

AGENDA

Wednesday, June 23, 2021

8:30 a.m. – 10:30 a.m.

Community Action Board of Directors

Virtual Meeting

*****Please RSVP to Sara Schumacher by 5 p.m. Monday June 21*****

sschumacher@community-action.org or 608-313-1335

1. WELCOME
2. CALL TO ORDER
3. APPROVAL OF AGENDA
4. NEW BOARD OFFICER
 - a. Secretary/Treasurer
 - i. Jacob McHugh

PROPOSED ACTION: Approve new Board Officer

5. NEW BOARD MEMBER
 - a. Steven T. Chesebro – Rock County Private

PROPOSED ACTION: Approve new Board Member

6. CONSENT AGENDA ITEMS
 - A. Board Meeting Minutes, April 28, 2021 (Page 1)
 - B. Planning and Evaluation Committee (Page 4)
 - a. Minutes, June 3, 2021
 - b. Agenda
 - C. Consumer Advisory Committee (Page 19)
 - a. Minutes, June 7, 2021
 - b. Agenda
 - D. Twin Oaks Exploratory Committee (Page 21)
 - a. Minutes, June 9, 2021
 - b. Agenda
 - E. Finance Committee (Page 26)
 - a. Minutes, June 10, 2021
 - b. Agenda

PROPOSED ACTION: Approve the Consent Agenda

7. COMMUNICATION
 - A. Chair Remarks
 - B. Executive Directors Report (Page 123)
 - i. Deputy Director Report (Page 125)
 - ii. Fund Development Report (Page 126)
 - iii. Contract Update (Page 127)
 - iv. Monitoring Report (page 128)

PROPOSED ACTION: Approve the Communication/Reports

8. POSTPONING BID PROCESSES

- a. Staff Recommendations
 - i. IT
 - 1. Extend IT Bid to 2023
 - ii. Insurance
 - 1. Extend Insurance to 2023
 - iii. Banking
 - 1. Extend Banking Bid to 2022
 - iv. Audit
 - 1. Extend Audit Bid to 2022
- b. Staff will negotiate increases of no more than 5%; otherwise, service will go out for BID in 2021.

PROPOSED ACTION: Vote on postponing bid processes

9. TWIN OAKS EXPLORATORY COMMITTEE UPDATE

10. RECOGNITION OF DEPARTING Board Members

- a. Brenda Pinson
- b. Julie Lewis

11. ADJOURN

Next Meeting:
Wednesday, August 26, 2021
Virtual Meeting
8:30 a.m. - 10:30 a.m.

MINUTES

Wednesday, April 28, 2021

8:30 a.m. – 10:30 p.m.

Community Action Board of Directors

Virtual Meeting

sschumacher@community-action.org or 608-313-1335

<u>Present</u>		<u>Absent</u>	<u>Staff Present</u>
Brenda Pinson	Terry Cummings	Julie Lewis	Lynn Jones
Amy Carey	Amanda Sookraj	Erin Davis	Marc Perry
Jen O'Connell	Carlo Nevicosi		Elizabeth Knapp-Spooner
Nicole Purdy	Mary Weeden		Laura Laux
Alan Kupsik	Shannon Oestreich		Beth Tallon
Renee Johnson	Bill Wilson		Keith Survillas
Mary Ramirez			Bill LaChance
Tom Brien			Sara Schumacher
Jacob McHugh			

1. WELCOME
2. CALL TO ORDER: Amanda Sookraj called to order at 8:31AM
3. APPROVAL OF AGENDA: Brenda Pinson motions to approve the agenda as presented with correction the next meeting date to June 23, 2021. Seconded Mary Ramirez. All approved.
4. CONSENT AGENDA ITEMS
 - A. Board Meeting Minutes, February 24, 2021
 - B. Consumer Advisory Committee
 - a. Minutes, April 5, 2021
 - b. Agenda
 - C. Twin Oaks Exploratory Committee
 - a. Minutes, April 7, 2021
 - b. Agenda
 - D. Planning and Evaluation Committee
 - a. Minutes, April 8, 2021
 - b. Agenda
 - E. HR Committee
 - a. Minutes April 8, 2021
 - b. Agenda
 - F. Finance Committee
 - a. Minutes, April 15, 2021
 - b. Agenda

ACTION: Tom Brien motioned to approve the consent agenda. Alan Kupsik seconded. All approved.

