

AGENDA

Wednesday, February 24, 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 February 22****

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

1. WELCOME
2. CALL TO ORDER
3. APPROVAL OF AGENDA
4. ELECTION OF OFFICERS
 - a. Al Kupsik – Second Vice Chair
5. CONSENT AGENDA ITEMS
 - A. Board Meeting Minutes, December 16, 2020 (**Page 1**)
 - B. Consumer Advisory Committee (**Page 3**)
 - a. Minutes, February 1, 2021
 - b. Agenda
 - C. Twin Oaks Exploratory Committee (**Page 8**)
 - a. Minutes, February 3, 2021
 - b. Agenda
 - D. Planning and Evaluation Committee (**Page 13**)
 - a. Minutes, February 4, 2021
 - b. Agenda
 - E. Governance Committee (**Page 68**)
 - a. Minutes February 10, 2021
 - b. Agenda
 - F. Finance Committee (**Page 79**)
 - a. Minutes, February 17, 2021 (**Insert**)
 - b. Agenda

PROPOSED ACTION: Approve the Consent Agenda

6. COMMUNICATION
 - A. Chair Remarks
 - B. Executive Directors Report (**Page 165**)
 - 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

7. Space Conversion/Office Buildout at Pathways (**Page 177**)

PROPOSED ACTION: Approve Office Buildout plan

8. 2020/2021 CSBG CARES Act applications (**Page 180**)

PROPOSED ACTION: Approve the 2020/2021 CSBG CARES Act applications

9. Twin Oaks Exploratory Committee Update (**Refer to Page 8**)

10. Board Education – Roberts Rules of Order

11. Adjourn

Next Meeting:
Wednesday, April 28, 2021
Virtual Meeting
8:30 a.m. - 10:30 a.m.

Present: Amanda Sookraj, Erin Davis, Brenda Pinson, Tom Brien, Amy Carey, Nicole Purdy, Carlo Nevicosi, Jen O'Connell, Shannon Oestreich, Mary Ramirez

Absent: Jeremy Zajac, Terance Cummings, Mary Weeden, Alan Kupsik, Julie Lewis, Jacob McHugh, Renee Johnson

Staff: Marc Perry, Lynn Jones, Debbie Sheldon, Bill LaChance, Beth Tallon, Elizabeth Knapp-Spooner, Jennifer Perreault

1. Call to Order – Board Chair, Amanda Sookraj called the meeting to order.
2. Approval of Agenda – Board Chair requested that an item be added to the end of the agenda, Closed Session, so that the board members can discuss the Executive Director's review.
ACTION REQUESTED: Brenda Pinson motioned to modify the agenda by adding Closed Session at the end, Carlo Nevicosi seconded, accepted unanimously.
3. Election of New Board Officers – Board Chair recommended that Erin Davis be moved up to Vice Chair, 2nd Vice Chair will be currently open and Brenda Pinson is Secretary and Treasurer.
ACTION REQUESTED: Amy Carey motioned to approve the Board of Officers as presented, Tom Brien seconded, passed unanimously.
4. Consent Agenda
NOTE: The Finance Committee meeting was postponed from December 10, 2020 until January 14, 2021 and therefore no minutes included with this Consent Agenda. The Finance Committee packet and minutes will be approved by the Board by email process, in January, after the meeting takes place.
ACTION REQUIRED: Carlo Nevicosi motioned to approve Consent Agenda as presented, Erin Davis seconded, passed unanimously.
5. Communication
 - a. Board Chair thanked staff for the gift given to board members and the mutual support between staff and the Board of Directors. She also encouraged board members to participate in the next Courageous Conversation on December 28, 2020. The video being shown is one created by Community Action's Staff interviewing internal staff members regarding diversity.
 - b. Executive Director – spoke to the COVID 19 situation and closing of the building, Diverse Inclusion and working with the Beloit School District while ending work with Rock County and Twin Oaks Shelter remodel.
 - c. Deputy Director – WRAP is over with and we served over 700 households, Grants are being worked on (including bringing on a staff person to do Diversity Inclusion and Fresh Start grant), and the Interim Superintendent has been very encouraging with regard to Fresh Start and coordinating talks with others in the state around Diversity Inclusion and the Fresh Start program.
 - d. Housing – Housing Director, Elizabeth, spoke on receiving hotel vouchers for Walworth County, prevention funds for paying past due rents and that both RRH and PSH are currently full but staff will be pulling for new participants after the new year.
 - e. Fund Development – FD Manager, Beth, is very pleased with the continuation of donations even during a pandemic, TOS received \$42,882, Aware received \$50,387.59 and a random individual donated 30lbs of meat to TOS. Gingerbread was also a great success with families buying in bulk and, in addition to buying tickets, they were giving additional donations to the tune of \$860. Finally, staff will be bringing back the staff newsletter, "Inside Action." This will hopefully bring staff together as they continue to work remotely.
ACTION REQUIRED: Brenda Pinson motioned to accept the Communication, Tom Brien seconded, accepted unanimously.
6. Twin Oaks Committee Updated – Building and Grounds Manager, Bill LaChance, gave an overview of options regarding the update of Twin Oaks Shelter. He will be presenting, in detail, options to the committee after the New Year.
7. 2021 -2023 Strategic Plan – Executive Director, Marc Perry, gave an overview of the Strategic Plan for 2021 to 2023 years. Once staff has fleshed out details, a full report will be given at the next meeting.
8. Board Chair requested a motion to move to closed session to discuss Executive Director's
ACTION REQUIRED: Brenda Pinson motioned to move meeting into closed session to discuss Executive Director's performance review, Erin Davis seconded, accepted unanimously.

CLOSED SESSION
December 16, 2020
Zoom Meeting

Present: Amanda Sookraj, Erin Davis, Brenda Pinson, Tom Brien, Amy Carey, Nicole Purdy, Carlo Nevicosi, Jen O'Connell, Shannon Oestreich

Board members discussed the performance review of the Executive Director, Marc Perry.

1. **ACTION REQUIRED:** Jen O'Connell motioned to approve the 2020 ED Performance Review as presented, Brenda Pinson seconded, accepted unanimously.
2. **ACTION REQUIRED:** Brenda Pinson motioned to approve bonus (to be paid by end of May 2021) and pay increase (starting June 1, 2021), Carlo Nevicosi seconded, accepted unanimously.

Adjourn

ACTION REQUIRED: Erin Davis motioned to adjourn Closed Session, Carlo Nevicosi seconded, accepted unanimously.

ACTION REQUIRED: Brenda Pinson motioned to adjourn CAI Board of Director's Meeting, Jen O'Connell seconded, accepted unanimously.