

**MINUTES**  
**BOARD OF DIRECTOR**  
**Community Action Board of Directors**  
**1545 Hobbs Drive, Delavan WI**  
**8:30 a.m.**

<u>Present</u>		<u>Absent</u>	<u>Staff</u>
Kim Capstick	Sam Liebert	Jana Vegge	Lisa Furseth
Nino Cruz	Linda Seemeyer	Shirley Williams	Traci Rogers
Royce DeBow	Gary Seidel		Marc Perry
Sheila DeForest	Penny Sonheim		Jennifer Perreault
Travis Egan	Joe Stadelman		
Bob Fizzell	Dale Thorpe		
Nancy Forbeck	Fred Yoss		

1. CONSENT AGENDA ITEMS

- Sheila DeForest requested the Planning and Evaluation Committee and Finance Committee items be removed from consent agenda.

**ACTION: Fred Yoss motioned to accept the consent agenda as revised, Linda Seemeyer seconded, accepted unanimously.**

- **Planning and Evaluation Committee**

- Sheila asked if programs (TPC) used a self-sufficiency tool to measure participant progress and also noted her shared concern regarding the impact of staff turnover on participants. Staff noted that we would need to do a survey of participants in order to truly measure the impact of staff turnover on program participants and their progress toward achieving goals and receiving services. However, we do administer a Self-Sufficiency tool to measure their progress within the program.
- Bob Fizzell pointed out that, on page 5 of the minutes, we need to change his title from “staff” to “Board Member”
- Under “New Business” – Sheila DeForest inquired as to what is involved in reviewing programs. Staff developed a tool to assist in facilitating the review process and it is currently being revised. This revision will be brought to the Planning and Evaluation Committee in February then, in turn, brought to the Board for approval.
- Sheila DeForest restated her uneasiness in holding rental property and managing the role of landlord. Staff assured her that our priority to sell; however, the Board approved a conversion of some units to rental in their last review in January 2011 given market conditions and the adverse impact of holding vacant units.

**ACTION: Bob Fizzell motioned to accept the Planning and Evaluation minutes, Sheila DeForest seconded, accepted unanimously.**

- **Finance Committee**

- Staff explained that the cost of admin significantly decreased but, due to programs ending, the percentage charged to remaining programs increased. Board feels we will need to continue monitoring admin costs in the future.
- Consultants – Staff informed the Board that some of the cost is in regard to our accounting software – Great Plains. It is over 10 years old and will need to be upgraded in the future.
- Increased TOS personnel costs – John Hembrook is retiring so some of the cost is covering his salary as well as that of his replacement for a one month period. There is also the placement of staff costs being correctly allocated to TOS and the salary for Housing Services Manager.

**ACTION: Kim Capstick motioned to accept the Finance Committee minutes, Penny Sonheim seconded, accepted unanimously.**

2. COMMUNICATION

- Chair Remarks – Potential modification of 2012 Board Calendar for late November or early December
- Executive Directors Report
  - Dollar amounts regarding the First Choice contract request was reversed. We requested a total of \$410,709 which is an increase from the current award of \$224,210.

- o The budget currently does not support a second Compliance Specialist position so it was eliminated in the proposed budget; however, this continues to be a staffing concern and staff is looking to see if the cost can be creatively packaged and will present it to the Board again in February or April.
- o First Choice is exploring the purchase of an electronic health record system. We have \$42,000 from last year's budget and there may be some assistance from Title X. The plan will be presented to the Board in February.
- o Skills Center – Several meetings have been held with partners regarding the creation of the Skills Center in Beloit. The purpose of this center is to improve both hard and soft employability skills. There have been challenges reaching consensus regarding a plan among community stakeholders.

**ACTION: Bob Fizzell motioned to accept the Executive Director's Report, Linda Seemeyer seconded, accepted unanimously.**

3. BOARD ELECTION

**ACTION: Nancy Forbeck motioned to approve the Appointment of Sam Liebert to fill City of Janesville position, Joe Stadelman seconded, accepted unanimously.**

4. FINANCE COMMITTEE

- Consideration and Approval of Program Budgets for fiscal year 2012

**ACTION: Gary Seidel motioned to approve the Recommendation of the Finance Committee to approve budgets as submitted, Sam Leibert seconded, accepted unanimously.**

5. CLOSED SESSION – Executive Director Evaluation

**Next Meeting: February 29, 2012, Pathways Center, 600 Henry Ave, 20 Eclipse Center, Beloit, 8:30 a.m.**