

MINUTES
BOARD OF DIRECTOR
Wednesday, August 29, 2012
8:30 a.m. – 10:30 a.m.
Community Action, Inc.
1545 Hobbs Dr, Delavan, WI

<u>Present</u>		<u>Absent</u>	<u>Guests</u>	<u>Staff</u>
Royce DeBow	Gary Seidel	Kim Capstick	Jean Christensen	Lisa Furseth
Travis Egan	Penny Sonheim	Sam Leibert		Traci Rogers
Nancy Forbeck	Mark Spreitzer	Nino Cruz		Jennifer Perreault
Jason Heidenreich	Shirley Williams	Dale Thorpe		Debbie Keller
Linda Seemeyer		Jana Vegge		Marc Perry
		Fred Yoss		Mary Sue Reutebuch

1. CALL TO ORDER - Chair called the meeting to order and the above attendance was recorded.
2. WELCOME - Members introduced themselves to our new board members.
3. MODIFICATION OF AGENDA - Chair requested that the following two items be added to the agenda following Executive Director's report:
 - Discussion and approval for funding of a new roof on the Delavan building
 - Authorization from the board for the Executive Committee to review the 2013 CSBG application.**ACTION: Gary Seidel motioned to add the two items above to the agenda, Travis Egan seconded, accepted unanimously.**
4. CONSENT AGENDA ITEMS
 - Approval of Agenda
 - Minutes, June 2012
 - Finance Committee
 - Minutes, August 16, 2012
 - 2nd Quarter Financials**ACTION: Travis Egan motioned to approve the Consent Agenda as submitted, Linda Seemeyer seconded, accepted unanimously.**
5. 2011 AUDIT PRESENTATION - Jean Christensen, WIPFLI, presented 2011 Audit. There were no findings in the past three years; makes CAI a low risk auditee. A management letter was issued recommending additional controls related to reconciliation of housing account. Over all, the CAI staff did an excellent job in preparing the audit and providing information as requested. CAI continues to have a strong financial position.
ACTION: Gary Seidel motioned to approve 2011 Audit, Mark Spreitzer seconded, accepted unanimously.
6. COMMUNICATION
 - Chair Remarks - Royce DeBow, Chair, encouraged:
 - Board members to attend the 2012 Gala that will be held at the Lake Lawn Resort in Delavan. If you have any questions, please contact Marc Perry at 608-755-2470.
 - RSVP for board and committee meetings so that we are sure to have a quorum.
 - TOS received \$25,000 from WHEDA and will be used for ADA upgrades in the shelter. Check presentation was held at TOS following the board meeting.
 - Executive Directors Report
 - Executive Director acknowledged an incorrect date was given for the event with Department of Energy; it should be **September 27th**, and not August 27th.

- Also on September 27th, we will be hosting Secretaries of the Department of Children and Families and Department of Workforce Development to discuss innovative programming to address hard to employ individuals.
- HOME dollars - This is a federal program and our most flexible dollars to use. There are potential reshuffling of funds coming to Community Action due to ensure the consortium meets contract deadlines. HOME funds that come to Rock County are received from the federal government where as Walworth County receives their HOME funds from the State. There is an automatic formula-based allocation that is shared by City of Janesville, City of Beloit, Rock County, Neighborhood Services (NHS) and Community Action (CAI). There is a specific percentage that is given to NHS and CAI that is absolute and these are the funds that are being reshuffled.

ACTION: Travis Egan motioned to approve the Executive Directors Report, Penny Sonheim seconded, accepted unanimously.

7. DELAVAN ROOF - staff requested \$30,275 be made available to replace the roof on our Delavan facility this September.

ACTION: Linda Seemeyer motioned to approve the funding for replacing the roof on our Delavan office, Shirley Williams seconded, accepted unanimously.

8. EXECUTIVE COMMITTEE REVIEW OF THE 2013 CSBG APPLICATION - Staff requested that the Board approve the Executive Committee to review the 2013 CSBG application with the intention of bringing the information back to the Board at the next meeting.

ACTION: Travis Egan motioned that the Executive Committee be granted authority to review the 2013 CSBG grant application on behalf of the Board of Directors with the understanding that the information will be brought back to the full Board at the next meeting, Penny Sonheim seconded, accepted unanimously.

9. BOARD EDUCATION -- Executive Director gave a presentation of the YoungStar program and how it can be leveraged to benefit Community Kids. The main focus for increasing ratings will begin with Janesville and then other sites brought on in the future.

10. ADJOURN

Next Meeting: October 31, 2012, 600 Henry Ave, Beloit, WI, 8:30 a.m.