

MINUTES
BOARD OF DIRECTOR
Wednesday, June 24, 2015
8:30 a.m. – 10:30 a.m.
Community Action Board of Directors
Pathways Center, 20 Eclipse, Beloit

<u>Present</u>		<u>Absent</u>	<u>Staff</u>	
Bob Geist	Dave Godek	Jason Heidenreich	Rick Lemke	Lynn Vollbrecht
Minnie Murry	Jeremy Zajac	Kim Capstick	Cecilia Dever	Katie Lawler
Shannon Gallagher	Amanda Sookraj	Yolanda Cargile	Lynn Jones	
Jennifer Wood		Regina Hendrix	Marc Perry	
Alan Kupsik		Brenda Pinson	John Ramstad	
Julie Lewis		Penny Sonheim	Laura Laux	
		Jana Vegge	Beth Tallon	

- 1) CALL TO ORDER – Board Chair called the meeting to order and the above attendance was recorded.
- 2) APPROVAL OF AGENDA – Jennifer Wood, Board Chair, asked to pull approval of agenda from consent agenda, remove Fresh Start from program presentations and add discussion of CSBG monitoring report before program presentation.
ACTION TAKEN: Minnie Murray presented the motion to approve changes to agenda, Julie Lewis seconded, accepted unanimously.
- 3) NEW BOARD MEMBER – Mary Ann Kahl is a public appointed representative referred to the board by Yolanda Cargile. Mary Ann was not able to attend today’s meeting as she is currently transitioning between employment positions. Her new role will be City of Walworth School Administrator. Julie Lewis has worked with her and comments that she will be a wonderful contribution to the board.
ACTION TAKEN: Jeremy Zajac motioned to elect Mary Ann Kahl to fill the current Walworth County – Public vacancy, Al Kupsik seconded, accepted unanimously.
- 4) RENEWAL OF BOARD MEMBER TERMS
ACTION TAKEN: Bob Geist motioned to approve the renewal of board member terms for: Amanda Sookraj – Rock Private, term 2 expires June 2017; Kim Capstick – Rock Consumer, term 4 expires June 2017 and Jana Vegge – Rock Consumer, term expires June 2016, Dave Godek seconded, accepted unanimously.
- 5) CONSENT AGENDA ITEMS
 - ◆ Jennifer Wood requested to pull BMAH for discussion only and Julie Lewis requested to discuss financial statement review.
 - ◆ BMAH - John Ramstad provided an update on the refinance. There is to be one final review of documents before closing which may happen within the next three weeks.
 - ◆ Twin Oaks Shelter client supplies and services is now reflecting both purchased and donated supplies.
 - ◆ Positive variance – is there a way to include reason for the variance at this time? Specific positive variances were discussed. PATHS: Pilot program in first of two year contract has a positive variance due to slow start up. Accounting will likely allow us to carryover funds to year two. Work N Wheels is operating on carryover funds that we may or not be aware of until mid-year and the program has been operating without a support person. In addition, there is also a lag time in recording revenue to expenses. Rick will review and look for a way to standardize the report. At the August meeting he will do a brief training on what to look for in a financial statement.
 - ◆ **ACTION TAKEN: Al Kupsik motioned to accept the Consent Agenda as modified, Shannon Gallagher seconded, accepted unanimously.**
- 6) COMMUNICATION

A. Chair Remarks

- You received a Board of Directors, Acknowledgement and Disclosures for signature. This will be updated each year at the annual meeting. To keep everyone on the same schedule please sign off on a form even if you have recently completed one.
- Also in your board packet was a Commitment as a Board Member. This is for your reference as a board member and does not need to be signed and returned.
- Thank you's to: Brenda Pinson and Julie Lewis for volunteering at the Farmer's Market; Bob Geist who has been unstoppable in securing donations for events and for his representation of CAI on the Delavan/Darien Poverty Team; Shannon Gallagher for her commitment to golf outing preparation, setting up a booth to publicize TOS/golf outing at the Lake Geneva Farmer's Market.
- Jennifer Wood will be facilitating a 360 evaluation of Cecilia's first six months as the agency executive director. She will be requesting feedback from board members and agency directors.

