

# MINUTES

Wednesday, October 28, 2020  
8:30 a.m. – 10:30 p.m.  
Community Action Board of Directors  
Virtual Meeting via Zoom

PRESENT		ABSENT	STAFF PRESENT
Terry Cummings	Jacob McHugh	Carlo Nevicosi	Marc Perry
Amy Carey	Jen O'Connell	Shannon Oestreich	Lynn Jones
Renee Johnson	Mary Weeden	Julie Lewis	Debbie Sheldon
Tom Brien		Jeremy Zajac	Beth Tallon
Mary Ramirez		Alan Kupsik	Elizabeth Knapp-Spooner
Erin Davis			
Nicole Purdy			Laura Laux
Amanda Sookraj			Sara Schumacher
Brenda Pinson			Keith Survillas

\*Meeting conducted on Zoom due to Covid-19

1. WELCOME
  2. CALL TO ORDER Amanda called meeting to order at 8:31am.
  3. APPROVAL OF AGENDA  
**MOTION: Brenda Pinson motions to approve agenda. Erin Davis second. All approved.**
  4. ELECTION OF NEW BOARD MEMBERS
    - Mary Ramirez, Walworth County Consumer
      - Mary is replacing vacancy of Bob Geist, WC Consumer.
      - Mary is a previous participant who was homeless and utilized Twin Oaks Shelter programming.**MOTION: Jacob McHugh motions to approve Mary Ramirez for new board position at Walworth County Consumer. Brenda Pinson second. All approved.**
  5. CONSENT AGENDA ITEMS
    - Amanda Sookraj requested to pull the Finance Committee packet to highlight policies.**MOTION: Erin Davis motioned to approve the consent agenda with modification of pulling the Finance committee packet. Jen O'Connell second. All approved.**
- A. Board Meeting Minutes, August 26, 2020
- a. **NOTE:** At the end of the minutes, it states next meeting date is August 26, 2020. This is an error and the correction is next meeting date is October 28, 2020.

B. Finance Committee

- a. Committee members did vote on approval of updates of finance policies.

**MOTION: Brenda Pinson motioned to approve the Finance minutes as presented. Terry Cummings second. All approved.**

5. 2021 CSBG Application

**MOTION: Jacob McHugh motioned to approve the 2021 CSBG application. Terry Cummings second. All approved.**

6. Annual Impact Report

- Highlights stories and successes throughout the agency.
- Provides a snap shot of the successes.
- ROI to funding sources and donors.

**MOTION: Erin Davis motioned to approve 2019 Annual Report. Terry Cummings second. All approved.**

7. Twin Oaks Committee Update

- Assessment of the current property.
- Cost of assessment is maximum of \$1,200
- Provide a much more expertise view of the overview of property.
- Assessment deadline is second week of November 2020
- Next meeting after the assessment is completed.
- If CAI moved further with a larger site, Twin Oaks would need to hire approximately 4-5 additional staff.
- The building is owned out right by CAI.

**UPDATE ONLY**

8. COMMUNICATION

A. Chair Remarks

- i. Amanda Sookraj will be working with Keith Survillas on the annual ED review process.

B. Executive Directors Report

- i. Ongoing IT upgrades throughout the agency
- ii. Engagement with School District of Beloit continues to go well and continue to find different opportunities to work together.
- iii. Marc Perry introduced Keith Survillas, HR Manager.
- iv. Marc Perry was approached by the State Department of Administration to join the Racial Equity Workgroup.
- v. COVID-19 update: continues to change daily. Director team is discussing what to do over the holidays; how are we going to handle the holiday season while people want to get together with family and friends.
- vi. First Choice related update: State of Wisconsin Department of Health Services did an audit of all Title X funded clinics in 2017. The auditors came back to ask for reimbursement of a perceived overpayment in 2016. CAI contested the overpayment, stating that the reimbursement was based on a previously negotiated rate. This has been reconciled as last week. CAI has dropped the litigation contesting the reimbursement claim as the State of Wisconsin has

agreed to zero out the reimbursement claim. The State is closing the case with no CAI reimbursement charges.

#### C. Deputy Director Report

- i. Cultural, Diversity and Inclusion trainings continue.
- ii. Community Kids enrollment continues; parents' and guardians hours have been changing; therefore, the hours of children needing care are down (due to COVID).
- iii. Fresh Start, enrollment is at 31. Broke ground in Whitewater on the construction.
- iv. Merrill Community Center
  1. Purchased kindles for the Senior Programming
  2. Youth programming and PREP—continue to work out agreements and curriculum.
- v. Transitional Jobs has a new partnership with the City of Beloit. Transitional Jobs has 6 participants working with the COB.
- vi. WRAP has served approximately 700 households.
- vii. Fresh Start's funding for the next cycle has not been released from the federal level yet. Typically funding announcement is released in the summer. Award is typically provided in the December. (Department of Labor at the federal level). Current grant funds are completed by the end of this calendar year. Other funds will be used to stretch through until June 2020. CAI is planning is used to \$40,000 of CSBG for this program.

#### D. Fund Development Report

- i. AWARE holiday appeal mailer is being dropped off at the mailing house today.
- ii. Twin Oaks holiday appeal mailer is going to the printer today. Being sent to 8,000 households in Walworth County.
- iii. Drive thru Gingerbread-\$10,000 in sponsorships. Tickets will go on sale after Halloween.
- iv. Twin Oaks Reverse Advent Calendar, very popular.
- v. United Way workplace campaign is moving to an e-pledge system.

#### E. Contract Update

- i. Extra funding due to COVID
  1. Janesville, Housing Stabilization Program. This is for Janesville residents only to provide prevention of eviction.
  2. Beloit, Prevention and Emergency Food Resources. This is for City of Beloit residents only.
  3. Prevention/Hotel Voucher funds. CAI is the subgrantee from YWCA. Funding is providing eviction prevention and hotel vouchers (hotel vouchers will be in Walworth County only at this time). This funding also will be providing an additional two case managers.
- ii. Received CACFP funding for Community Kids.
- iii. Administration of Children and Families notified CAI the application for FIRE (Fatherhood) was declined.
- iv. Weatherization contract from DECHR was extended to spend out by 09/30/2020. This contract was spent out.

F. Monitoring Report

- i. Reviewed the Department of Labor response to monitoring of Fresh Start. The two findings have been resolved and closed.
- ii. CAI has not received a response from FSET/SWWDB Fatherhood monitoring. Monitoring was in August 31.

**MOTION: Erin Davis approved the Communication reports as presented. Amy Carey second. All approved.**

9. BOARD EDUCATION/TRAINING: Presentation of 2021-2023 Strategic Plan Draft and ROMA Orientation

- Agency Planning Process
  - i. Planning cycle based on Results Oriented Management and Accountability (ROMA). CAI does this on a three-year cycle. This is streamlined within our Community Needs Assessment.
  - ii. Marc Perry reviewed ROMA goals.
  - iii. Developing the community needs assessment. In addition to community needs assessment CAI does focus groups and gather's information from other data from federal, state, and local sources.
  - iv. Prioritization of needs will be brought to the Board to determine the strategic plan for the next three years.
  - v. The results will also assist CAI will programming framework.

**NO ACTION NEEDED**

10. ADJOURN: Erin Davis motioned to adjourn meeting at 10:39am. Nicole Purdy second. All approved.

**Next Meeting:**  
**Wednesday, December 16, 2020**  
**Virtual Meeting**  
**8:30 a.m. - 10:30 a.m.**