

MINUTES
BOARD OF DIRECTOR
Wednesday, April 29, 2015
8:30 a.m. – 10:30 a.m.
Community Action Board of Directors
Community Action 1545 Hobbs Drive, Delavan

<u>Present</u>		<u>Absent</u>	<u>Staff</u>	
Kim Capstick	Brenda Pinson	Penny Sonheim	Cecilia Dever	Laura Laux
Yolanda Cargile	Amanda Sookraj	Jana Vegge	Lynn Jones	Lynn Vollbrecht
Shannon Gallagher	Jennifer Wood		Rick Lemke	
Bob Geist	Jeremy Zajac		Marc Perry	
Alan Kupsik	Jason Heideriech		John Ramstad	
Julie Lewis	Dave Godek		Katie Lawler	
Minnie Murry	Regina Hendrix			

- 1) CALL TO ORDER – Board Chair called the meeting to order and the above attendance was recorded.
- 2) NEW BOARD MEMBER – Regina Hendrix, Rock County Public Appointed.
- 3) APPROVAL OF AGENDA – Jennifer Wood, Board Chair, asked for a motion to move Item #8, BMAH Resolutions, to the beginning of the meeting and insert social networking and telecommuting policy review after #7. Jason Heideriech presented the motion, Dave Godek seconded, accepted unanimously.
- 4) CONSENT AGENDA ITEMS
 - ◆ Bob Geist requested to amend the Consumer Advisory Committee Meeting Minutes to reflect that the actual meeting date was on Monday, April 13, 2015.
 - ◆ Jennifer Wood requested to pull the Merrill House Sale & BMAH refinancing items from the consent agenda and discuss after the consent agenda and Julie Lewis requested to pull the February Financial Review and Liability Insurance from the Consent Agenda to review as well.

ACTION TAKEN: Bob Geist motioned to accept the Consent Agenda as modified, Amanda Sookraj seconded, accepted unanimously.

- ◆ **Merrill Housing by John Ramstad**
 - The last two remaining houses on the market have been sold to single, head of households allowing for a sense of ownership over own property. The only remaining project is 1328 Nelson, which is the current Fresh Start project. CAI's intention is to pre-market the home to ensure it is sold before the 12/31/2016 deadline.
- ◆ **BMAH/Olympian Restructuring and Refinancing Update by John Ramstad**
 - The deal will require approval from the City of Beloit as we lease the property from them. The lease was done to avoid CAI becoming responsible for possible ground contamination from prior uses of the building.
 - Seeking to close by the end of May but that depends on the City's process.
 - A formal resolution was presented that approves the restructuring of BMAH, LLC and refinancing of the project debt and also includes:
 - The satisfaction of CAI held debt on the project.
 - Authorization for Cecilia Dever to sign the necessary documents and take what steps are needed to close the deal.

{It was noted that Cecilia's name was misspelled in a couple of places and she was referred to as "he" in another case. The final vote on the resolution included these corrections.}

ACTION TAKEN: Al Kupsik motioned to accept the resolution with spelling and gender corrections, Dave Godek seconded, accepted unanimously.

◆ **February Financial Review**

- Due to bid liability insurance this summer.
 - Workman's Compensation stood out. In the past the agency has self-funded workman's compensation but is no longer.
- First Choice – while patient flow is down collections have increased. Marc Perry will now be providing oversight for First Choice Women's Health Center. In an effort to retain existing staff two Medical Assistants will be 50% funded through the PREP Program.
- Twin Oaks Shelter – donations are currently at anticipated levels however there have been recent plumbing issues that have to be addressed and were not budgeted for.
- Community Kids – food and supply costs continue to be high and due to being understaffed there has been some overtime. Cecilia has stepped in to assist with the Play it Forward Campaign and is also looking to partner with Gerber Leisure to assist in project management. Anticipate the project being completed by the end of summer.

DISCUSSION ONLY: No Action Taken.

5) **COMMUNICATION**

◇ Chair Remarks

- New board members provided with Conflict of Interest Statements.
- Would like to have board vacancies filled before June. Everyone encouraged to reach out to potentially interested candidates.
- Thank you to Bob Geist and Al Kupsik for all their help with Strike Out Poverty and to Shannon Gallagher for her ongoing efforts with the golf outing and fund development.
- CSBG Monitoring – will be May 12th and 13th. The agency will be on the new organizational standards going into effect in 2016.
- Complete board survey that was e-mailed by Katie Castern

◇ Executive Directors Report

- Deputy Directors Report
- Contract Update
- Monitoring Report
- Fund Development Report

ACTION TAKEN: Bob Geist motioned to accept the Executive Director's report, Minnie Murray seconded, accepted unanimously.

6) **GOVERNANCE COMMITTEE**

- ◆ Review of CAI Bylaws – no changes needed. Articles of Incorporation have been updated to reflect CAI's current address and Cecilia Dever as the Executive Director. Confirmation is in process.
- ◆ Policies changed, updates and revisions to Telecommuting Agreement and Social Networking.
- ◆ Recommendation to add a statement to the agency website that only information posted and shared via official Community Action sites represent accurate opinions of the organization. Information posted from unofficial sites may not accurately reflect the views of Community Action.

ACTION TAKEN: Dave Godek motioned to approve with amendment, Brenda Pinson seconded, accepted unanimously.

◆ **Weatherization – Landlord required contribution for services**

- Waive the requirement for landlords to contribute 15% of the cost to the project to weatherize rental units if the tenant is responsible for paying the utility cost.
- Change the AND to OR in the Weatherization Deferral Policy
- Lynn Jones agreed to provide follow up information to Brenda Pinson for Beloit Landlord Associate Meetings.

ACTION TAKEN: Al Kupsik motioned to amend the wording from AND to OR and waive the 15% requirement for landlords to receive weatherization services for rental properties if the tenant is responsible for paying the utilities, Julie Lewis seconded, accepted unanimously.

7) ADJOURN

- ◆ **ACTION TAKEN:** Al Kupsik motioned to adjourn, Shannon Gallagher seconded, accepted unanimously.

Next Meeting: Wednesday, June 24, 2015, 8:30 a.m., Pathways Center 20 Eclipse, Beloit