

MINUTES
Community Action Inc, of Rock & Walworth Counties
BOARD OF DIRECTORS
1545 Hobbs Dr., Delavan, WI
December 12, 2018
8:30 a.m.

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

1. WELCOME:

2. CALL TO ORDER: Meeting was called to order by Julie Lewis, Board President, at 8:34a.m.

3. APPROVAL OF AGENDA

A. Julie Lewis noted changes in the agenda:

- i. Remove items 10 and 11 on agenda and move to February.
- ii. Adding First Choice write-off's as item 12.

ACTION REQUIRED: Norvain Pleasant motioned to approve agenda, amended agenda. Bob Geist seconded. All approved.

4. CONSENT AGENDA ITEMS

A. Minutes, October 24, 2018

ACTION REQUIRED: Al Kupsik motioned to approve the October Minutes. Terry Cummings seconded. All approved.

B. Finance Meeting/Packet

i. 2019 Budget Summary

1. 7.6 million dollar agency budget for 2019; similar to 2018 budget amount.
2. The new indirect cost rate proposal lowering our rate from 14% to 11% has still not been approved by HUD yet. We are budgeting using the 11% rate, seeing as we expect the approval to come through at that rate.
3. Projected use of CSBG dollars can be reallocated throughout the year, as needed.
4. Fundraising projection for 2019 is similar to the amount projected in 2018. During the November Finance Committee meeting, Doug Venable again made a recommendation to raise fundraising dollars in the current year, for use in the following year, instead of doing it the way we have been doing it, which is fundraising for the same year we intend to use the funds. He felt projected numbers are always lower than actual under our current method and that changing methods would make our budgets more accurate. Moving forward in 2019, hard asks and rebuilding and maximizing on relationships in the community will be the fundraising approach. They will not be any large fundraising events such as the golf outing or art event but we will continue the Gingerbread Event.
5. Marc Perry discussed his meeting with the Steve Stauber Family Foundation. The family owns the Beloit Airport. Marc provided him some information including our 990 and gave a tour of programming. The Foundation gave a \$15,000 donation. \$10,000 to Mentoring and \$5,000 to outside NRSA. Steve heard about CAI from a past participant.
6. Programs: Mentoring is going to change in 2019—we lost our Inner City funding through Rock County for this program. They determined the need is greater in Milwaukee. We will still do the Mentoring Program within our PREP program. Mentoring will be focused more on summer programming. 106 kids were in the 2018 summer program. Great outcomes and

results. Out of the 106 youth served only 3 had juvenile justice involvement. The school year program will take some steps back. About 20 youth are currently in this program.

7. The only 2019 capital purchase at this point is a new color copier in 2019 at Pathways. Weatherization exterior will most likely need repairs in 2019. We will not have funding to cover that and it will be a corporate funded project. Any additional capital purchases, will be brought before the Finance Committee and Board for approval.
8. Julie noted finance committee approval of packet.

ACTION REQUIRED: Al Kupsik motioned to approved 2019 budgets. Minnie Murry seconded. All approved.

C. Approval of 990

ACTION REQUIRED: Bob Geist motioned to approve 990. Al Kupsik seconded. All approved.

D. Housing Financial Statement Review

- i. Prior to the Board meeting, the BALI committee met. Julie Lewis noted "We are continuing to look at the Senior Housing Projects closer. She stated that, "If we can't offer the level of housing the residents deserve, we should not be in Housing that business."
- ii. Bob Geist noted his opinion is to no longer be involved with the projects. Debbie Sheldon noted these projects were taken on as investments. She stated there has been some financial gain. It is a long term commitment, and it has helped CAI's bottom line.
- iii. Cecilia Dever noted she would like to see Wisconsin Management hire one manager for BMAH and BALI to be on site.
- iv. Julie Lewis made a suggestion to review housing more closely in February.

ACTION REQUIRED: Al Kupsik motioned to approve the Senior Housing budget as noted and review the property management contract in February. Mary seconded. Bob opposed. Motion passes.

E. Consumer Advisory Meeting

- i. Two new members joined the Consumer Advisory Committee. Those members are Jalil Luckey and Francis Pizano. Both new members were former Fresh Start students.
- ii. The committee reviewed the Consumer Satisfaction Survey results. After the meeting, Lynn Jones sent out the Weatherization results.
- iii. CAI is hiring a 24 hour per week position in Delavan at the site. This position will be for an Administration Assistant.

