

MINUTES
BOARD OF DIRECTOR
June 26, 2013
8:30 a.m. – 12:00 p.m.
Community Action, Inc.
20 Eclipse Center, Beloit, WI 53511

<u>Present</u>		<u>Absent</u>	<u>Staff</u>
Kim Capstick	Minnie Murry	Nino Cruz	Lisa Furseth
Royce DeBow	Brenda Pinson	Jennifer Wood	Traci Rogers
Travis Egan	Penny Sonheim	Shirley Williams	Jennifer Perreault
Nancy Forbeck	Mark Spreitzer	Jana Vegge	Marc Perry
Jason Heidenreich	Dale Thorpe	Fred Yoss	Lynn Jones
Julie Lewis	Linda Seemeyer		John Ramstad
			Donna Hays
			Jennifer Webb
			Becky Hayd

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1. CALL TO ORDER - Meeting was called to order by the Chair and the above attendance was taken.
 2. COMMUNICATION – Chair gave an overview of where Community Action, Inc. is currently and what to expect in our future.
 3. EXECUTIVE COMMITTEE RECOMMENDATION – EXECUTIVE DIRECTOR CONTRACT. The Board of Directors may move to convene in closed session to discuss the Executive Director Contract scheduled to expire on December 31, 2013.

ACTION TAKEN: Travis Egan motioned to go to a closed session for discussing Executive Director’s contract, Mark Spreitzer seconded, accepted unanimously.

- Closed Session (Minutes recorded by Board Member, Travis Egan)
 - Several member voiced concern about Lisa going to .75 FTE. Dale voiced that we actively seek a Deputy Director as quickly as possible. Dale had concerns about having the funds to pay for a Deputy Director. Several Board members recommended that an Executive search firm be engaged. Nancy Forbeck and Mark Spreitzer felt that the Board should be actively involved in the hiring of the Deputy Director.

ACTION TAKEN: Travis Egan motioned to end the closed session, Kim Capstick seconded, accepted unanimously. The Board of Directors reconvened in open session.

ACTION TAKEN: Linda Seemeyer motioned that Board approve the recommendation of the Executive Committee with the following amendment: The Executive Director will bring a search firm to the Executive Committee for approval either through Request for Proposal (RFP) or by Lisa’s selection, Jason Heidenreich seconded, accepted unanimously.

Note: The original motion of the Executive Committee states:

- *As of January 1, 2014 Lisa will go to .75FTE with a one year contract with mutual option to renew or renegotiate for additional years or to return to full-time.*
- *Succession plan needs to be approved to include a Deputy Director position that should be on board 1/1/14 or preferably sooner (11/1/13). This should be accomplished without increasing the current deficit in Administration.*

4. CONSENT AGENDA ITEMS

- Linda Seemeyer requested that the Furlough policy be removed from the Consent Agenda.

ACTION TAKEN: Travis Egan motioned to accept the modified Consent Agenda, Minnie Murry seconded, accepted unanimously.

- Furlough Policy - Linda requested that language be added requiring the Board to be notified when furloughs have been invoked. The following language was added to the end of the second paragraph:
“Board notification is required in any circumstances where furlough is involved.”

ACTION TAKEN: Linda Seemeyer motioned to accept the modified language of the Furlough policy, Travis Egan seconded, accepted unanimously.

5. EXECUTIVE DIRECTORS REPORT

- Lisa thanked all those who provided individuals to be sounding boards while moving through the Admin restructuring.
- HUD-SHP will change in the upcoming contract period; we will be using subcontractors but rather bringing everything in house. This will allow us different opportunities in Walworth County. Please apprise Lisa of any concern that may be heard in the community regarding this.
- Beloit School District will be taking the P4K to a full day which may affect Community Kids Wrap Around.

ACTION TAKEN: Travis Egan motioned to accept the Executive Director’s report, Mark Spreitzer seconded, accepted unanimously.

6. GOVERNANCE COMMITTEE

- Modification to the By Laws

ACTION TAKEN: Nancy Forbeck motioned to accept modification to the By-Laws as presented, Kim Capstick seconded, accepted unanimously.

- **Election of Officers - Approve the recommended slate of officers for 2013-2014**

Chair – Royce Debow (year 2 of 2 year term)

Chair Elect/1st Vice-Chair – Nancy Forbeck

2nd Vice Chair – Jennifer (Griffith) Wood

Secretary/Treasurer – Linda Seemeyer

At Large – Penny Sonheim

ACTION TAKEN: Travis Egan motioned to accept the slate of officers as presented, Minnie Murry seconded, accepted unanimously.

- **Election of Directors**

Travis Egan – 1 year term expiring June 2014 (due to term limit) – Walworth Private

Kim Capstick – 3rd, 2 year term expiring June 2015 – Rock Consumer

Jana Vegge – 3rd, 2 year term expiring June 2015 – Rock Consumer

Shirley Williams – 2nd, 2 year term expiring June 2015 – Rock Private

ACTION TAKEN: Linda Seemeyer motioned to accept the election of Directors as presented, Nancy Forbeck seconded, accepted unanimously.

7. BOARD EDUCATION & DISCUSSION – Panel Presentation, Department Directors – Agency Assessment Action Step Updates

8. ADJOURN

Next Meeting: August 28, 2013, 1545 Hobbs Drive, Delavan