

## AGENDA

Wednesday, October 27, 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 October 25\*\***

[sschumacher@community-action.org](mailto:sschumacher@community-action.org) or 608-313-1335

1. WELCOME
2. CALL TO ORDER
3. APPROVAL OF AGENDA
4. NEW BOARD MEMBER
  - a. Rock County Public
    - i. Al Hulick

### **PROPOSED ACTION: Approve New Board Member**

5. CONSENT AGENDA ITEMS
  - A. Board Meeting Minutes, August 25, 2021 **(Page 1)**
  - B. Governance Committee **(Page 4)**
    - a. Minutes, September 8, 2021
    - b. Agenda
  - C. Planning and Evaluation Committee **(Page 6)**
    - a. Minutes, September 9, 2021
    - b. Agenda
  - D. Consumer Advisory Committee **(Page 25)**
    - a. Minutes, October 4, 2021
    - b. Agenda
  - E. Twin Oaks Facility Committee **(Page 28)**
    - a. Minutes, October 6, 2021
    - b. Agenda
  - F. Finance Committee **(Page 31)**
    - a. Minutes, October 14, 2021
    - b. Agenda
  - G. HR Committee **(Page 156)**
    - a. Minutes, October 14, 2021
    - b. Agenda
  - H. Combined HR/Finance Minutes **(Page 160)**
    - a. Minutes, October 14, 2021
    - b. Agenda

### **PROPOSED ACTION: Approve the Consent Agenda**

6. Organization Risk Assessment **(Page 176)**

### **PROPOSED ACTION: Approve Organization Risk Assessment**

7. 2022 CSBG Application must be approved by the BOD **(Page 189)**

### **PROPOSED ACTION: Approve 2022 CSBG Application**

8. 2022 CSBG CARES Application to be approved (**Page 211**)

**PROPOSED ACTION: Approve 2022 CSBG CARES Application**

9. Discussion regarding increasing the agency line of credit

**PROPOSED ACTION: Approve increasing the agency line of credit**

10. COMMUNICATION

A. Chair Remarks

B. Executive Directors Report (Page 219)

i. Deputy Director Report (Page 220)

ii. Housing/Housing Development Report

iii. Public Relations Report (Page 223)

iv. Fund Development Report (page 228)

v. Contract Update (Page 229)

vi. Monitoring Report (Page 231)

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

11. ADJOURN

**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

MINUTES

Wednesday, August 25, 2021

8:30 a.m. – 10:30 p.m.

Community Action Board of Directors

Hybrid Meeting

[sschumacher@community-action.org](mailto:sschumacher@community-action.org) or 608-313-1335

<u>Present</u>		<u>Absent</u>	<u>Staff Present</u>
Bill Wilson	Jacob McHugh	Mary Weeden	Marc Perry
Renee Johnson	Carlo Nevicosi	Amy Carey	Lynn Jones
Tom Brien	Al Kupsik	Terry Cummings	Laura Laux
Erin Davis	Jen O’Connell		Beth Tallon
Steven Chesebro	Mary Ramirez		Keith Survillas
Amanda Sookraj			Erick West
Nicole Purdy			Sara Schumacher
Shannon Oestreich			Elizabeth Knapp Spooner

1. WELCOME
2. CALL TO ORDER: Amanda Sookraj called meeting to order at 8:32AM.
3. APPROVAL OF AGENDA: **Al Kupsik motioned to approve agenda. Carlo Nevicosi seconded. All approved.**
4. NEW BOARD OFFICER: **Al Kupsik motioned to approve Jen O’Connell as Secretary/Treasurer Officer. Renee Johnson seconded. All approved.**
  - a. Secretary/Treasurer
    - i. Jen O’Connell
5. AUDIT PRESENTATION: Presenter Denes Tobie –CPA/Partner at WIPFLI
  - a. No findings for 2020 audit
  - b. Two new footnote disclosures. Both footnotes are COVID-19 related.
  - c. Grant/Contract revenue increased approximately two million from 2019 due to COVID-19 grants.
  - d. CAI is a low-risk auditee, CAI is in excellent financial condition**No Action Needed**
6. CONSENT AGENDA ITEMS
  - A. Board Meeting Minutes, June 23, 2021
  - B. Twin Oaks Facility Committee
    - a. Minutes, August 11, 2021
    - b. Agenda
  - C. Finance Committee
    - a. Minutes, August 12, 2021
    - b. Agenda

**Al Kupsik motioned to approve the Consent Agenda. Erin Davis seconded. All approved.**

## 7. COMMUNICATION

### A. Chair Remarks

- i. Congratulations to Marc Perry on his one year anniversary as Executive Director.

### B. Executive Directors Report

- i. CAI has reinstated our mask requirements in all our CAI facilities.
- ii. Continuing with IT upgrades. Keyless entry systems started on August 20, 2021. Staff have been assigned a key card.
- iii. Assessments of cameras inside and outside of CAI facilities.
- iv. Payroll software upgrade is on pause.
- v. PBS Kids is awarding CAI \$12,500 to conduct Ready To Learn initiatives.

### C. Deputy Director Report

- i. TEFAP food commodity storage will be at our Weatherization site in Janesville. Customized pod has been ordered.
- ii. Moving ahead with Fresh Start programming. Approximately 34 students. Multiple financial resources are coming in to support the program for this school year.

### D. Housing/Housing Development Report

- i. WERA state wide has distributed \$52 million. CAI has distributed \$7 million of WERA funding for rental assistance. CAI has served over 1500 households.

### E. Fund Development Report

- i. CAI received \$697,000 Beyond the Classroom Grant.
- ii. CAI received the PREP grant. Only four programs in Wisconsin received this grant. This is for \$100,000 per year for three years with the option of additional two years.
- iii. As of today Gingerbread Extravaganza has received \$4,000 in sponsorships. This is going to be a drive-thru event.
- iv. Day of Caring is approaching. Projects have been planned.

### F. Contract Update

- i. Correction on report: Last line, CDBG City of Janesville, correct to City of Beloit CDBG.

### G. Monitoring Report

- i. Monitoring's are going very well.
- ii. CDBG City of Beloit, completed in-person monitoring in July. This was CAI's first in-person monitoring since CV19.

**Al Kupsik motioned to approve the Communication/Reports. Erin Davis seconded. All approved.**

## 8. TWIN OAKS FACILITY UPDATE

- a. Angus and Young provided a great outline of the design of property.
- b. Continuing to scout for locations.

9. BOARD EDUCATION - MERRILL COMMUNITY CENTER: Due to staff taking time off at this time, this is tabled for October meeting.

**10. ADJOURN: Mary Ramirez motioned to adjourn at 9:48AM. Al Kupsik seconded. All approved.**

**Next Meeting:**  
**Wednesday, October 27, 2021**  
**Location -TBD**  
**8:30 a.m. - 10:30 a.m.**