

AGENDA

Wednesday, February 26, 2020

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

20 Eclipse, Beloit Pathways Center

**\*\*Please RSVP to Sara Schumacher by 5 p.m. Monday, February 24, 2020\*\***

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

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1. WELCOME
2. CALL TO ORDER
3. HEAD START/COMMUNITY ACTION PARTNERSHIP UPDATE/GUEST INTRODUCTION (Page )

**PROPOSED ACTION: Recommendation to Place on April Agenda for Vote**

4. APPROVAL OF AGENDA
5. CONSENT AGENDA ITEMS
  - A. Minutes, December 18, 2019 (Page )
  - B. Planning & Evaluation Committee (Page )
    - o Minutes, February 6, 2020
    - o Program Evaluation
    - o Customer Satisfaction
  - C. Consumer Advisory Committee (Page )
    - o Minutes, February 3, 2020
    - o Head Start Collaboration
    - o Customer Satisfaction
    - o Key Results
    - o Public Awareness
    - o Member Updates
  - D. Finance Committee (Page )
    - o Minutes, February 13, 2020
    - o Program Evaluations: AWARE/Work 'n Wheels
    - o Customer Satisfaction Results
    - o Old Business
    - o New Business

**PROPOSED ACTION: Approve the Consent Agenda as submitted or modified**

6. COMMUNICATION

- A. Chair Remarks –
- B. Interim Executive Directors Report (**Page**)
  - o Interim Deputy Director Report
  - o Fund Development Report
  - o Contract Update
  - o Monitoring Report

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

7. EXECUTIVE DIRECTOR HIRING PROCESS

- A. HR Manager, Greg Ramirez
- B. Posting In Progress: 2/1/2020-2/29/2020
- C. Search Committee Duties:
  - o Screening; Resumes/Phone
  - o Interview Panels
  - o Recommendations
  - o 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 IN 2020

- A. April Training: ROMA/CSBG Standards
  - o Staff Trained as Facilitator
  - o Video Update Developed by State
- B. Additional Training August: Legal Responsibilities/Bylaws

**PROPOSED ACTION: No Action Needed, Information Only**

9. ADJOURN

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

**Community Action, Inc**  
**Board Meeting**  
December 18, 2019  
1545 Hobbs Dr, Delavan, WI

**Present: Tom Brien, Terrance Cummings, Bob Geist, Al Kupsik, Carlo Nevicosi, Amanda Sookraj, Natalie Van Sickle, Mary Weeden, Julie Lewis, Jeremy Zajac**

**Present via phone: Amy Carey, Erin Davis, Brenda Pinson, Jennifer Wood**

**Absent: Kate Abbe, Glenn Wofford, Minnie Murry, Laura Williamson**

**Staff: Cecilia Dever, Lynn Jones, Debbie Sheldon, Jennifer Perreault, Beth Tallon, Laura Laux, Marc Perry, Becky Veium**

**Called to Order**

Julie Lewis, Board Chair, called meeting to order at 8:00 a.m.

**Agenda Approval**

**ACTION: Carlo Nevicosi motioned to accept the agenda as presented, Amanda Sookraj seconded, accepted unanimously.**

**Consent Agenda**

Board Chair, Julie Lewis, requested that the Finance Packet be pulled from the Consent Agenda for further discussion.

**ACTION TAKEN: Bob Geist motioned to accept the Consent Agenda as presented, minus the Finance Committee Meeting, Al Kupsik seconded, accepted unanimously.**

**Finance Meeting**

Staff spoke specifically to the ADMIN line of the 2020 Budget. HUD informed CAI that we are not allowed to apply indirect cost rate against leasing and rental assistance. \$40,000 was backed out for the 2019 and 2020 budgets causing us to have a deficit. Our contact at DHS is hopeful that we can reverse it for the upcoming year.

**ACTION TAKEN: Al Kupsik motioned to approve the Finance Committee Minutes as presented, Amanda Sookraj seconded, accepted unanimously.**

**Communication**

- Chair
  - Board Chair thanked the other board members and staff for being patient during her absence the last couple of months; especially Amanda Sookraj and Brenda Pinson for stepping in to run meetings.
  - Board Chair is also going to reopen the survey regarding review of Executive Director, Cecilia Dever. She stated that only seven board members answered the survey and feels strongly that Cecilia deserves more attention regarding her review. Members are encouraged to partake if they haven't already and to update anything they feel needs updating if they already responded.
- Executive Director
  - We are struggling to fill the open HR Manager position because we are unable to compete with for-profit organizations in the compensation package. Interviews will continue with two scheduled for Friday, December 20, 2019.
  - Strategic Goals for the year have been accomplished
  - Payroll system has not been working properly but staff is narrowing the gap as to the issue and resolving it.
  - Community Kids is holding off expansion as we are in need of care for additional infants.
  - Community Action is still working with the City of Janesville to possibly construct 3 miniature houses in Janesville to help with the housing of those in need.
  - We did not receive the WHEDA grant so the \$25,000 donated to TOS will be used to offset expenses.
  - Community Action has received positive feedback about merging with Head Start.

- Deputy Director
  - Staff connected with the alternative high school in Walworth County. They received funding to do a Youth Build so they will continue with the education portion of the grant and staff of Fresh Start will provide the construction training.
  - Fatherhood Initiative also received funding so that it can expand into Walworth County. It will work with ResCare to develop the best way to host sessions at Community Action's office at 1545 Hobbs Dr, Delavan, WI.
- Fund Development
  - There was denial of several shelters throughout Walworth County. Because of that, TOS has received additional attention as being the only homeless shelter in Walworth County. Shelter Manager, Elizabeth Knapp-Spooner, provided marketing with a list of 25 highest needs and response has been fantastic via TOS Facebook page. 50,000 saw the post, 5,000 engaged, one weekend saw 113 likes, which is unusual and businesses are asking how they can help. Also, TOS has been receiving packages from Amazon on a frequent basis by donors who wanted to purchase items but ship directly to the shelter.
  - AWARE's year-end holiday appeal is going extremely well. Received \$50,000 in November and December.
  - Gingerbread Extravaganza was very successful this year. The new location, Fran Fruzen Intermediate School, worked out wonderfully. The location allowed easy access for those coming from outside of Beloit, only had to pay for custodial personnel, and there was space enough to hold various events. Community Action made \$15,000 of the event this year.
- Contract
  - Community Kids – was originally denied a grant from Forward Janesville, however, they received additional funds and passed that on to Community Kids.
  - Twin Oaks Shelter – received \$50,000 for case management and employment and training.
  - Fresh Start project was funded for Walworth County. The alternative school and CAI will collaborate on the project.

**ACTION TAKEN: Bob Geist motioned to accept the Executive Director's Report as presented, Jeremy Zajac seconded, accepted unanimously.**

### Organizational Chart

Was reviewed by staff.

### 2019 Board Calendar / Committee Meetings

In February, list of committees will be provided to board members so that they can sign up for ones that are of interest to them.

### 2020 Board Training Survey

The survey indicated that the following three items are of interest by the board to get additional training:

1. ROMA/CSBG Standards
2. By-Law's / Policies
3. Legal Responsibilities

### Board Training

Becky Veium, Program Director, educated staff on Rapid Re-Housing and Permanent Supportive Housing programs. Spoke to how they are set up, how participants are selected and the struggles we face in finding appropriate housing in today's market and abiding by rules set up by the funding source.

### ADJOURN

**ACTION TAKEN: Al Kupsik motioned to adjourn, Bob Geist seconded, accepted unanimously.**