

MINUTES
BOARD OF DIRECTOR
Wednesday, April 30, 2014
8:30 a.m. – 11:00 a.m.
Community Action Board of Directors
1545 Hobbs Dr, Delavan, WI

<u>Present</u>		<u>Absent</u>	<u>Staff</u>	
Kim Capstick	Penny Sonheim	Nancy Forbeck	Lisa Furseth	John Ramstad
Royce DeBow	Amanda Sookraj	Dave Godek	Cecilia Dever	Gary Wagner
Travis Egan	Mark Spreitzer	Minnie Murry	Traci Scherck	Donna Hays
Jason Heidenreich	Jana Vegge		Lynn Jones	
Julie Lewis	Jennifer Wood		Marc Perry	<u>Guest Speakers</u>
Brenda Pinson	Jeremy Zajac		Jennifer Perreault	Candelaria Diaz
Linda Seemeyer				Ike Lee

1. WELCOME

2. CALL TO ORDER

3. CONFIRMING OF NEW BOARD MEMBER

- **ACTION TAKEN: Travis Egan motioned to accept the appointment of Jeremy Zajac, Rock County Board representative to the Board of Directors, Jason Heidenreich seconded, accepted unanimously.**

4. YOUTHBUILD CONFERENCE REPORT – IKE LEE & CANDELARIA DIAZ

- Americorp Members / Program Assistants Ike Lee and Candelaria Diaz gave a presentation regarding their recent trip to Washington, D.C. to participate in Americorps' national convention. They expressed their appreciation to the Board for the opportunity and look forward to how they can bring back what they learned and apply it to Community Action's Fresh Start program.

5. STAFF RECOGNITION – DONNA HAYS RETIREMENT

6. CONSENT AGENDA ITEMS

- Members of the Board requested that the following items be pulled from the Consent Agenda:
 - Performance Appraisal/Merit Increase for 2014
 - Code of Conduct
 - Drug Free Substance Abuse
 - Cultural Competency
 - Merrill Housing Project; Budget Revision
 - Community Kids – BASE / Wrap Around recommendation

ACTION TAKEN: Travis Egan motioned to accept the Consent Agenda as presented minus the items listed above, Penny Sonheim seconded, accepted unanimously.

- Individual Motions for the following: ○ Performance Appraisal/Merit Increase for 2014 – Board members asked for clarification on the percentage of increase and how it applied to the “lowest wage.” Members were assured that lower wage staff do not receive a lower merit increase.

ACTION TAKEN: Travis Egan motioned to accept the Performance Appraisal/Merit Increase for 2014 as presented, Julie Lewis seconded, accepted unanimously.

- Code of Conduct – Board member asked that we reinstate the term “sexual orientation” back into the first sentence under Equal Opportunity and Diversity.

ACTION TAKEN: Jeremy Zajac motioned to approve the Code of Conduct policy with the modification presented, Kim Capstick seconded, accepted unanimously.

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- Drug Free Substance Abuse – Board member wanted to have a more in depth conversation regarding the policy on marijuana use and the message that Community Action gives to staff and potential employees. Do we need to have zero tolerance or allow room for management to make decisions based on individual cases? Some members would like to see scientific information on what is tested and what level is considered intoxication.

ACTION TAKEN: Julie Lewis motioned to accept the policy as presented at this time with an expectation for additional review by staff and the HR committee in the coming months. Mark Spreitzer seconded, accepted unanimously. ○ Cultural Competency – Board member requested that “sexual orientation” be added back into the list in the third paragraph.

ACTION TAKEN: Mark Spreitzer motioned to accept the policy with the above modification, Jeremy Zajac seconded, accepted unanimously.

- Merrill Housing Project; Budget Revision – staff is requesting is requesting the following: 1) a modification to the project budget as presented, 2) an increase of \$11,000 from HOME funds to cover project costs, 3) increase \$10,000 in reserve that will allow for more down payment assistance if necessary

ACTION TAKEN: Jason Heidenreich motioned to accept the increases as stated above, Brenda Pinson seconded, accepted unanimously. ○ Community Kids BASE and Wrap Around – Staff is recommending the following actions be taken regarding Community Kids BASE and Wrap Around: 1) close school age programs in Delavan at the end of the year if staff deems it is financially necessary and 2) discontinue Beloit Wrap Around.

Budgets will shrink and there will be layoffs due to these actions.

ACTION TAKEN: Travis Egan motioned to cease operations in Delavan if staff deems it is no longer viable and to cease operations of Beloit Wrap around at the end of the year, Penny seconded, accepted unanimously.

7. COMMUNICATION

- Chair Remarks

- Executive Directors Report ○ Lisa acknowledged Marc Perry’s leadership in hosting a successful STI clinic at the Pathways Center; 25 individuals were seen which 22 were new to First Choice.

- First Choice has dramatically seen an unexpected decrease in volume of patients since the beginning of 2014. Deputy Director stated that staff is moving into being proactive and reaching out to new patients through various avenues.

ACTION TAKEN: Travis Egan motioned to approve the Executive Directors Report as presented, Julie Lewis seconded, accepted unanimously.

8. FINANCE COMMITTEE

- Borrowing Resolution to Extend the Line of Credit with BMO Harris Bank for 14 months. Terms as presented previously (\$600,000, 30-day LIBOR+3.5%, monthly interest, collateralized by the buildings at 1545 Hobbs Drive, Delavan and 2230-2260 Center Avenue Janesville)

ACTION: Mark Spreitzer motioned to approve Borrowing Resolution as presented with an electronic vote to take place if terms are modified prior to closing, Amanda Sookraj seconded, accepted unanimously.

9. PLANNING AND EVALUATION COMMITTEE

- Due to length of meeting, Planning and Evaluation committee presentation will be deferred to board meeting in June 2014.

10. ADJOURN

ACTION TAKEN: Julie Lewis motioned to adjourn, Jennifer Wood seconded, accepted unanimously.

Next Meeting: BOD Annual Meeting, June 25, 2014, 8:30 a.m. Location TBD