ACTION REQUIRED: Bob Geist motioned to approve the Consumer Advisory Committee meeting minutes. Al Kupsik seconded. All approved.

5. COMMUNICATIONS

A. Chair Remarks – none noted

B. Executive Director's Report

- i. Mortgage write-off discussion: CAI owns a mortgage on a property in Sharon, WI. The amount owed to CAI is slightly over \$24,000. The owner's "significant other" went into a nursing care facility. Due to her "significant other" now in the facility, she has no income to pay on the house. Laura Laux reached out to a housing attorney. Attorney is going to get back to us about the next steps. Woman would like to see CAI forgive the amount of \$24,000. Not sure if it is possible to collect anything at this point, because there is no equity.
- ii. Mulberry Grove: CAI received the check from Mulberry Grove in the amount of \$57,646.12 for CAI's 3% interest in the project. In addition, the dispute regarding the Mulberry Grove project (loan vs capital contribution issue) will go before a mediator and the meeting date is on January 15, 2019.

C. Deputy Director's Report

- i. Lynn Jones reported on 2018 Key Results. Highlights:
 1. CAI has served more participants than we did in 2017.
 2. Marc Perry has trained over 3,000 people in 2018 for cultural competency.
 3. NRSAs were to serve 20 families in 2018. NRSAs served 47 families.
 4. PREP is exceeding enrollment.

D. Contract Report

- i. Sara Schumacher reported contracts are continuing to move as expected.
- ii. Hoping to hear from DOL in regards to Fresh Start contract by the 15th of this month.

E. Monitoring Report

- i. Sara Schumacher reviewed the monitoring report.
- ii. Spoke of the SWWDB Fatherhood monitoring response. SWWDB discovered 8 findings, 21 observations, and 4 promising practices. CAI has responded.

F. Fund Development

- i. Verbal report was provided by Marc Perry.
- ii. More intensive grant writing in 2019.

iii. Increasing building and rebuilding our relationships in the community especially in Walworth County.

iv. Focusing on direct meetings at service clubs, continuing to maintain relationships with churches.

ACTION REQUIRED: Bob Geist motioned to approve the Executive Director's report. Norvain Pleasant seconded. All approved.

6. 2018-2020 Strategic Plan Updates

A. Marc Perry completed a presentation on the strategic plan updates.

B. Marc noted the highlights in each ROMA goal as laid out in the strategic plan. He provided information to the Board in regards to the long term goals and yearly updates from 2018.

FOR REVIEW ONLY: No action required.

7. Customer Satisfaction Survey Results

A. Sara Schumacher discussed how the CSS surveys are collected from each program throughout the agency. Sara noted each program this year has different points in time of collection, however, some programs are more successful than others on the return amounts.

B. The survey is the same survey for the entire agency/programs. This survey is a CSBG standard to collect.

C. Results were shared for each program as well as agency overall.

FOR REVIEW ONLY: No action required.

8. Organizational Chart

A. Cecilia Dever reviewed the most recent and updated CAI organizational chart.

FOR REVIEW ONLY: No action required.

9. 2019 Board Calendar/Committee Meetings

A. Note on agenda: Agenda states "2018 Board Calendar.." This should read 2019.

B. Reviewed the calendars for 2019 meetings.

FOR REVIEW ONLY: No action required.

10. Senior Living Projects—Slide Show

A. Moved to February's Board Meeting.

11. Board Training—Julie Lewis

A. Moved to future Board meeting in 2019.

12. (ADD) First Choice Write Offs

A. Debbie Sheldon presented a request to write off \$168,137.51 in bad debt for activities at First Choice.

B. This bad debt is the current balance of customer accounts left in the First Choice A/R after closing First Choice on 10/31/2018. We will not see the full impact of this in our 2018 financial statements since most of this has already be accounted for in past years by recording an allowance for the uncollectible debt.

C. Debbie Sheldon provided a receiving analysis spreadsheet.

ACTION REQUIRED: Al Kupsik motioned to approve the request of the write-off amount. Bob Geist seconded. All approved.

13. Adjourn:

ACTION REQUIRED: Bob Geist motioned to adjourn the meeting at 10:33am. Amanda Sookraj seconded. All approved.

**NEXT MEETING: February 27, 2019 8:30a.m.,
20 Eclipse Center, Beloit, WI**

****Following the Board Meeting, the board members went into closed session to discuss and vote on Executive Director's annual performance evaluation. Board member, Amanda Sookraj, took the minutes for the closed session meeting.****