5. COMMUNICATION

A. Chair Remarks

- i. Amanda noted the fantastic presentation by CAI staff presenting the United Way Blackhawk Region.

B. Executive Directors Report

1. Community Kids and Pathways have reopened and cleaned from CV19.
 2. CAI is working with City of Beloit to host vaccine sites. Last week 40 individuals were vaccinated at the Merrill Community Center. More collaborations are being planned in the community.
 3. IT upgrades are going well with phone systems. Transitioning to PayCor in May. This will provide CAI with a full electronic system with timesheets, pay, etc. Client data base is being transitioned to a new system in August. All of these systems are cloud based.
 4. Inclusion and Cultural Equity trainings continue.
- ii. Deputy Director Report
 1. WERA in Rock and Walworth County have supported 555 households as of April 14, 2021.
 2. Community Kids enrollment is increasing. Program is back to pre-CV19 numbers. Enrollment for P4J has also increased.
 3. Work-n-Wheels has changed the name to Driver's License Program. This reflects the actual services the program is providing.
 4. The State has indicated they would like CAI to consider additional enrollment for Transitional Jobs. This would also increase our funding.
 - iii. Housing/Housing Development Report
 1. In the process of hiring two case managers for Housing department.
 2. 50 households have received motel vouchers. Total of four motels in Walworth County are collaborating with CAI. Each household can stay up to 4 weeks.
 3. Low vacancy rate continues to be a concern in both Rock and Walworth Counties.
 4. 1316 Nelson was sold on March 26, 2021.
 5. Construction started on new house in Beloit on Dewey.
 - iv. Marketing/Resource Development Reports
 1. Fundraising is on pace with the last two years.
 2. Completed presentations to the United Way Blackhawk Region.
 3. Continuing to plan and organize the capital campaign fundraising for Twin Oaks Shelter.
 4. Increasing community outreach
 5. May is Community Action month
 - v. Contract Update
 - vi. Monitoring Report
 1. No monitoring's since February 2021.

ACTION: A l K u p s i k approved the Communication/Reports. Terry Cummings seconded. All approved.

6. 2021-2023 Strategic Plan

ACTION: Bill Wilson approved the 2021 -2023 Strategic Plan. Brenda Pinson seconded. All approved.

7. Twin Oaks Exploratory Committee Update

- a. Several properties have been explored by Bill LaChance and Marc Perry.
- b. Bill LaChance will be reaching out to Angus Young to begin exploring drawings of the new shelter.
- c. Carlo Nevicosi shared with the Board the possibility of securing funding to support the new shelter through Walworth County.
- d. Planning for CAI staff to work on a presentation to present to Walworth County Human Services Committee and the Walworth County Board.

NO ACTION

8. Board Education – Twin Oaks Shelter Programming

- a. Elizabeth Knapp Spooner presented board education on Twin Oaks Shelter.
- b. Funding: State Shelter Subsidy Grant, Housing Case Management Services Grant, Emergency Solutions Grant, United Way, Fundraising, Private Donations, CSBG.
- c. 12 rooms, each room has their own private bathroom.
- d. Mary Weeden shared concern of mental health issues. Mary Ramirez indicated that there is a lack of counselors at this time.

9. Adjourn: Brenda Pinson motioned to adjourn at 10:22am. Renee Johnson seconded. All approved.

Next Meeting: Annual Meeting
Wednesday, June 23, 2021
Virtual Meeting
8:30 a.m. - 10:30 a.m.