

MINUTES

Wednesday August 26, 2020

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

20 Eclipse, Beloit Training Center

sschumacher@community-action.org or 313-1335

Present		Absent	Staff Present
Amanda Sookraj	Renee Johnson	Mary Weeden	Lynn Jones
Julie Lewis	Carlo Nevicosi	Nicole Purdy	Marc Perry
Jeremy Zajac	Al Kupsik		Debbie Sheldon
Amy Carey	Jen O'Connell		Laura Laux
Shannon Oestreich	Jacob McHugh		Beth Tallon
Terry Cummings	Brenda Pinson		Elizabeth Knapp-Spooner
Tom Brien			Sara Schumacher
Erin Davis			

*Meeting conducted on Zoom due to COVID-19 guidelines

1. WELCOME
2. CALL TO ORDER: Amanda Sookraj called meeting to order at 8:30am.
3. APPROVAL OF AGENDA
 - a. Add Mulberry Grove discussion before Twin Oaks item.

MOTION: Jeremy Zajac motioned to approved agenda as modified. Terry Cummings second. All approved.

4. ELECTION OF NEW BOARD MEMBER
 - a. Renee Johnson, Rock County Consumer. Replacing vacancy of Glenn Wolford. Glenn resigned in February 2020. Renee is completing Glenn's term of 2019-2021. Renee's first term is effective as of June 2021.
 - b. Open positions at this time for Board are:
 - i. Rock County Public
 - ii. Walworth County Consumer (Must be a former homeless individual due to funders).

MOTION: Al Kupsik motioned to approve Renee Johnson to the Board of Directors. Carlo Nevicosi second. All approved.

5. CONSENT AGENDA ITEMS:
 - a. Amanda Sookraj requested to pull the finance packet for the BALI Budget.

MOTION: Al Kupsik motioned to approve pulling the Finance packet. Jeremy Zajac second. All approved.

- b. Finance Committee Packet
 - i. BALI Budget
 - ii. Rent increase of \$89 starting September 1, 2020.
 - iii. NOTE: Project name of Budget worksheet is Olympian Village II.
 - iv. As of last week, this budget is still pending HUDS approval.

MOTION: Al Kupsik motioned to approve the Finance packet and BALI budget pending any changes from HUD. Jeremy Zajac second. All approved.

6. 2019 AUDIT PRESENTATION (Jean Christensen, Wipfli)
 - a. Audit is all of CAI, BALI, BMAH, DMAH, ESH properties.
 - b. No findings on annual audit.
 - c. Nearly 89% of CAI expenses are spent on programs.
 - d. No audit findings in past two years
 - e. CAI is low risk auditee

NO ACTION NEEDED as the Board approved the audit via email prior to this meeting.

7. COMMUNICATION

- a. Chair Remarks
 - i. Special thank you to Julie Lewis for serving as Chair for the past two years with the Board of Director
 - ii. Request to those Board members who are not on committees at this time to join a committee for more in depth knowledge of the Board and agency.
 - iii. Hiring for HR Manager
 - iv. Racial Justice discussion amongst the Board members
 1. Appreciative of Marc Perry being a voice of CAI.
 2. Community leaders should continue to be assertive
 3. Set a positive tone for the next generation
 4. CAI is working internally with staff to work through conversations and dialogues.
- b. Executive Directors Report
 - i. 2020 Needs Assessment due to COVID-19 will be presented to the Board in October.
 - ii. Strategic Plan will also be brought to the Board in October.
 - iii. Signing contract with School District of Beloit for education and training of racial and social justice.
- c. Deputy Director Report
 - i. Reviewed 2nd quarter key results
 - ii. Fatherhood: funder placed a paused on programming costs. They indicated because CAI was not meeting face to face with fathers/group they cannot pay for costs. Fatherhood has been able to start up with a few individuals recently which means our funding has been restarted. May try to merge Transitional Jobs and Fatherhood even more so moving forward.
 - iii. Fresh Start: Currently started mental toughness, a little over 20 youth. Fresh Start was hoping to have up to 40 youth enrolled. Federal grant funding application is not even out yet. This funding is to begin January 1, 2021. The collaboration in Walworth County is going well as they are funded.
 - iv. Summer Youth program was successful. 15 youth in the program. Very structured, safe, and organized. No behavioral or safety concerns.
 - v. WRAP: Started June 8, 2020. Total allocated \$1.4 million. Currently WRAP is spent out. WRAP served over 600 households. CAI is going to be awarded an additional \$300,000 in WRAP funds.
- d. Fund Development Report
 - i. Few more edits on the CAI video on racism. This video will then be used for internal and external trainings. A shorter, one minute video, will be used on social media platforms.
 - ii. We have not met our goal of Twin Oaks mailer of \$20,000 which was set pre-COVID. However, we have received \$10,000 during COVID. A lot of new donors, business donors have come forward for Twin Oaks.
 - iii. YTD \$147,000 fundraising.
 - iv. Gingerbread Extravaganza begins today. This event will be a drive-thru event this year due to COVID
- e. Contract Report
 - i. Sara Schumacher presented contracts received and applied for since June 2020.
 - ii. Noted contracts pending.
 - iii. Noted receiving the Weatherization contract.
- f. Monitoring Report

- i. Sara Schumacher presented the monitoring report.
- ii. Reviewed Department of Labor virtual monitoring. Results have not been sent to CAI yet.
- iii. Three upcoming monitoring's.

MOTION: Jeremy Zajac motioned to approve the Communication reports. Erin Davis second. All approved.

8. ADDED Mulberry Grove discussion:
 - a. Julie Lewis presented an update of Mulberry Grove regarding the repayment of \$220,000
 - b. File motion this month, Julie said a decision may not be made for another 6 months.
9. TWIN OAKS DISCUSSION
 - a. Current state of the property
 - i. Full assessment of the facility.
 - ii. Building was purchased in 1980's.
 - iii. Only full time homeless shelter in Walworth County
 - iv. A quarry is being made behind the facility, which is going to create a lot of noise.
 - b. Formation of ad-hoc committee
 - i. Al
 - ii. Erin
 - iii. Brenda
 - iv. Jeremy
 - v. Carlo

MOTION: Al Kupsik motioned to approve committee appointments for Twin Oaks. Terry Cummings second. All approved.

10. ADJOURN: Al Kupsik motioned to adjourn the meeting at 10:31am. Brenda Pinson second. All approved.

Next Meeting: Wednesday August 26, 2020, Hobbs Dr., Delavan
8:30-10:30