

**MINUTES**  
**BOARD OF DIRECTOR**  
**Pathways**  
1545 Hobbs Dr., Delavan, WI  
**April 26, 2017**  
**8:30 a.m.**

| <u>Present</u>            |             | <u>Absent</u>     | <u>Staff Present</u> |
|---------------------------|-------------|-------------------|----------------------|
| Amanda Sookraj            | Julie Lewis | Kim Capstick      | Cecilia Dever        |
| Jeremy Zajac (via phone)  |             | Jason Heidenreich | Lynn Jones           |
| Brenda Pinson (via phone) |             | Dave Godek        | Sara Schumacher      |
| Bob Geist                 |             | Minnie Murry      | Lisa Hurda           |
| Al Kupsik (via phone)     |             |                   | Rick Lemke           |
| Jennifer Wood             |             |                   | Katie Lawler         |
| Mary Ann Kahl (via phone) |             |                   | Marc Perry           |
| Amy Carey                 |             |                   |                      |
| Terry Cummings            |             |                   |                      |
| Natalie Van Sickle        |             |                   |                      |

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- 1) WELCOME:
  - 2) CALL TO ORDER: Meeting was called to order at 8:36AM by Julie Lewis, standing in for Board Chair. Jason Heidenreich was absent today due to another commitment.
  - 3) APPROVAL OF AGENDA:
    - **ACTION TAKEN:** Mary Ann motioned to approve the agenda, Amy second. All approved.
  - 4) CONSENT AGENDA ITEMS: Julie Lewis motioned to pull finance agenda, minutes, and BALI reports. She also motioned to pull the HR committee packet.
    - **ACTION TAKEN:** Jennifer motioned to approve consent agenda with items pulled as indicated, Bob second. All approved.
- A. BOD Minutes, February 2017
- **ACTION TAKEN:** Jennifer motioned to approve the February minutes. Bob second, all approved.
- B. Finance Committee Packet:
- Rick had the Board members turn to page 27 in the packet. He discussed the BALI financial reports. Rick explained the BALI loan matures in 27 years (2044). At that time, the loan, \$2.2 million, is forgiven. The unrestricted net deficit will continue to grow. Auditors are concerned about that growth because it will impact the overall agency's net asset bottom line.
  - The concern at this point with BALI is the future (8-10 years) repairs this building will need and cost. CAI meets with the property management team annually to update CAI on improvements. At this point, the repairs and improvements have been minimal.
  - CAI is a 3% partner in Mulberry Glen, building unit. Rick addressed the BOD stating the tax credits have now expired on this investment. CAI lent Mulberry \$220,000 of investment dollars. Mulberry feels the loan is forgivable at the time the credits expire, but it is not. Rick noted to be aware of potential legal complications in the future.
  - Rick reviewed the updated credit card policy. The prior policy was extremely time consuming for the finance team members. This new policy is asking CAI team members to turn in one sheet at the end of the month with receipts instead of separate receipts each time there is a purchase. The policy was revised to add more accountability by the card users as well.

- Program finances were reviewed. It was announced by Deputy Director, Lynn Jones, CAI will not be reapplying for the WIOA contact. The current contact ends on June 30, 2017. CAI feels it is best to reapply because it is not economically feasible to continue with this contact especially with continuing to payout Work Experience. This is a \$250,000 award, which \$25,000 was used for admin costs (however, the United Way award is now allowing admin costs. The admin costs received from the United Way is \$25,000). This will impact five team members at CAI. They will be laid off at the end of the contact.
- Skills Enhancement is also going to be ending at the end of the current contact. Skills is a small program. Due to the increase in the job market, this program has not been progressing with enrollment. No team members will be affected with the loss of this program.
- Rick noted First Choice patient counts are up from this time last year. Weatherization is almost complete with the first year of their two year contact. Weatherization is on pace to spend out. Transitional Jobs is behind at this point for spending out the contact for programming.
- **ACTION TAKEN:** Bob motioned to approve the Finance Committee Packet. Amanda second, all approved.

C. Human Resources Committee:

- Katie provided a brief overview of two new policies: Volunteer Time Off and Disaster Recovery Plan. Volunteer Time Off policy allows CAI team members to take one paid day per year to volunteer in the community. This has to be approved by management and HR. Disaster Recovery Plan outlines team member responsibilities in case of a disaster. This also outlines possible relocation and safety plans with all CAI buildings.
- Jennifer Wood noted error in HR minutes regarding her last name. This error will be corrected in the HR minutes.
- **ACTION TAKEN:** Jennifer motioned to approve HR committee packet. Amanda second, all approved.

D. Consumer Advisory Committee:

- Marc did a verbal update in regards to the Consumer Advisory Committee. The committee met and was able to update new members on programming and activities. Bob spoke about the upcoming Golf Outing fundraiser at this time. He provided updates with raffle prizes and sponsorships. He also noted how important it is for the Board members to contribute in some way to fundraising and events by attending, volunteering, or donating in some way.

5) COMMUNICATION:

A. Chair Remarks: None noted.

B. Executive Directors Report:

- Cecilia handed out a Commercial Offer to Purchase Merrill Community Center draft to all members. The day before the meeting Cecilia found out CDBG funds cannot be used for purchase due to a conflict of interest. She is waiting to hear back from the City regarding how a purchase would be impacted if the purchase is made using CAI funds. CAI may potentially still have scope of service restrictions until December 2019 under HUD. The main restriction with HUD is to ensure that CAI uses the property for the programming it was originally purchased for. The vision for MCC continues to be PREP and NRSA along with community collaboration such as Boys and Girls Club. The property value is assessed at \$261,000 with a purchase offer at \$75,000. Julie explained that there would be additional expenses at approximately \$10,000 to cover environmental phase 1 study and inspection. The board agreed it was still in the best interest of the CAI to make the purchase. The Finance committee will meet in the near future to discuss purchase funds.
- Cecilia provided the members a handout in regards to CAI's strategic planning timeline. Strategic planning begins with conducting focus group the first group will meet on May 11<sup>th</sup> and the process will end with Board review and approval at the scheduled December 13, 2017 meeting. Cecilia noted for the Board members that they are scheduled to have a focus group at the next Board meeting on June 28<sup>th</sup>.
- CAI is moving forward with exploring funding for furnishings for the Training Center.

- Several monitoring's since the last Board meeting in February. Weatherization, TLP, Shelter Plus Care, Twin Oaks, and Rapid Rehousing. Fatherhood and Transitional Jobs have also had site visits. WIOA received their monitoring report back and CAI has sent in a response. CAI has not heard from the other previous monitorings at the time of this meeting.
- **ACTION TAKEN:** Bob motioned to approve the Executive Director's report, Terry second, all approved.

6) BOD Training: Poverty 101 presented by Sara Schumacher

7) ADJOURN

- **ACTION TAKEN:** Jennifer motioned to adjourn the meeting at 11:21am. Bob second, all approved.

**NEXT MEETING: Wednesday, June 28, 2017**  
**20 Eclipse Center, Beloit**  
**Board Meeting: 8:30-10:30**