

AGENDA

Wednesday, August 26, 2020

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 August 24 ****
sschumacher@community-action.org or 313-1335

1. WELCOME
2. CALL TO ORDER
3. APPROVAL OF AGENDA
4. ELECTION OF NEW BOARD MEMBER (**Page 1**)
 - Renee Johnson, Rock County Consumer
5. CONSENT AGENDA ITEMS
 - A. Board Meeting Minutes, June 24, 2020 (**Page 4**)
 - B. Consumer Advisory Committee (**Page 7**)
 - a. Minutes, August 3, 2020
 - b. Agenda
 - C. Finance Committee (**Page 10**)
 - a. Minutes, August 13, 2020
 - b. Agenda

PROPOSED ACTION: Approve the Consent Agenda as submitted or modified

5. 2019 AUDIT PRESENTATION (**Page 130**)
 - A. Jean Christensen, Wipfli LLP CPAs and Consultants

NO ACTION NEEDED

6. COMMUNICATION
 - A. Chair Remarks
 - B. Executive Directors Report (**Page 141**)
 - i. Deputy Director Report
 - ii. Fund Development Report
 - iii. Contract Update
 - iv. Monitoring Report

PROPOSED ACTION: Approve the Communication/Reports

7. TWIN OAKS DISCUSSION
 - A. Current state of the property
 - B. Formation of ad-hoc committee

PROPOSED ACTION: Approve Committee Appointments

Next Meeting:

Wednesday, October 28, 2020

8:30 a.m. - 10:30 a.m.

MINUTES

Wednesday June 24, 2020

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

20 Eclipse, Beloit Training Center

sschumacher@community-action.org or 313-1335

<u>Present</u>	<u>Absent</u>	<u>Staff Present</u>	
Brenda Pinson *	Terry Cummings	Alan Kupsik	Lynn Jones
Amy Carey *	Jennifer Wood	Laura Williamson	Marc Perry
Erin Davis *	Carlo Nevicosi		Debbie Sheldon
Julie Lewis *	Mary Weeden *		Laura Laux
Bob Geist	Shannon Oestreich		Beth Tallon
Jeremy Zajac *	Jen O'Connell		Greg Ramierz
Tom Brien *	Nicole Purdy		Sara Schumacher
Jacob McHugh	Amanda Sookraj*		

* Appeared by zoom

1. WELCOME

2. CALL TO ORDER

- a. Julie Lewis called the meeting to order at 8:33am.
- b. Introductions of the Board members and staff present.

3. APPROVAL OF AGENDA

MOTION: Bob Geist motions to approve the agenda, Jeremy Zajac second. All approved.

4. ELECTION OF NEW BOARD MEMBERS

- a. Nicole Purdy, Rock County Consumer
 - i. Replacing Minnie Murry. Minnie Murry has served her full four terms.
- b. Shannon Oestreich, Rock County Consumer
 - i. Replacing vacancy from Natalie Van Sickle.
- c. Jen O'Connell, Rock County Private
 - i. Replacing Jennifer Wood as Jennifer Wood has severed her full four terms.
- d. Jacob McHugh, Walworth County Private
 - i. Replacing Kate Abbe.
- e. The above four members begin their first terms as of June 24, 2020.
- f. Open positions at this time for Board are:
 - i. Rock County Consumer
 - ii. Rock County Public
 - iii. Walworth County Consumer (Bob Geist resigned effective today).

MOTION: Bob Geist motions to approve and elect Nicole, Shannon, Jen, and Jacob to the Board of Directors. Erin Davis second. All approved.

5. CONSENT AGENDA ITEMS:

- a. Julie requested to pull Governance Finance, and Planning and Evaluation packets.

MOTION: Amanda Sookraj to approve consent agenda with item requested to be pulled. Tom Brien second. All in favor.

- b. Governance Packet. Julie Lewis noted the Election of Officers for the next terms beginning 06/24/2020.
 - i. Election of Officers,
 1. Amanda Sookraj as Chair

2. Jeremy Zajac as Vice Chair
3. Erin Davis as Second Vice-Chair
4. Brenda Pinson as Treasure/Secretary

MOTION: Tom Brien made motion to approve the election of Officers. Jennifer Wood second. All approved.

