

MINUTES
BOARD OF DIRECTOR
600 Henry Ave, Beloit, WI 53511
October 26, 2011
8:30 a.m.

| <u>Present</u> | | <u>Absent</u> | <u>Staff</u> |
|-----------------|----------------|--------------------|--------------------|
| Kim Capstick | Linda Seemeyer | Royce DeBow | Lisa Furseth |
| Sheila DeForest | Gary Seidel | Nancy Forbeck | Traci Rogers |
| Travis Egan | Penny Sonheim | Jana Vegge | Marc Perry |
| Bob Fizzell | Joe Stadelman | Jim Joiner | Lynn Jones |
| Michael Gensler | Dale Thorpe | Anna Marie Johnson | Jennifer Perreault |
| | | | Sara Yule |

1. CONSENT AGENDA ITEMS

- The agenda was modified to add “Approval of the 2012 CSBG application” to the agenda. The item was added under (2) Executive Director’s Report.
- Board member, Sheila DeForest, requested that the Termination Policy be pulled for clarification

ACTION: Fred Yoss motioned to approve the Consent Agenda, minus the Termination Policy, Gary Seidel seconded, accepted unanimously.

- Sheila asked for details regarding the Exit Interviews. Traci Rogers assured her that there is an attempt to conduct an exit interview with each staff member who voluntarily resigns; feedback is given to directors and managers for training purposes and to assist in enhancing policy and procedures.

ACTION: Joe Stadelman motioned to accept the Termination Policy, Gary Seidel seconded, accepted unanimously.

2. COMMUNICATION

- Chair Remarks
 - Travis Egan recognized the service of resigning board member Michael Gensler (present) and acknowledged the resignation of Jim Joiner and Anna Marie Johnson (both absent)
 - Travis brought attention to the Board Attendance policy and encouraged each member to review.

- Executive Directors Report
 - Monitoring Report summary was handed out and reviewed. Staff will ask the Planning and Evaluation Committee to consider and review prior to the next Board meeting.

ACTION: Sheila DeForest motioned to accept the Executive Director’s report, Mike Gensler seconded, accepted unanimously.

- The Board received an overview of the CSBG application for 2012 including the proposed allocation of funds and ROMA measures. Staff noted that some budget figures may be adjusted after the CAI budget process.

ACTION: Linda Seemeyer motioned to accept the CSBG application for submission, Bob Fizzell seconded, accepted unanimously.

3. Finance Committee - Gary Seidel

- South East Housing Corporation (Assignment of Mortgages)
 - Community Action has been asked to accept the assignment of mortgages from South East Housing Corporation ; we would have silent mortgages so when person sells or property changes ownership funds are repaid and classified as program income. Program income/proceeds are then re-used for eligible housing related activities. Transactions would be managed by fiscal staff and workload impact is expected to be minimal. The Board discussed having the contract with the State reviewed by legal counsel with no formal recommendation on the issue.
ACTION: Joe Stadelman motioned to approve the assignment of mortgages held by South East Housing Corporation, Fred Yoss seconded, accepted unanimously.
- Approval of 3rd quarter financial statements
ACTION: Mike Gensler motioned to accept 3rd Qtr financials, Linda Seemeyer seconded, accepted unanimously.

4. PLANNING AND EVALUATION COMMITTEE

Staff presented an overview of the proposed 2012-2015 Strategic Plan. There was some discussion about the level of detail in the plan with members wanted to ensure that strategies are fully developed in areas such as staff development and retention. Staff clarified that those details would be articulated in annual work plans that flow from the plan. Questions were raised regarding cultural competency and staff confirmed that ongoing development in this area would be a priority with staff. Additional discussion focused on the delivery of services in Walworth County including a focus on reaching sufficient Walworth County consumers related to the measure of “moving 100 individuals to self-reliance”.

ACTION: Fred Yoss motioned to approve the Strategic Plan as presented, Kim Capstick seconded, accepted unanimously.

5. 2012 PRIORITIES – Discussion Only

Staff presented an overview of budget priorities and anticipated work plan objectives for 2012.

6. BOARD EDUCATION – SKILLS ENHANCEMENT

Lynn Jones, Director of Employment and Training and Sara Yule, Skills Enhancement Coordinator presented an overview of the Skills Enhancement Program for the Board.

7. ADJOURN - **Joe Stadelman motioned to adjourn, Sheila DeForest seconded, accepted unanimously.**

Next Meeting: January 25, 2012, 1545 Hobbs Dr., Delavan, WI, 8:30 a.m.