

MINUTES
BOARD OF DIRECTOR
August 28, 2013
8:00 a.m. – 11:00 a.m.
Community Action, Inc.
1545 Hobbs Dr, Delavan, WI

<u>Present</u>		<u>Absent</u>	<u>Staff</u>
Kim Capstick	Penny Sonheim	Travis Egan	Lisa Furseth
Royce DeBow	Mark Spreitzer	Minnie Murry	Traci Rogers
Nancy Forbeck	Jana Vegge	Linda Seemeyer	Jennifer Perreault
Jason Heidenreich	Jennifer Wood		Marc Perry
Julie Lewis	Fred Yoss		Debbie Keller
Brenda Pinson			

1. CALL TO ORDER - Meeting was called to order and the above attendance was taken.
2. FINANCE COMMITTEE
ACTION TAKEN: Julie Lewis motioned to move the audit presentation to the beginning of the meeting for the benefit of the auditor, Jennifer Wood seconded, accepted unanimously.
 - Jean Christensen presented the 2012 audit; indicated that there were no findings, no management letter recommendations and Community Action is in excellent financial condition.**ACTION TAKEN: Nancy Forbeck motioned to accept 2012 Audit as presented, Penny Sonheim seconded, accepted unanimously.**
3. CONSENT AGENDA ITEMS
ACTION TAKEN: Fred Yoss motioned to accept the consent agenda, Julie Lewis seconded, accepted unanimously.
4. COMMUNICATION
 - Chair Remarks
 - Chair recognized resignations of the following board members: Nino Cruz, Shirley Williams and Dale Thorpe.
 - Highlighted openings within the board as follows: Private (Rock County), Private and Consumer (Walworth County). Skill area to cultivate for at least one of these positions, if possible, is an accountant.
 - Executive Directors Report
ACTION TAKEN: Jennifer Wood motioned to accept the Executive Director's report, Mark Spreitzer seconded, accepted unanimously.
5. PLANNING AND EVALUATION COMMITTEE
 - Marc Perry, Director of Planning and Development, presented the 2013 Needs Assessment. Board recommended that this information should be shared with elective government and/or key community leaders (i.e. Rock County 5.0, Rotary Club, Health Systems, Homeless Continuums, pull focus groups together from consumers and/or participants)
ACTION TAKEN: Julie Lewis asked to modify the assessment by adding a slide indicating what the current programs are doing to address the issues, Jana Vegge requested that corrections be made to page 18 by adding that the sexually transmitted infections rate is 100,000, Fred Yoss motioned to approve amendments, seconded by Nancy Forbeck, Kim Capstick motioned to accept the 2013 Needs Assessment with the amendments, Brenda Pinson seconded, accepted unanimously.

6. EXECUTIVE COMMITTEE

- Closed Session

- **ACTION TAKEN:** Julie Lewis motioned that the Board members go into close session with staff members Lisa Furseth (Executive Director) and Jennifer Perreault (Administrative Assistant) in attendance, Nancy Forbeck seconded, accepted unanimously.

ACTION TAKEN: Fred Yoss motioned to approve Executive Committee recommendations as noted below, Nancy Forbeck seconded, accepted unanimously.

The Executive Committee recommends (1) approval of the Transition Plan integrating the position of Deputy Director/Chief Operating Officer (Recommended Plan) (2) extension of a contract to Lisa Furseth for a period of up to 2 years (ending December 2015) with a 90-day termination clause by either party; contract will be full-time for the first 6 months and .75 FTE for up to 18 months. (3) Staff will initiate an agency led search, however, the committee recommends directing staff to contract with a search firm if strong candidate(s) are not identified after 45 days. Linda Seemeyer seconded. Consensus approval.

7. ADJOURN

Next Meeting: October 30, 2013, 20 Eclipse Center, Beloit