

MINUTES

Wednesday, February 26, 2020

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

20 Eclipse, Beloit Pathways Center

sschumacher@community-action.org or 313-1335

Present		Absent	Staff Present
Terance Cummings	Erin Davis (phone)	Brenda Pinson	Lynn Jones
Bob Geist	Alan Kupsik	Jennifer Wood	Marc Perry
Amy Carey (phone)	Mary Weeden	Laura Williamson	Debbie Sheldon
Tom Brien	Natalie Van Sickle	Minnie Murry	Becky Veium
Julie Lewis	Carol Nevicosi		Beth Tallon
Jeremy Zajac (phone)	Kate Abbe (phone)		Greg Ramierz
Amanda Sookraj			Sara Schumacher

1. WELCOME
2. CALL TO ORDER, Julie Lewis called meeting to order at 8:30am.
3. HEAD START/COMMUNITY ACTION PARTNERSHIP UPDATE/GUEST INTRODUCTION
 - a. Carol Mishler, Vicki Mortimer, Victoria Riese, Jeanne Chernik-Krueger, and Randee Afizov in attendance representing RWCFS during update.
 - b. Information and education provided with the intent for CAI to Board to make formal recommendation in at the April 2020 meeting for CAI to apply for Head Start funding.
 - c. Discussion highlights
 - i. RWCFS:
 1. Can be stronger together, share resources, grants, strength in numbers, interested policy council, concern is not having the answers to the questions regarding to wages and benefits, having those things up in the air is challenging with lack of solid information.
 2. Policy Council has more questions regarding grant schedule
 3. Loss of agency identity is a concern of Head Start. Head Start will remain a program under the umbrella of CAI. .
 - ii. CAI:
 1. Enhance services, specifically with teen parents, having RWCFS families have a better and stronger understanding of CAI programs. Julie Lewis will have another year on CAI board to assist with the possible moving forward. New ED key to have partnership.
 - iii. CAI has met with CAPLAW. CAPLAW recommended writing an agreement for RWCFS staff to come on board at CAI with a period of performance in place. This would be considered the probationary/transition period.
 - iv. Marc Perry noted the strong team building between the two agencies that will need to take place for staff to feel engagement, welcome, and safe.
 - v. CAI board member Alan Kupsik suggested a joint meeting with the two Boards before CAI's April meeting.

MOTION: Alan Kupsik motioned to continue the process for the April agenda. Bob Geist second. All approved.

4. APPROVAL OF AGENDA

MOTION: Julie Lewis motioned to amend agenda to add clarifications of by-laws regarding the terms to consent agenda. Al Kupsik accepted the motion. Bob Geist second. All approved.

MOTION: Bob Geist motioned to approve the amended agenda. Amanda Sookraj second. All approved.

5. CONSENT AGENDA ITEMS:

- a. Julie Lewis requested to pull Planning and Evaluation, Consumer Advisory and Finance committee packets.

MOTION: Bob Geist motioned to approve consent agenda, Al Kupsik second. All approved.

b. Planning & Evaluation Committee

- i. Julie Lewis requested to specifically review the Customer Satisfaction Survey and results.
- ii. Jeremy Zajac requested all members read the Fatherhood Program comments on the survey.
- iii. Suggestions: Add how many people served by each program to the end data to show percentage of returned surveys per program.

c. Consumer Advisory Committee

- i. Julie Lewis specifically pulled the Key Results from packet for review.
- ii. Walworth County has a new County Admin: Mark Luberda.
- iii. Huge progress has been made with 2018-2019 strategic objective of adding programs in Walworth County. CAI is now providing 10 of 15 programs in Walworth County. CAI continues to build presence.

d. Finance Committee

- i. Julie Lewis requested to review the year end statements.
 1. Debbie Sheldon, reviewed the balance sheet comparing budget to actual. Balance sheet finance sheet—running at a loss for the year. This was a planned loss.
 2. CAI has net assets set aside from some of our programs. Some of those net assets were used in 2019 to cover program expenses.
 3. Admin, TJ, and rental housing were not a plan loss. Admin fell short this year as CAI underspent a couple of the contracts which in return CAI could not collect indirect cost rate (WX, \$400,000 underspent, therefore a \$40,000 indirect cost rate loss in admin). TJ program loss--\$5,000. The CHODO funds were able to help with the rental housing in the Merrill neighborhood. ACTS is a program coming out of Milwaukee to work more closely with those who are ready to purchase a home. Laura Laux is going to explore guidelines of selling the homes.
 4. Fundraising goals were met for 2019.
- ii. Reviewed senior housing audits.
 1. Only required to complete one audit per funder. CAI opted to do all four housing audits.
 2. CAI holds note in Delavan, note expired in 2017. CAI is working to extend the note or write it off. Consider this at a future meeting for more in depth conversation.
- iii. Reviewed insurance bid processes and banking services
 1. 2019 CAI completed insurance bid process. Three agencies provided proposals. Switched to Tricare. Policy is in packet.
 2. Banking: every year CAI reviews business banking with business banker (BMO). CAI will be doing a bid process this summer as the timeframe for this is due.
 3. Renew line of credit. Expires in October.
 4. Agency credit card: Looking at lowering from 75K to 50K.

