

MINUTES

Wednesday, May 13, 2020
Via Zoom due to COVID-19
8:30 a.m. – Noon

Community Action Board of Directors
20 Eclipse, Beloit Pathways Center
sschumacher@community-action.org or 313-1335

Present		Absent	Staff Present
Terance Cummings	Erin Davis	Carlo Nevicosi	Lynn Jones
Bob Geist	Alan Kupsik	Minnie Murry	Marc Perry
Amy Carey	Mary Weeden	Laura Williamson	Debbie Sheldon
Tom Brien	Jennifer Wood		Laura Laux
Julie Lewis	Brenda Pinson		Sara Schumacher
Jeremy Zajac			Greg Ramirez
Amanda Sookraj			

1. WELCOME

2. CALL TO ORDER, Julie Lewis called the meeting to order at 8:32am.

3. APPROVAL OF AGENDA

MOTION: Bob Geist motioned to approve the agenda. Tom Brien seconded. All approved.

4. CONSENT AGENDA ITEMS:

- a. Board Meeting Minutes, February 26, 2020
- b. Executive Committee
 - a. Minutes, March 31, 2020
- c. Finance Committee
 - a. Minutes, April 30, 2020
 - b. Agenda

MOTION: Jeremy Zajac motioned to approve the Consent of Agenda. Julie Lewis amended the motion to include an error in the February minutes. Brenda Pinson was noted as not in attendance, while she was actually in attendance during the February meeting. Amanda Sookraj seconded Julie Lewis' amended motion. All approved.

5. COMMITTEE MEETINGS

- a. Human Resources Committee
- b. Noted minor policy edits as approved by the HR Committee
 - i. Incentive Comp B-Lingual CK Shift Differential
 - ii. Cobra
 - iii. Workers Comp

MOTION: Bob Geist motioned to approve the agenda action item of the HR committee and policies. Amanda Sookraj seconded. All approved.

6. ROCK-WALWORTH COMPRESHENSIVE FAMILY SERVICES (RWCFS)

- a. Discussion and Progress to Date
 - i. After sending out the BOD agenda and packet a meeting was held with RWCFS Head Start and Community Action (board member Amanda Sookraj was present at the meeting). It was mutually

- agreed that CAI would not write for the Head Start funding or move forward with them coming under CAI.
- ii. Both programs would like to move forward with working together on projects in the future to continue to strengthen knowledge of services and partnership.

MOTION NO LONGER NEEDED DUE TO THIS BEING RESOLVED PRIOR TO BOARD MEETING

7. COMMUNICATION

- a. Chair Remarks
 - i. Julie Lewis thanked CAI staff for all the extra work responding to COVID-19. She especially thanked the Director Team for making this as smooth as possible for the agency.
- b. Interim Executive Directors Report
 - i. COVID-19 is the current challenge.
 - ii. No staff as of this date have tested positive.
 - iii. Payroll Protection Program (PPP) loan was granted. The loan is forgivable if spent on allowable expenses within the timeframe (June 12, 2020). 75% or more to be spent on wages. 25% can be used on space, utilities. Guidance on loan continues to come out on this loan frequently. CAI continues to receive guidance from our auditors and other sources.
 - iv. WISCAP met with Community Action Directors on May 12, 2020. The CARES Act will provide funding by the end of the month to CSBG. CAI will receive an allocation of those dollars. CAI will be required to create a smaller scale needs assessment when funding is available addressing the needs due to the pandemic. CAI is expecting housing and utilities will be the largest needs within our participants and communities served.
 - v. Key Results
 1. CAI has 10 out of 15 programs operating in Walworth County at this time. CAI and the Consumer Advisory Committee will continue to discuss how to increase awareness and participation of programming in Walworth County.
 2. Once the stay-at-home order is lifted, programming such as Fatherhood and Fresh Start will need to be redesigned to accommodate the 6 feet social distancing.
 3. Fresh Start Youthbuild was highlighted last night for their efforts with distance learning. 30 of 31 youth will be graduating with their high school diplomas (97%).
 - vi. Weatherization/Quality Assurance Plan
 1. Laura Laux reviewed the concerns noted during the monitoring.
 2. Weatherization subcontractors have been working through September for audit capacity.
 3. PPE is starting to be obtained for staff for returning.
 4. Projection for spend out is on target at this time.
- c. Interim Deputy Director Report
 - i. City of Beloit is providing CAI additional funding to provide rental, utility and food assistance to participants.
 - ii. Laura Laux and Marc Perry met with City of Janesville recently to propose a similar request of funding as COB provided.
 - iii. CAI has received several smaller grants as COVID-19 response funding.
 - iv. Summer Youth program planning is currently underway to be able to offer some sort of summer programming for a positive outlet youth. Group size and spacing is all being considered in the planning process.
 - v. Marc Perry will provide a Strategic Plan timeline in June for the Board to approve. Our current Strategic Plan ends this calendar year.
 - vi. Merrill Community Center received the bid for renovations. The COB is funding the renovations.
- d. Fund Development
 - i. Continuous donations for AWARE and Twin Oaks through the pandemic.
 - ii. Social media continues to be very active.
- e. Contract Update
 - i. Fast turnaround on COVID-19 requests
- f. Monitoring Report
 - i. Cited Weatherization monitoring from the Interim Executive Director report

MOTION: Bob Geist motioned to approve communication reports. Brenda Pinson seconded. All approved.

8. ROMA BOARD TRAINING:

- a. ROMA/CSBG Standards
 - i. Video training developed by state
 - ii. 15 minute YouTube Link: <https://youtu.be/ph2pCwfu5z8>
- b. Julie Lewis requested a deadline of May 31, 2020 to have viewed video. Provide an email to Sara Schumacher confirming you have watched the ROMA/CSBG Standards.

NO MOTION NEEDED

9. ADJOURN

- a. Julie Lewis motioned to adjourn the BOD meeting at 9:19am. Jeremy Zajac seconded. All approved.

10. Convene to Closed Session (Executive Director Selection Process)

- a. CAI staff members left the Zoom meeting. They ended all calls.
- b. Julie Lewis called the Closed Session to order with Board members only at 9:24am. (recorded by Amanda Sookraj).
- c. Present on Zoom call: (documented by Amanda Sookraj)
 - i. Julie Lewis, Amanda Sookraj, Terry Cummings, Bob Geist, Jeremy Zajac, Jennifer Wood, Erin Davis, Amy Carey, Mary Weeden, Tom Brien, Brenda Pinson, and Alan Kupsik.
- d. Julie Lewis adjourned closed session at 9:40am. Amanda Sookraj seconded. All approved. (Recorded by Amanda Sookraj).

Next Meeting: Wednesday, June 24, 2020
Training Center Gym
27 Eclipse Center, Beloit, WI
8:30am-10:30am

NOTE: Due to COVID-19, Board of Directors meeting scheduled for April 22 was rescheduled for May 13 via Zoom at Beloit Pathways.