- c. Finance Committee
 - i. CAI will be working closely with WIPEFLI and Applied Tech while researching and placing bids to update agencies accounting systems as well as data management systems.
 - ii. CSBG Cares Act has added additional funds to be used up to 2022 due to COVID-19.
 - iii. The Audit is taking a little longer than expected due to COVID. Normally Auditors would be in office, this audit was approved for an extension. Debbie Sheldon stated the audit will be brought to the Board no later than July 31.
 - iv. BALI will go to Finance Committee in August.
- d. Planning and Evaluation Committee
 - i. CAI's current strategic plan ends in December 2020. CAI is currently beginning the strategic planning process.
 - ii. With the additional CSBG COVID Funds, CSBG is also asking for a needs assessment to be done in regards how things have changed since COVID.
 - iii. Every three years Community Action agencies are to create a Community Needs Assessment in our served communities to address gaps and needs for services. This process will also begin shortly in which will help build the upcoming strategic plan.
 - iv. CAI is going to be switching to fully electronic response for the assessment. The assessment will be offered in English and Spanish. CAI hopes being able to do the assessment online will bring a better response rate.

MOTION: Amanda Sookraj motioned to approve remaining consent agenda. Mary Weeden second. All approved.

6. COMMUNICATION

- a. Chair Remarks –Julie Lewis
 - i. Congratulations to Marc Perry for his new role as Executive Director of CAI. Julie and the Board of Directors are looking forward to his leadership.
 - ii. Julie Lewis thanked Lynn Jones for stepping in as Interim Executive Director during the hiring process.
 - iii. Jennifer Wood and Bob Geist are leaving the board. Bob is resigning early. Jennifer has put in her 8 years. She will continue on HR committee.
 - iv. Julie shared the BOD Community Action statement against racism.

MOTION: Amanda Sookraj motioned to approve adopting the statement. Jeremy Zajac second. All approved.

- b. Executive Directors Report
 - i. Requests are increasing for training due to the civil unrest. Marc Perry is recruiting staff who are interested to be trained on Diversity and Racism to present community trainings.
 - ii. Marc will be working with School District of Beloit in July creating inclusive classrooms.
- c. Deputy Director Report
 - i. Since reopening earlier this month, traffic of participants and community has been slower than we anticipated at Pathways.
 - ii. Fatherhood is writing for a new grant (approximately \$504,000 a year). This grant would allow Fatherhood programming to have less limitations on the fathers, and be able to work more with the families—bringing the children in as well as the mothers to programming. This provides a whole circle of programming for all those involved in the family unit.
 - iii. Laura Laux spoke about WRAP (Wisconsin Rental Assistance Program): On June 5th prescreening went live for Rock and Walworth County residents. So far WRAP has received 700 applications to date. WRAP has paid approximately 50 past due rents due to loss of income from COVID. The grant for CAI was almost one million dollars.

- iv. WRAP ends on October 31, 2020. There will not be any payments made available after that deadline. Paid out thus far--\$83,000. Average applicant is \$1700. We cannot pay utilities. We can pay rent and security deposit on a new place.
- v. Fresh Start graduation went really well. 30 out of 31 graduated. FS offered a graduation ceremony, social distancing style. They had four students come at a time to go through the ceremony. FS staff did this every 20 minutes.
- d. Fund Development Report
 - i. Presentation by Beth Tallon
 - ii. Social media has been huge, lots of connecting.
 - iii. CAI has been in the media consistently throughout COVID.
 - iv. National news with the Merrill Community Garden.
 - v. CAI continues to work with other organizations to help our most vulnerable neighbors.
- e. Contract Report
 - i. Sara Schumacher noted new contracts especially due to COVID.
- f. Monitoring Report
 - i. Sara Schumacher noted no monitoring's since the last Board report.

MOTION: Jeremy Zajac motions to approve Communication. Erin Davis second. All approved.

7. BOARD EDUCATION/TRAINING

MOTION: Amanda Sookraj motioned to table item 7 until a later Board meeting date in the near future. Brenda Pinson second. All approved.

8. ADJOURN: Jennifer Wood motioned to adjourn the meeting at 9:51am. Bob Geist second. All approved.

Next Meeting: Wednesday August 26, 2020, Hobbs Dr., Delavan
8:30-10:30