

MINUTES
BOARD OF DIRECTOR
20 Eclipse Center, Beloit, WI
October 25, 2017
8:30 a.m.

<u>Present</u>		<u>Absent</u>	<u>Staff Present</u>
Terrance Cummings	Brenda Pinson	Amy Carey	Cecilia Dever
Bob Geist	Natalie Van Sickle	Dave Godek	Lynn Jones
Mary Ann Kahl*	Jennifer Wood	Minnie Murry	Laura Laux
Alan Kupsik	Jeremy Zajac	Jason Heidenreich	Rick Lemke
Julie Lewis		Amanda Sookraj	Jennifer Perreault
			Marc Perry
			Beth Tallon

*Attended by phone

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1. CALL TO ORDER: Meeting was called to order by Julie Lewis, Board Vice-Chair.
 2. ROLL CALL: Roll was called and the above attendance was recorded.
 3. CONSENT AGENDA
 - a. Vice-Chair requested to pull all Consent Agenda Items with exception to the August meeting minutes and vote on them separately.
 - b. **ACTION REQUIRED:** Jennifer Wood motioned to accept Minutes from previous meeting, Jeremy Zajac seconded, accepted unanimously.
 4. JOINT HR/FINANCE COMMITTEE
 - a. Health Plan - Jennifer Wood explained that there will be no increase to the employees with regard to the health insurance fees nor will the plan be changing. The 3% increase will be absorbed by the agency since the past two years there have been increases and plan changes for staff.
 - b. Merit Increase – Committee recognized that Community Action needs to be competitive with regard to salaries; they are recommending a 2.5% increase to salaries effective July 2018.
 - c. **ACTION REQUIRED:** Jeremy Zajac motioned to accept the Joint HR/Finance Committees recommendations for Health Insurance and Merit Increases, Bob Geist seconded, accepted unanimously.
 5. FINANCE COMMITTEE
 - a. Staff discussed the significant deficit regarding the rentals. Most of this is due to outstanding rent and repair costs due to damages. Staff discussed the option of using CHDO funds to cover the deficit. CHDO funds however, are limited. Board members discussed using a management company to oversee these units as well as a way to lessen the burden on staff. Board requested that staff provide the pros and cons to scenarios and present it at the next Board meeting. These scenarios include: 1) Obtaining a rental management company, 2) Look at the Tenant Screening, 3) Abandon / Terminate the program after the required time limit and 4) Market to individuals transitioning out of the correctional system. Cecilia stated that she and staff will determine how many years into the 15 year HOME requirement each rental is within.
 - b. Staff discussed the CSBG budget and how it is used for programs.
 - i. **ACTION REQUIRED:** Mary Ann Kahl motioned to approve the 2018 CSBG budget as presented, Bob Geist seconded, accepted unanimously.
 6. HR COMMITTEE
 - a. Jennifer Wood explained modifications to the policies that were reviewed.
 - b. **ACTION REQUIRED:** Jeremy Zajac motioned to accept the policy changes as required, Al Kupsik seconded, accepted unanimously.
 7. GOVERNANCE COMMITTEE
 - a. Julie Lewis stated that she will review the By-Laws and Articles, send her recommendations to the board via email prior to next meeting.
 - b. Board vacancies and ways in which to reach possible future members were discussed.
 - c. **ACTION REQUIRED:** Al Kupsik motioned to accept the minutes from the Governance Committee meeting, Terry Cummings seconded, accepted unanimously.

8. EXECUTIVE COMMITTEE

- a. Julie Lewis, Vice-Chair, explained that a survey has been sent to board members and staff regarding the Executive Director's review and these are due by November 30, 2017 and will be discussed at the December board meeting.
- b. **ACTION REQUIRED:** Bob Geist motioned to accept the minutes from the Executive Committee, Jennifer Wood seconded, accepted unanimously.

9. COMMUNICATIONS

- a. President's Remarks – none given.
- b. Executive Director's Report
 - i. Mentioned the correction action that was taken with Wisconsin Management with regard to Village East, spoke about the 2017 budgets and her meeting, along with others, with Speaker Ryan in Janesville.
- c. Deputy Director's Report – mentioned that Transitional Jobs has gotten off to a slow start but should be picking up soon, Work N Wheels funding may be used in other avenues related to driving, and presented the Key Results for each program.
- d. Per Executive Director's request, Laura Laux, Director of Housing, explained how the transition of Shelter Plus Care and Transitional Living will take place.
- e. Marketing
 - i. Interviewing for the Development Manager
 - ii. Received \$5,000 donation from the Grainger Foundation for the sound treatment at the Training Center
 - iii. Wisconsin Management gave a \$7,000 sponsorship to the Ginger Bread Fundraiser
 - iv. Year end donation requests will be going out
 - v. We have recurring donors for the general fund, Aware and Twin Oaks
 - vi. Received approximately \$16,000 for Twin Oaks from a donor
- f. Contract and Monitoring
 - i. Correction on page 81 – First Choice, funder should be Title V
 - ii. Correction on page 82 – First Choice, funder should be Title V
- g. Board member, Al Kupsik, recommended presenting Community Action at the quarterly Intergovernmental Meeting.
- h. **ACTION REQUIRED:** Bob Geist motioned to accept the Executive Director's report, Al Kupsik seconded, accepted unanimously.

10. STRATEGIC PLAN

- a. **ACTION REQUIRED:** Jennifer Wood motioned to delay the approval of the Strategic Plan until December meeting, Al Kupsik seconded, accepted unanimously.

11. CSBG 2018 APPLICATION

- a. **ACTION REQUIRED:** Jeremy Zajac motioned to approve the 2018 CSBG Application as presented, Mary Ann Kahl seconded, accepted unanimously.

12. 2016 AGENCY 990

- a. **ACTION REQUIRED:** Bob Geist motioned to accept the 2016 Agency 990 as presented by the Finance Director, Rick Lemke, Terry Cummings seconded, accepted unanimously.

13. INSURANCE PROPOSAL

- a. Staff reviewed the Insurance Proposal with the board stating that they are covered under the Agency's Director's insurance.

14. PROGRAM CUSTOMER SATISFACTION SURVEY

- a. Staff will bring results with them to the December meeting.

15. HO CHUNK NATION DONATION

- a. Discussion was had between board members and staff about the pros and cons of receiving the \$10,000 donation from the Ho Chunk Nation.
- b. **ACTION REQUIRED:** Bob Geist motioned to accept the donation, Brenda Pinson seconded, Julie Lewis opposed, all others accepted.

16. ADJOURN

- a. **ACTION REQUIRED:** Jennifer Wood motioned to adjourn, Terry Cummings seconded, accepted unanimously.

NEXT MEETING: December 13, 2017, 1545 Hobbs Dr, Delavan,