

## AGENDA

Wednesday, December 15, 2021

8:30 a.m. – 10:30 p.m.

Community Action Board of Directors

20 Eclipse Center, Beloit, WI 53511

In-Person (with call in Option)

***\*\*Please RSVP to Sara Schumacher by 5 p.m. Monday December 13\*\****

[sschumacher@community-action.org](mailto: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, August 25, 2021
  - B. Consumer Advisory Committee
    - a. Minutes, October 4, 2021
    - b. Agenda
  - C. Twin Oaks Facility Committee
    - a. Minutes, October 6, 2021
    - b. Agenda
  - D. Finance Committee
    - a. Minutes, October, 2021
    - b. Agenda
  - E. Governance
    - a. Minutes, October 2021
    - b. Agenda

**PROPOSED ACTION: Approve the Consent Agenda**

5. COVID Policy

**PROPOSED ACTION: Approve the Policy**

6. Human Resources Policy Updates
  - a. 0325 Vaccine Mandate Head Start Contractor
  - b. 0406 Incentive Compensation

**PROPOSED ACTION: Approve 0325 Policy and Approve 0406 Policy**

7. COMMUNICATION
  - A. Chair Remarks
  - B. Executive Directors Report
    - i. Deputy Director Report
    - ii. Housing/Housing Development Report
    - iii. Fund Development Report
    - iv. Contract Update
    - v. Monitoring Report

**PROPOSED ACTION: Approve the Communication/Reports**

8. TRIBUTE TO LYNN JONES

9. ADJOURN

10. **CLOSED SESSION** -2021 EXECUTIVE DIRECTOR PERFORMANCE  
EVALUATION

**Next Meeting:**  
**Wednesday, February 23, 2021**  
**Location -TBD**  
**8:30 a.m. - 10:30 a.m.**

MINUTES

Wednesday, October 27, 2021

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

Meeting held Hybrid (in person and virtually via TEAMS)

<b>Board Members Present</b>	<b>Board Members Present</b>	<b>Absent</b>	<b>Staff Present</b>
Erin Davis	Jacob McHugh	Carlo Nevicosi	Marc Perry
Al Hulick	Tom Brien	Al Kupsik	Lynn Jones
Amanda Sookraj	Amy Carey		Laura Laux
Steven Chesebro	Bill Wilson		Debbie Sheldon
Terry Cummings	Nicole Purdy		Sara Schumacher
Renee Johnson	Mary Weeden		Beth Tallon
Mary Ramirez	Jen O'Connell		Elizabeth Knapp-Spooner
Shannon Oestreich			

1. WELCOME
2. CALL TO ORDER: Amanda Sookraj called meeting to order at 8:33AM.
3. APPROVAL OF AGENDA  
**ACTION: Amanda Sookraj requested to pull the HR/Finance packet and minutes. Erin Davis motioned to approve the balance of the agenda minus the HR/Finance packet and minutes. Terry Cummings seconded. All approved.**
4. NEW BOARD MEMBER
  - a. Rock County Public (City of Milton)
    - i. Al Hulick
      1. Introduction: City Administrator for the City of Milton. Has spent 6 years on the United Way Blackhawk Region Board. His term with United Way is up this year.
      2. Hulick is coming to the Board on an open seat for Rock County Public. His term begins June 2021. Full term is June 2021-June 2023.**ACTION: Bill Wilson motioned to approve Al Hulick as Rock County Public member to the Board of Directors. Mary Ramirez seconded. All approved.**
5. CONSENT AGENDA ITEMS
  - A. Board Meeting Minutes, August 25, 2021
  - B. Governance Committee
    - a. Minutes, September 8, 2021
    - b. Agenda
  - C. Planning and Evaluation Committee
    - a. Minutes, September 9, 2021
    - b. Agenda
  - D. Consumer Advisory Committee
    - a. Minutes, October 4, 2021
    - b. Agenda

- E. Twin Oaks Facility Committee
  - a. Minutes, October 6, 2021
  - b. Agenda
- F. Finance Committee
  - a. Minutes, October 14, 2021
  - b. Agenda
- G. HR Committee
  - a. Minutes, October 14, 2021
  - b. Agenda

**ACTION: Mary Ramirez motioned to approve the modified consent agenda items, minus the HR/Finance Packet and minutes. Mary Weeden seconded. All approved.**

- 6. Combined HR/Finance Minutes
  - a. Minutes, October 14, 2021
  - b. Agenda

Refer to page 174 for plan rates on Dental. Debbie Sheldon explained option 1 and option 2. She stated that Option 1 limits Team Members to in-network providers only. She stated option 2 offers out-of-network provider coverage, along with more options and better coverage than the current plan, including orthodontics and with only a slight increase. Staff recommendation is to offer option 2 to Team Members.

**ACTION: Erin Davis motioned to approve option 2 in the Dental plan. Terry Cummings seconded. All approved.**

**ACTION: Renee Johnson motioned to approve the FR/HR minutes to reflect the change of dental option. Mary Ramirez seconded. All approved.**

- 7. Organization Risk Assessment
  - a. Overall, CAI is doing well with little organizational risk.

