

MINUTES

Wednesday, October 28, 2015

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

20 Eclipse, Beloit Pathways Center

<u>Present</u>		<u>Absent</u>	<u>Staff</u>		<u>Guest</u>
Brenda Pinson	MaryAnn Kahl	Shanon Gallagher	Cecilia Dever	Beth Tallon	Pastor Angel Anaya- St. Andrews Catholic Parish
Minnie Murry	Regina Hendrix	Janna Vegge	Lynn Jones	William Chatman	
Bob Geist	Dave Godek		Rick Lemke		
Julie Lewis	Kim Kapstick		Marc Perry		
Jennifer Wood	Amanda Sookraj		Katie Lawler		
Jeremy Zajac	Alan Kupsik		Laura Laux		
Jason Heidenreich			Lynn Vollbrecht		

1. WELCOME

2. CALL TO ORDER

3. APPROVAL OF AGENDA – Items requested to be pulled;

a. Amanda Sookraj – staff proposed salary and benefit recommendation.

Bids were sent out to five providers with four of the five returning bids. The remaining three bids were not at all competitive to Mercy's. While the proposal increases deductibles the cost remains stable. Feedback from staff in previous years has shown that low/steady premium costs are most important.

CAI has about 90 employees with 40-45 of those employees enrolling in health insurance.

**ACTION TAKEN: Bob Geist motioned to accept the staff recommendation for health benefits, MaryAnn Kahl seconded, accepted unanimously.**

b. Jennifer Wood – staff 403b Pension Plan recommendation. Recommendation is for the agency to convert from a Non-ERISA to an ERISA plan. Non-erissa plan allows for staff the option of taking the contribution as a salary increase or contributing the funds into a designated retirement account. Understanding has been that the funds are intended to assist staff in saving for the future and establishing a long term retirement account. With that being said about half of eligible staff chose to take the funds as a salary increase and there is some concern that the change could cause a hardship.

After further discussion of the recommendation several questions were posed and the board asked for additional clarification before approving the 403b recommendations.

\*Additional Retirement Questions to be answered:

- 1.) Can staff be grandfathered out of the new plan? Or phased in somehow? Especially so that anyone taking 6% is not going to take a 6% hit to base pay, but even the 2% will sting for many I'm sure.
- 2.) Being that the agency has a fiduciary responsibility, does CAI have/need additional liability insurance to protect itself? Specifically, does the liability insurance for the Board members cover this fiduciary obligation since the Board's directors will be the responsible co-fiduciaries?
- 3.) How will we model and communicate these changes to staff?
- 4.) Does the eligibility have to be one year, or can it be two years? If two years, will vesting be immediate at 24 months of employment?
- 5.) Will the plan allow staff contributions and/or rollovers from their current retirement plans?
- 6.) Can we do a short plan year if we don't start on January 1<sup>st</sup>?
- 7.) What are the broker and admin fees?
- 8.) How do staff feel about making this change?

**ACTION TAKEN: Jason Heidenreich, motioned to TABLE the staff recommendation for the 403b Pension Plan, Alan Kupsik seconded, accepted unanimously.** *Staff will reach out to answer all remaining questions and will send out updated information via e-mail. If due to time restraints and deadlines a call in vote may be requested prior to the December board meeting.*

c. Jennifer Wood – Housing Budgets.

Two of the four housing budgets have been reviewed and approved by the finance committee and two remain to be completed. Rick Lemke stated that the final two housing budgets have been completed but are still being reviewed and finalized by staff. He does not believe the budgets need to be approved prior to the December meeting. The intention is that the two remaining housing budgets will be reviewed by the finance committee and ready for board approval in December.

**NO ACTION TAKEN - Discussion Only**

d. Jennifer Wood – review of program financial statements for First Choice and Twin Oaks Shelter.

First Choice – As of August 2015 First Choice is running a \$34,000 deficit. The clinic is down about 350 patients from this time last year. Staff will be analyzing two net asset accounts that should cover any 2015 deficit. Staff will be completing further assessments of right sizing clinic staffing for 2016 to balance the budget.

Twin Oaks – running at its typical deficit of about \$58,000 which is a bit higher than last year at this time due to some major plumbing repairs. The Holiday appeal is still in front of us which typically raises \$40,000 for Twin Oaks. While the shelter has great relationships with community organizations that are able to assist with cosmetic improvements the shelter is in need of capital improvements.

**ACTION TAKEN: Jason Heidenreich motioned to accept the agenda as modified, Bob Geist seconded, accepted unanimously.**

4) COMMUNICATION

**Chair Remarks** – thank you to Amanda Sookraj who has secured a sponsorship for Gingerbread Extravaganza; Brenda Pinson has made her first ask and received a restaurant gift certificate for the Gingerbread restaurant tree and Bob Geist is already in full “swing” and making connections for the 2016 Twin Oaks Golf Outing.

- Please be sure to RSVP to Laura for ALL meetings [llaux@community-action.org](mailto:llaux@community-action.org)
- Board members will be receiving a board survey in the coming weeks. Based on additional review MaryAnn Kahl has proposed a few changes be made before sending out the survey. The changes include a range of satisfaction responses rather than yes/no response; break down current question twelve into two questions and reword question fifteen into a question that will fit the range of response vs. an open ended answer.
- **ACTION TAKEN: Kim Capstick motioned to approve the board survey as modified, Jeremy Zajak seconded, accepted unanimously.**

**Executive Directors Report** – approval of CSBG contract.

**Deputy Director Report** – Play It Forward open house was last week. Great turn out of sponsors and staff who helped to make the playground renovation possible. In addition to the playground the HVAC system was updated and a new handicap accessible door was installed at the main entrance. CK is in preparation for a YoungStar review. While the center is currently at four stars they are striving to achieve five stars with the upcoming review.

Board may see press relating to a possible Janesville 4<sup>th</sup> Ward housing project. The project would rely on the approval of City of Janesville TIF funds. No action taken just information at this time.

**Fund Development Report** – in focusing on tangible asks Community Action will be participating in Giving Tuesday this year. For a donation of \$25.00 you would be purchasing a Fatherhood Curriculum book for a Fatherhood participant.

**Monitoring and Contracts Report** – full monitoring letter and response was included for the boards review for the Shelter Plus Care Monitoring. At this time all recommendation have been addressed and satisfied.

**ACTION TAKEN: Dave Godek motioned to accept the Executive Director’s report, Minnie Murry seconded, accepted unanimously.**

5) 2014 ANNUAL REPORT

6) PROGRAM PRESENTATIONS

- a. WIOA – handouts provided
- b. GYT

7) ADJOURN

**ACTION TAKEN:** Julie Lewis motioned to adjourn the meeting, Dave Godek seconded, accepted unanimously.

**Next Meeting: Wednesday, December 9, 2015, Hobbs Dr., Delavan**