

AGENDA

Wednesday, August 25, 2021

8:30 a.m. – 10:30 p.m.

Community Action Board of Directors

Virtual Meeting

*****Please RSVP to Sara Schumacher by 5 p.m. Monday August 23*****

sschumacher@community-action.org or 608-313-1335

1. WELCOME
2. CALL TO ORDER
3. APPROVAL OF AGENDA
4. NEW BOARD OFFICER
 - a. Secretary/Treasurer
 - i. Jen O'Connell

PROPOSED ACTION: Approve new Board Officer

5. AUDIT PRESENTATION
 - a. Denes Tobie –CPA/Partner at WIPFLI
6. CONSENT AGENDA ITEMS
 - A. Board Meeting Minutes, June 24, 2021
 - B. Twin Oaks Facility Committee
 - a. Minutes, August 11, 2021
 - b. Agenda
 - C. Finance Committee
 - a. Minutes, August 12, 2021
 - b. Agenda

PROPOSED ACTION: Approve the Consent Agenda

7. COMMUNICATION
 - A. Chair Remarks
 - B. Executive Directors Report
 - i. Deputy Director Report
 - ii. Housing/Housing Development Report
 - iii. Fund Development Report
 - iv. Contract Update
 - v. Monitoring Report

PROPOSED ACTION: Approve the Communication/Reports

8. TWIN OAKS FACILITY UPDATE
9. BOARD EDUCATION - MERRILL COMMUNITY CENTER
10. ADJOURN

Next Meeting:
Wednesday, October 28, 2021
Location -TBD
8:30 a.m. - 10:30 a.m.

MINUTES

Wednesday, June 23, 2021

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

Virtual Meeting

****Please RSVP to Sara Schumacher by 5 p.m. Monday June 21****

sschumacher@community-action.org or 608-313-1335

<u>Present</u>		<u>Absent</u>	<u>Staff Present</u>
Terry Cummings	Jacob McHugh	Julie Lewis	Marc Perry
Renee Johnson	Carlo Nevicosi	Amy Carey	Debbie Sheldon
Tom Brien	Al Kupsik		Laura Laux
Brenda Pinson	Jen O'Connell		Beth Tallon
Erin Davis	Bill Wilson		Keith Survillas
Amanda Sookraj	Mary Weeden		Erick West
Nicole Purdy	Steven Chesebro		Sara Schumacher
Shannon Oestreich			Elizabeth Knapp
Mary Ramirez			Spooner

1. WELCOME
2. CALL TO ORDER: Amanda Sookraj called meeting to order at 8:30am.
3. APPROVAL OF AGENDA: **Erin Davis motioned to approve agenda. Carlo Nevicosi seconded. All approved.**
4. NEW BOARD OFFICER: **Bill Wilson motions to table new board officer. Renee Johnson seconded. All approved.**
 - a. Secretary/Treasurer
 - i. Jacob McHugh

PROPOSED ACTION: Approve new Board Officer

5. NEW BOARD MEMBER
 - a. Steven T. Chesebro – Rock County Private
 - i. Replacing Julie Lewis. Lewis completed her four full terms.
 - ii. Steven's first term will be June 2021-June 2023.
 - iii. Steven is an attorney.

Tom Brien motioned to approve new Board Member. Terry Cummings seconded. All approved.

6. CONSENT AGENDA ITEMS
 - A. Board Meeting Minutes, April 28, 2021
 - B. Planning and Evaluation Committee
 - a. Minutes, June 3, 2021
 - b. Agenda
 - C. Consumer Advisory Committee
 - a. Minutes, June 7, 2021
 - b. Agenda

- D. Twin Oaks Exploratory Committee
 - a. Minutes, June 9, 2021
 - b. Agenda
- E. Finance Committee
 - a. Minutes, June 10, 2021
 - b. Agenda

Al Kupsik motioned to approve the Consent Agenda. Erin Davis seconded. All approved.