**ACTION: Bill Wilson motioned to approve the Organizational Risk Assessment. Mary Ramirez seconded. All approved.**

- 7. 2022 CSBG Application

**ACTION: Mary Weeden motioned to approve 2022 CSBG Application. Mary Ramirez seconded. All approved.**

- 8. 2022 CSBG CARES Application

- b. CARES funding is COVID relief funding.
- c. Focus is on technology upgrade throughout the agency

**ACTION: Renee Johnson motioned to approve 2022 CSBG CARES Application. Mary Ramirez seconded. All approved.**

- 9. Discussion regarding increasing the agency line of credit
  - a. Current line of credit is \$750,000
  - b. With increasing of funding, CAI is covering the costs until reimbursement is received from funders - some funders are paying 8 weeks after funds are expensed

- c. With increased funding projections, CAI will potentially be into the line credit as much as \$500,000 at any single point in time over the course of the next year
- d. The line of credit is set to sweep against the agency checking account to aid in cash flow
- e. CAI is proposing to increase line of credit from \$750,000 to \$950,000
  - a. We will attempt to only use our Community Kids and Weatherization buildings as collateral; both of these buildings CAI owns outright
  - b. No fees with unused amount of line of credit.
  - c. Have not used the existing line of credit since 2016, however, we will begin using it in October due to the increase in funding due to COVID-19 and that our PPP loan was repaid in August

**ACTION: Erin Davis approved moving forward with increasing the agency line of credit to \$950,000. Mary Ramirez seconded. All approved.**

## 10. COMMUNICATION

### A. Chair Remarks

- Starting process for ED performance review. BOD and ED direct reports will receive a survey today, with responses requested by November 10<sup>th</sup>. After the survey is complete, the Executive Committee will review the results and draft a review to present to ED. Then in December the BOD will go into closed session to finish full review.

### B. Executive Directors Report

- Thank you to Bill Wilson for hosting CAI at his home in September to introduce CAI to the Milton Community.
- Lynn Jones retiring as of 12/31/2021. Laura Laux has accepted the Deputy Director position beginning 01/01/2022. Katie Wheelock has accepted the open Community Programs Director position. She begins on November 15, 2021.
- HR Manager resigned a few weeks ago. Marc and Debbie have jumped in and managing HR temporary. A positive discussion with HR committee to present options (outsourcing, partnership with local non-profit, or hiring in-house). Goal is to have the process resolved and in place by December 2021 BOD meeting.
- Walworth County has earmarked \$1,450,000 for the new Twin Oaks Shelter.
- Property is being vetted in Delavan city limits.
- Mentoring program will be kicking off soon with the other community stakeholders to curb behavioral issues at the schools and address some of the youth violence in the community.

### C. Deputy Director Report

- TEFAP storage pod has been delivered at the Weatherization site. Pictures were shared online with members. Four staff will be trained in Fork Lift. Training will not start until mid-November.
- Provided examples of reports with CAP60 data.
- WERA: As of 10/07/21 CAI has provided 2,005 households with rental assistance with a total of \$9,346,809 in Rock and Walworth Counties. This averages \$4,660 per household.

- Request for services based on county and the unmet needs at enrollment.

D. Public Relations Report

- Twin Oaks holiday appeal is being sent to the printer this morning. It will be mailed out next week to the community. Theme: Children who stayed at Twin Oaks and their successes. AWARE appeal is being mailed out tomorrow only to the Evansville School District. TOS is sent throughout Walworth County.
- Gingerbread Extravaganza: December 4, 2021. Amy Carey presented an update on the fundraiser. Looking for unique items for the silent auction. If you would like to volunteer with the drive-thru event contact Beth Tallon.

E. Fund Development Report

F. Contract Update

- Sara Schumacher reported updates on contracts.
- The day before Board meeting CAI received notice from Wisconsin Department of Instruction that the CACFP application was approved. This is the food contract for Community Kids.
- Received notice after the packet was printed Ecolab awarded Fatherhood \$20,000.

G. Monitoring Report

- Sara Schumacher reported updates on monitorings. CAI has not received responses from majority of the monitorings completed in the last two months; however, those that CAI has received has no response needed.
- Sara Schumacher offered full monitoring reports to the BOD per request.
- Sara Schumacher also noted at the end of the BOD packet is a 2022 calendar draft of committee meetings and BOD meetings. The finalized calendars will be sent out in December.
- Per CSBG standards the BOD is to receive a copy of the by-laws every two years. Included in the packet is a copy. Sara Schumacher stated an individual document of the by-laws will be sent out electronically after meeting.

**ACTION: Renee Johnson motioned to approve the Communication/Reports. Bill Wilson seconded. All approved.**

**8. ADJOURN: Erin Davis motioned to adjourn at 10:06am. Shannon Oestreich seconded. All approved.**

**Next Meeting:**  
**Wednesday, December 15, 2021**  
**Location -TBD**  
**8:30 a.m. - 10:30 a.m.**

\*Included in Board Packet:

Draft 2022 calendar of meeting dates  
Board of Director's By-laws