

AGENDA

Wednesday, April 28, 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 April 26*****

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

1. WELCOME
2. CALL TO ORDER
3. APPROVAL OF AGENDA
4. CONSENT AGENDA ITEMS
 - A. Board Meeting Minutes, February 24, 2021
 - B. Consumer Advisory Committee
 - a. Minutes, April 5, 2021
 - b. Agenda
 - C. Twin Oaks Exploratory Committee
 - a. Minutes, April 7, 2021
 - b. Agenda
 - D. Planning and Evaluation Committee
 - a. Minutes, April 8, 2021
 - b. Agenda
 - E. HR Committee
 - a. Minutes April 8, 2021
 - b. Agenda
 - F. Finance Committee
 - a. Minutes, April 15, 2021
 - b. Agenda

PROPOSED ACTION: Approve the Consent Agenda

5. COMMUNICATION
 - A. Chair Remarks
 - B. Executive Directors Report
 - i. Deputy Director Report
 - ii. Housing/Housing Development Report
 - iii. Marketing/Resource Development Reports
 - iv. Contract Update
 - v. Monitoring Report

PROPOSED ACTION: Approve the Communication/Reports

6. 2021-2023 Strategic Plan

PROPOSED ACTION: Approve the 2021 -2023 Strategic Plan

7. Twin Oaks Exploratory Committee Update
8. Board Education – Twin Oaks Shelter Programming
9. Adjourn

Next Meeting:
Wednesday, April 28, 2021
Virtual Meeting
8:30 a.m. - 10:30 a.m.

MINUTES

Wednesday, February 24, 2021

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

Virtual Meeting via Zoom

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

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

1. WELCOME
2. CALL TO ORDER: Amanda Sookraj called meeting to order at 8:33AM.
3. APPROVAL OF AGENDA
 - a. Alan Kupsik motioned to approve the agenda. Brenda Pinson seconded. All approved.
4. ELECTION OF OFFICERS
 - a. Alan Kupsik – Second Vice Chair
 - b. Brenda Pinson motioned to approve Alan Kupsik to the second vice chair of Board of Directors. Erin Davis seconded. All approved.
5. CONSENT AGENDA ITEMS
 - A. Board Meeting Minutes, December 16, 2020
 - B. Consumer Advisory Committee
 - C. Twin Oaks Exploratory Committee
 - D. Planning and Evaluation Committee
 - E. Governance Committee
 - F. Finance Committee

ACTION: Al Kupsik motioned to approve the Consent Agenda. Mary Weeden seconded. All approved.

6. COMMUNICATION

A. Chair Remarks

- i. Amanda Sookraj welcomed Bill Wilson to CAI Board of Directors. Bill is replacing Jeremy Zajac. Bill is representing Rock County Public on CAI. He is representing the Rock County Board of Supervisors District 5.

B. Executive Directors Report

- i. IT upgrades: Payroll systems, data base software, Accounting system, phone systems and virtual classroom.
- ii. Staff have had opportunities to become vaccinated
- iii. CAI is working with Rock County Health Department with outreach to the African American and Hispanic communities regarding the CV19 vaccine.
- iv. New Resource Development Manager is starting at CAI on Monday March 1.
- v. Facility updates: upgrades to security to main sites.
- vi. Partnerships are developing with the Lincoln Academy in Beloit. Possible partnerships with CAI's Fresh Start program.

C. Deputy Director Report

- i. Reviewed the Key Results. Lynn talked about the breakdown of participants in Rock and Walworth County.
- ii. Transitional Jobs has greatly increased with enrollment.
- iii. Distance Learning Classroom will be ready approximately two weeks. This allows CAI to provide in person and virtual at the same time.
- iv. Researching and exploring key card access to sites.

D. Housing/Housing Development Report

- i. Fair market rent in 2021 is \$675 for one bedroom with utilities in Walworth County.
- ii. 1516 Nelson sale fell through at the last minutes. The buyers struggled with the financing due to the FHA loan. However, it went back on the market the next day and three offers came immediately. Another offer has been made and hope to close late March at sale price of \$130,000.
- iii. WERA: (Wisconsin Emergency Rental Assistance). Prescreen went live late afternoon on CAI's website. Sole purpose is to keep renters in the current units. Maximum is 15 months of rent (12 months of arrears and 3 months paid forward).
- iv. Rapid Rehousing, 8 households looking for housing at this time.
- v. Two new households for Permanent Supportive Housing.
- vi. Twin Oaks, wait list.
- vii. Discussion regarding affordable housing options and Community Action will continue to explore and report on housing stock availability.

E. Fund Development Report

- i. Extremely successful holiday season in fundraising, especially Twin Oaks Shelter and AWARE.
- ii. Community members are shopping on CAI's amazon list.

iii. Beth Tallon is starting outreach in Walworth County ahead of our Twin Oaks campaign.

- F. Contract Update
 - i. United Way Blackhawk Region
 - ii. United Way Walworth County
- G. Monitoring Report

ACTION: Mary Ramirez motioned to approve the Communication Reports. Tom Brien seconded. All approved.

- 7. Space Conversion/Office Buildout at Pathways
 - a. Adding office spaces in Pathways. Proposing enclosed office spaces instead of the current cubicles.
 - b. Converting cubicle space to enclosed office spaces.
 - c. Start in April with construction, end date is June.
 - d. Project is paid by CAI Corporate Funds. This cost will depreciate over the remaining time of the lease.

ACTION: Alan Kupsik to approve office buildout at Pathways with the dollar amount provided. Brenda Pinson seconded. All approved.

- 8. 2020/2021 CSBG CARES Act applications
 - a. Overview and discussion of the applications and allocations.

ACTION: Mary Ramirez motions to approve the 2020/2021 CSBG CARES Act applications. Renee Johnson seconded. All approved.

- 9. Twin Oaks Exploratory Committee Update
 - a. Significant Walworth County support will be critical.
- 10. Board Education – Roberts Rules of Order (Alan Kupsik facilitated training)
 - a. Alan provided a short video and a handout
 - b. 12th edition is available. This edition has been updated for virtual meetings in response to Covid-19.
- 11. Adjourn: Brenda Pinson motions to adjourn at 10:08am. Amy Carey seconded. All approved.

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