER
ACTION REQUIRED: Carlo Nevicosi motioned to approve Glenn Wofford for the BOD Consumer slot for Rock County, Bob Geist seconded, accepted unanimously.
4. PRESENTATION/TRAINING OF THE 2018 AUDIT – Jean Christensen (WIPFLI) presented the 2018 audit to the Board. Community Action, Inc. received an Unmodified Opinion which is the highest opinion possible. We had no findings and no management letter which means a clean audit.
ACTION REQUIRED: Bob Geist motioned to accept the 2018 Audit as presented by Jean Christensen, Jeremy Zajac seconded, accepted unanimously.
5. CONSENT AGENDA ITEMS - An error was found on the agenda for the date for the Slate of Officers, date range should be 2019 – 2020.
ACTION REQUIRED: Jeremy Zajac motioned to approve the Consent Agenda as submitted, Bob Geist seconded, accepted unanimously.
6. FINANCE PACKET
ACTION REQUIRED: Bob Geist motioned to approve the Finance Packet as submitted, seconded by Terry Cummings, accepted unanimously.
7. COMMUNICATION - Executive Director and Deputy Director’s reports were reviewed as submitted.
ACTION REQUIRED: Bob Geist motioned to approve the Executive Directors Report as presented to the Board, Terry Cummings seconded, passed unanimously.

8. **FIRST CHOICE SPACE DISCUSSION** – Paul McGraw from Medircraft came to discuss the vision for their use of the First Choice Space. Medircraft is the provides administrative oversight for physicians, nurse practioners and physical therapists who want to set up a practice. He assured us that no narcotics would be present on sight and any need that may come up will be prescribed to an established pharmacy off site. There was concern from some board members about the amount of cash that would be on sight and if this should be a concern with the daycare so close at hand. Mr. McGraw assured us that daily deposits are made and that there is a secure safe inside the office. As staff pointed out, our own clinic had cash in the office, as well as Community Kids and there has never been an issue. Another issue brought up by board members was the \$5 fee charged to the client using a debit / credit card. Mr. McGraw stated that a sign will be displayed stating up front to the patient that the fee exists and it is up to them to decide whether to pay cash or with a card.

ACTION REQUIRED: Jeremy Zajac motioned to approve the leasing of the First Choice space to Medircraft, Carlo Nevicosi seconded, Julie Lewis opposed, Mary Weeden abstained, the rest accepted. Motion passed.

9. **ADJOURN**

ACTION REQUIRED: Jeremy Zajac motioned to adjourn, Amanda Sookraj seconded, accepted unanimously.

Next Meeting: Wednesday 28, 2019