7. COMMUNICATION

- A. Chair Remarks
- B. Executive Directors Report
 - i. Community listening sessions went well in the City of Beloit. These sessions were focused on addressing the community gun violence in the city. Further community events are being planned in the next few months.
 - ii. United Way Blackhawk Region: CAI was fully funded for the 2021-2023 grant cycle.
 - iii. United Way Walworth County: Awarded \$26,000 for Twin Oaks.
 - iv. IT updates:
 - 1. Utilizing the new media room at Pathway's.
 - 2. Keyless entry will be going live at Pathway's next week.
 - 3. Paycor will be going live in July.
 - 4. CAP60 will be live in August.
 - 5. Partnership with PBS Kids.
- C. Deputy Director Report
 - i. Continuing to move forward with storage facility for all CAI's food commodities for the food pantries. This will allow better access to food and provide more food frequently.
 - ii. CAI did not receive the DOL contract for Fresh Start this funding cycle. CAI is pursuing other funding opportunities. CAI will apply again at the next funding cycle in 2022.
 - iii. Julie Hermanson, AWARE, is putting together a community scavenger hunt in Evansville for youth and families this summer.
- D. Housing Report
 - i. WISCAP has launched a new media campaign for WERA.
 - ii. As of last Wednesday CAI has served 1,015 households with rental assistance in Rock and Walworth Counties. This brings CAI's total of 4.4 million dollars.
 - iii. WERA is working on continued hiring of housing staff.
- E. Fund Development Report
 - i. Expanding base of donor supports this year. End of May completed a small pilot project regarding the peer-to-peer campaign. Beth Tallon met with a focus group and was provided feedback to continue to launch this campaign.
 - ii. Business fundraising expansion is being planned. CAI is going to build a business fundraising outreach to Rock County as well. CAI is reengaging with business partnership.
 - iii. Multiple local municipalities claiming proclamations in May for Community Action month.

- iv. Marc Perry met with Police Chief and the City Manager of Whitewater regarding the housing voucher program. Listening session in Whitewater on Tuesday June 29 at Whitewater City Hall.
- F. Contract Update
 - i. Sara Schumacher reviewed the report.
- G. Monitoring Report
 - i. Sara Schumacher reviewed the report noting the CACFP monitoring from February 2020. This was missed on the report during that period.

Al Kupsik motioned to approve the Communication/Reports as presented. Mary Weeden seconded. All approved.

- 8. POSTPONING BID PROCESSES: staff is asking for extensions for bid process so they are not all requested the same year. This would provide more of a staggered bid processes. With all the upgrades and potentially developing new relationships with new vendors could be challenging.
 - a. Staff Recommendations
 - i. IT
 - 1. Extend IT Bid to 2023
 - ii. Insurance
 - 1. Extend Insurance to 2023
 - iii. Banking
 - 1. Extend Banking Bid to 2022
 - iv. Audit
 - 1. Extend Audit Bid to 2022
 - b. Staff will negotiate increases of no more than 5%; otherwise, service will go out for BID in 2021.

Al Kupsik motioned to approve the RFP policy exception for bid processing for the above named bids and approve the dates noted. Brenda Pinson seconded. All approved.

- 9. TWIN OAKS EXPLORATORY COMMITTEE UPDATE
 - a. Cost of the facility will increase due to material costs.
 - b. Walworth County Administrator is very engaged. He sees this a great investment for the community with a long lasting impact.
 - c. Immediate next steps: current properties appraised, continue planning the capital campaign and outreach within Walworth County.
- 10. RECOGNITION OF DEPARTING Board Members
 - a. Brenda Pinson
 - b. Julie Lewis
- 11. ADJOURN: Brenda Pinson motioned to adjourn at 9:51am. Al Kupsik seconded. All approved.

Next Meeting:
Wednesday, August 26, 2021
Virtual Meeting
8:30 a.m. - 10:30 a.m.

