

MINUTES

Wednesday, December 9, 2015
8:30 a.m. – 10:30 a.m.
Community Action Board of Directors
1545 Hobbs Drive, Delavan

<u>Present</u>		<u>Absent</u>	<u>Staff</u>
Brenda Pinson	Amanda Sookraj	Jana Vegge	Cecilia Dever
Minnie Murry	Alan Kupsik	Kim Capstick	Lynn Jones
Bob Geist	Shannon Gallagher	Dave Godek	Rick Lemke
Julie Lewis		Regina Hendrix	Marc Perry
Jennifer Wood		Father Anaya	Katie Lawler
Jeremy Zajac			Laura Laux
Jason Heidenreich			Jennifer Webb

1. WELCOME
2. CALL TO ORDER
3. Modification to Agenda
 - A. Move Recommendation of Father Anaya, Walworth County Private prior to approval of agenda.
 - B. Add – recommendation of Brenda Pinson to the Executive Committee-at large position.

ACTION TAKEN: Alan Kupsik motioned to approve agenda modification, Minnie Murry seconded, accepted unanimously.

4. APPROVAL OF CONSENT AGENDA – Items requested to be pulled; Amanda Sookraj – requested to pull the 2016 budget summary.

ACTION TAKEN: Minnie Murry motioned to approve the modification of the consent agenda, Amanda Sookraj seconded, accepted unanimously.

5. **2016 Budget Summary**
 - A. Twin Oaks Shelter – fundraising goals in order to break even.
 - B. First Choice – staffing changes in 2016 will include elimination of one Nurse Practitioner and reducing space in Beloit. Clinic will work to right size staff to need for services.
 - C. Rick provided an updated 2016 budget summary.
 - D. Rick is in the final stages of submitting an indirect cost rate proposal which applies to Federal funding sources.
 - E. There will be an update/reduction to the admin budget as a fiscal staff person has accepted a program position. The current fiscal duties will be re-distributed to existing finance staff.

ACTION TAKEN: Amanda Sookraj motioned to approve the 2016 budgets, Jason Heidenreich seconded, accepted unanimously.

4) COMMUNICATION

Chair Remarks – THANK YOU to Kim, Amanda, Shannon, Brenda and Bob for help and volunteering to make the Gingerbread Extravaganza a huge success. Special thanks to Julie and Amanda who donated sponsor tickets back to Community Kids.

Thank you to Jason who is in the early stages of looking into completing some electrical work at Twin Oaks Shelter. Jason has toured the shelter to assess the needs and will be donating his time and talent to make some much needed improvements to Twin Oaks Shelter.

Jennifer continues to encourage 100% of the board to contribute financially to the organization.

Reminder for all board members to complete the survey that was e-mailed out last week and again yesterday. The survey will assist the Governance Committee in planning for 2016.

Jennifer will not be present for the February meeting so Jason will be chairing.

Executive Director's Report

Deputy Director – highlights.

City of Janesville housing project will be going to the City Council this month. There has been interest from the community in support of this project. Lynn will have an update in February.

Partnership between Head Start and the Fatherhood program in both Janesville and Beloit. Also in discussions to provide Early Head Start services in Janesville.

Fund Development Report – memo provided by Lynn V. and Beth outlining YTD fundraising progress through November. Update on the TOS and AWARE holiday appeals.

ACTION TAKEN: Bob Geist motioned to accept the Executive Director's report, Brenda Pinson seconded, accepted unanimously.

5) Community Kids PROGRAM PRESENTATION

- a. Jennifer Webb, Community Kids Program Manager share the many great thing happening at CK. Community Kids has received notice that they have achieved a 5 Star YoungStar Rating. The Center has been working very hard since 2012 to achieve this rating. In 2014 the Center missed the 5 start rating by ½ point. A five star rating means the center will receive a 25% increase in WI Shares reimbursements. With 70% of CK enrollees qualifying for WI Shares this will be a significant increase in revenue for the Center. CK received a Battermann grant in 2015 which covered the cost of replacing the 20+ year old HVAC as well as a new grease trap, solid core doors throughout the center and an automatic front entrance door. There was also the Play it Forward Campaign which replaced / renovated the playground. Improvements are also being made to the wooded area adjacent to the playground. There will be a new sign in the

coming months that we hope to be closer to the road and in addition to providing awareness of CK it will also include signage for First Choice.

6) ADJOURN

ACTION TAKEN: Shannon Gallagher motioned to adjourn the meeting, Minnie Murry seconded, accepted unanimously.

Next Meeting: Wednesday, February 2015, Hobbs Dr., Delavan