MOTION: Bob Geist motioned to approve Finance, Consumer, and Planning and Evaluation packets. Alan Kupsik second. All approved.

6. COMMUNICATION

- a. Chair Remarks –none noted
- b. Interim Executive Directors Report
 - i. Small home project update: City of Janesville has eliminated funds for this project. COJ is now only able to put in \$80,000. This is approximately \$300,000 project. CAI would have to cover the remainder of the dollars. Rock Valley Community Programs is interested in partnering with housing builds. The idea is also to shift population and focusing on veterans. The small home project still needs to go to COJ planning and commission committee and then city council for approval. RVCP would provide the case management. April agenda to add housing efforts to bring to the BOD.
 - ii. Walworth—Fresh Start is starting a home build in the spring in Whitewater with the Walworth YouthBuild program.
 - iii. Board membership: Natalie Van Sickle and Glenn Wofford have officially been hired with CAI. They will no longer be able to be board members. This leaves two Rock County Consumer positions opened. Both will also resign from their positions on the Consumer Advisory Committee. Kate Abbe, Walworth Private, is also leaving the board. Today is her last meeting.
 - iv. More dollars with TEFAP with trade mitigation for 2020. After this year, no additional funds.
 - v. CACFP contract funding came in October 23, 2019. CACFP is currently at our Janesville site for a monitoring.
- c. Interim Deputy Director Report
 - i. Supporting ACT prep with School District of Beloit with the Colonel Robert Morse Foundation. These funds will help provide more mentors.
 - ii. Proposal submitted to School District of Beloit for an 18 month Cultural Equity Training.
 - iii. Cultural Equity Training contract has been submitted with BTC—pilot program with training cadets.
 - iv. CAI is partnering with the Beloit Police Department hosting two community sessions.
 - v. Researching a Federal grant for pregnancy prevention grant.
 - vi. Community Programs Housing Director, Becky Veum, is leaving. Fresh Start Manager, William Chatman, is also leaving. They both took new positions as Executive Directors.
- d. Fund Development Report
 - i. Walworth County news release handed out to members. This news release is being submitted today to media outlets.
 - ii. Meat Raffle being planned for football season for TOS.
 - iii. Facebook outreach has doubled recently.
 - iv. Girls Night Out: Community Kids had the highest funds raised in the last two years.
- e. Contract Update
 - i. Sara Schumacher provided an update of contracts received and submitted since December 2019. Although a board meeting took place in December, Sara was out on leave and contracts were not on the report at that time. Contract has been updated to reflect December 2019, January 2020, and February 2020 to date.
 - ii. Also noted again, CACFP contract came in on 10/23/2019, which was the day of the October board meeting. The contract was not on the December contract update.
- f. Monitoring Report
 - i. Sara Schumacher provided a detail monitoring report showing all monitoring's in 2019. CAI had nine individual monitoring's. All are closed out at this time.
 - ii. CACFP is currently monitoring Community Kids today and tomorrow.

MOTION: Al Kupsik motioned to approve communication reports. Bob Geist second. All approved.

7. EXECUTIVE DIRECTOR HIRING PROCESS

- a. HR Manager, Greg Ramirez
 - i. Provided two handouts on ED search. Those handouts were the screen tool matrix and a timeline of how hiring process.

- ii. The job description for the ED is outdated. The most current job description is dated 2005. This will become updated prior to new hire.
 - iii. ED Search Committee: goal to have board members and staff representation on interview panel. HR committee is seasoned.
 - iv. One set of criteria, different people can then sit on panels with the same set of criteria.
 - v. Screening matrix: scoring matrix. Members of the search committee to review the initial screening.
- b. Posting: 2/1/2020-2/29/2020
 - c. Search Committee Duties:
 - i. Screening; Resumes
 - ii. Interview Panels
 - iii. Recommendations
 - iv. Background/References/Offer
 - d. Hiring Goal, Announcement: May 29, 2020 (All Staff)/Start Date June 1, 2020

PROPOSED ACTION: No Action Needed, Information Only

- 8. BOARD TRAINING:
 - a. April Training: ROMA/CSBG Standards
 - b. Additional Training August: Legal Responsibilities/Bylaws

PROPOSED ACTION: No Action Needed, Information Only

- 9. ADJOURN: Bob Geist motioned to adjourn at 10:26AM. Terry Cummings second. All approved.

Next Meeting: Wednesday, April 22, 2020, Hobbs Dr., Delavan
8:30-10:30/Training 10:30-12:00

NOTE: Due to COVID-19, Board of Directors meeting scheduled for April 22 was rescheduled for May 13 via Zoom at Beloit Pathways.