B. REPORTS

❖ Executive Director Report

- Delavan/Darien poverty committee participation and leadership.
- Audit close meeting was 6/23/15 and final audit should be completed by the end of June. There were no findings. Auditors will be including the refinance of BMAH in the 2014 audit even though it will be finalized in 2015.

❖ Deputy Director Report

- CAI was awarded the WIOA in school and out of school youth contract which will expand our service area to Green, Iowa, Lafayette and Richland Counties.
- Manpower was awarded the adult and dislocated worker contracts.
- Play It Forward Campaign is still progressing.
- Due to an increase of enrollments Community Kids has increased licensing capacity (summer enrollments and the closing of a local provider.)
- The Weatherization department is working closely with the State on a new program design. The new design will offer a balance between number and cost of jobs completed and a tiered leadership approach.
- The State is also assisting in providing CAI with market data on wages for Weatherization staff as CAI is said to be on the low end of compensation.
- Driver's license scholarships have been awarded and classes began last week for youth.

❖ Fund Development Report

- Fatherhood campaign was successful in raising over \$4,000 with many of the donations coming from brand new donors.
- Golf outing preparations are in full swing and the committee has secured \$12,665 of its \$14,400 goal. This demonstrates the strength and commitment of the committee. The committee is still looking for golfers and/or the dinner.
- Ongoing positive press for Community Action Programs.

❖ Monitoring Report

- Julie Lewis had requested additional information on the City of Delavan Revolving Loan fund. John Ramstad provided a history of the program and explained that the findings would in no way reflect poorly on the agency as the program has been dormant for many years and CAI has made a formal request to the City of Delavan to bid for another program administrator. CAI has responded to the report and explained our level of involvement over the past several years. The response also acknowledged that any changes in requirements were done in a forward motion and not applied to previous year files.

ACTION TAKEN: Dave Godek motioned to accept the Executive Directors Report, Al Kupsick seconded, accepted unanimously.

7.) GOVERNANCE COMMITTEE

- A. Election of Officers; Jennifer Wood – Chair; Jason Heidenreich – Vice Chair; Julie Lewis – Second Vice Chair; Amanda Sookraj – Secretary/Treasurer and Penny Sonheim – At Large.

ACTION TAKEN: Jeremy Zajak motioned to approve the election of officers, Dave Godak

seconded, accepted unanimously.

8.) NEW BUSINESS

A. Annual Conflict of Interest Form – this was discussed in Chair remarks. Signed statements may be returned to Laura Laux. Laura will be taking on board coordination responsibilities as Jennifer has taken on payroll responsibilities.

B. CSBG Monitoring Report

- All in attendance received a copy of the monitoring report. Cecilia highlighted and reviewed with the board recommendations that we received.
 - i. Cash disbursement policy was provided for review and asked to pay close attention to the check signing authority.
 - ii. Certificate of Director Liability Insurance was provided for review.
 - iii. Explanation to board that Jennifer Wood (board chair) is responsible for signing off on executive director's expenses.
 - iv. Laura Laux – compliance manager provided action steps to ensure we are in compliance with the requirement for documenting child support referrals. A referral to child support will be documented in the file for any participant who is a single parent/custodian of a minor child.
 - v. CAI will be working on a plan of action to create an IT Disaster Recovery Plan. This responsibility will fall to the finance department but will have some assistance with Applied Tech with whom CAI outsources IT functions
 - vi. Progress continues to be made on completing an agency wide customer satisfaction survey. First Choice will be conducting a survey using the new tool in late summer / early fall.

9.) Program Presentation

A. Merrill Community Garden

ACTION TAKEN: Jeremy Zajac motioned to approve the individuals stated above to be authorized representatives for the Agency, Bob Geist seconded, accepted unanimously.

10.) ADJOURN

ACTION TAKEN: Jeremy Zajac motioned to adjourn, Bob Geist seconded, accepted unanimously.

**Next Meeting: Wednesday, August 25, 2015, 8:30 a.m., 1545 Hobbs Dr., Delavan
Board Training following Board meeting from 10:30 – 12:00**