

MINUTES

Wednesday, August 23, 2023
8:30 a.m. – 10:30 a.m.
Community Action Board of Directors
Community Action Pathways Center
20 Eclipse Center Beloit, WI 53511

<u>Members Present</u>	<u>Members Present</u>	<u>Members Absent</u>	<u>Staff Present</u>
Jen O'Connell	Diane Green	Nicole Purdy	Marc Perry
Shannon Oestreich	Sara Nichols	Amy Carey	Laura Laux
Mary Ramirez	Bill Wilson	Carlo Nevicosi	Elizabeth Knapp-Spooner
Mary Weeden	Tiffany Garrison-Stanley	Ryan Schroeder	Meghan Schumacher
Tara Semenchuk	Jacob McHugh		Nikia Morton
Ryan Schneider	Kelsey McCarthy		Kitty Rounds
Renee Johnson			Erick West
Kathy Schulz			

1. WELCOME
2. CALL TO ORDER – Jen O'Connell
3. APPROVAL OF AGENDA

ACTION: Bill Wilson motioned to approve the agenda. Kathy Schulz seconded. All approved.

4. NEW BOARD MEMBER
 - a. Officer Ryan Schneider, City of Milton -Rock County Public (Replacing Al Hulick)
Ryan shared a brief introduction of himself and is excited for the opportunity.
Motion to approve Officer Ryan Schneider by Bill, 2nd Jacob, all in favor.

ACTION: Bill Wilson motioned to approve new board member, Ryan Schneider. Jacob McHugh seconded. All approved.

5. CONSENT AGENDA ITEMS
 - A. Board Meeting
 - a. Minutes, June 28, 2023
 - B. Consumer Advisory Committee
 - a. Minutes, August 7, 2023
 - C. Finance Committee
 - a. Minutes, August 10, 2023

ACTION: Mary Ramirez motioned to approve the consent agenda. Kathy Schulz seconded. All approved.

6. 2022 CAI AUDIT PRESENTATION (NO ACTION REQUIRED)
 - a. WIPFLI LLP – Mike Weber presented 2022 financial audit, which includes reviews of all four senior rental properties; Beloit, Evansville and Delavan.
 - b. Thank you to staff for providing all information requested timely for the audit review,
 - c. Presentation – power point available
 - d. No findings in the audit.

NO ACTION NEEDED. AUDIT WAS VOTED ON ALREADY. THIS WAS JUST A PRESENTATION.

7. 1312 Nelson, Beloit, WI
 - a. Discussion: Laura Laux notified the Board that the property is near completion and will be listed in the next few weeks. A final sale price has not yet been determined. Information will be made available to prospective buyers that down payment assistance may be available through NeighborWorks Blackhawk Region.

ACTION: Bill Wilson motioned to approve the sale of 1312 Nelson, Beloit, Wisconsin based on current market analysis between \$130,000-\$190,000. Renee Johnson seconded. All approved.

8. COMMUNICATION
 - A. Chair Remarks
 - B. Executive Directors Report
 - i. Deputy Director Report
 1. Fresh Start programming and success.
 2. In advance of the next meeting staff will provide a summary of data specific to Fresh Start goal attainment including follow up success.
 3. Highlighted mental toughness scheduled to end the week of August 28th where 40 students will be accepted into the program.
 4. Shared our focus on academics the first half of the year to ensure our students complete their high school diploma requirements.
 5. Briefly discussed our partnership with the Workforce Innovation and Opportunity Act (WIOA).
 6. Highlighted the career fair that took place this past spring and others were encouraged to join or to participate/observe in other FS events. A calendar of events will be shared with monthly reports going forward.
 - ii. Housing/Housing Development Report
 - iii. Fund Development Report
 1. Erick West is leaving CAI for an opportunity with Beloit College.
 2. The agency has been increasing its visibility by participating and attending more community outreach events.
 3. Media coverage shared – UWBR, TOP, new board members,

- 4. Twin Oaks – in discussions with landowner for new shelter site however no further information available at this time.
- iv. Contract Updates
- v. Monitoring Reports

ACTION: Sara Nichols motioned to approve Executive Director's reports. Mary Ramirez seconded. All approved.

9. CAI RISK ASSESSMENT

- a. Marc was able to use the same tool used to complete the 2021 Risk Assessment so as to compare the two assessments. As expected, there are some areas for engagement and improvement.
- b. As we onboard a new Development Manager the board would like to consider development of a resource development plan with board approval.

ACTION: Mary Ramirez motioned to approve CAI 2023 Risk Assessment. Kathy Schulz seconded. All approved.

10. BOARD EDUCATION: REVIEW BOARD OF DIRECTOR'S SELF-ASSESSMENT (Discussion Only)

- a. Discussion:
 - i. Communication between board meetings to keep members engaged.
 - ii. Kathy Schulz suggests a monthly report from Marc outlining current information and events, with the understanding that information can change quickly - include a calendar of events that board members may be interested in participating with and/or attending.
 - iii. Continue to send information timely to the board.

NO ACTION

- 11. ADJOURN: Bill Wilson motioned to adjourn the meeting. Mary Ramirez seconded. All approved.

Next Meeting:
Wednesday, October 25, 2023
Community Action Pathways Center
20 Eclipse Center Beloit, WI 53511
8:30 a.m. - 10:30 a.m.