

## CAC July Board Meeting 7/23/20

1. **Call to order: 6:04 by President Samantha Wendt**
  - **Board Members Present:** Betty Groenewold, Carousel Bayrd, Jennifer Andrews, Jill Johnson, Kelsi Schultz, Kirk Lund, Larry Nelson, Tarra, Linda Ketcham, Sabrina Ware, Samantha Wendt.
  - **CAC Staff Present:** Amber Duddy and Oliver Soler
2. **Motion to approve the minutes from the May Strategic Planning meeting made by Linda Ketcham, seconded by Samantha Wendt, and unanimously approved by all board members present.**
  - Motion passed
3. **Motion to unseat Daniel Sims from the CAC's Board of Directors made by Larry Nelson, seconded by Kirk Lund, unanimously approved by all board members present.**
  - Discussion
    - Samantha reached out over the span of several days with no response
    - Daniel Sims was uncommunicative for more than 30 days
  - Motion passed
4. Board member recruitment
  - Amber Duddy reported that she has reached out to seven people, five referred by board members. One declined, three interested in applying- have yet to receive one. Two private and one public sector. Two additional to reach out to network and look for interest.
5. PP&D Committee report
  - **Motion to approve the 2020 Community Needs Assessment made by Linda Ketchum, seconded by Jennifer Andrews, and unanimously approved by all board members present.**
    - Motion passed
  - **Motion to approve the plan presented by Amber Duddy to disassemble the Clothing Center made by Larry Nelson, seconded by Jennifer Andrews, and unanimously approved by all board members present**
    - Motion passed
  - WRAP Update
    - We have received \$3.3M from the state of Wisconsin. The goal is to keep 2.6k people in housing. We have had 2.4k unduplicated applications as of 7/23. 500 people have failed to submit all documents. Energy assistance-based program needed training on system for staff.
  - Warehouse Update
    - Leasing real warehouse at 15k ft<sup>2</sup>, .5mi from 1717 NSR office.
    - Plan to move in in AUG once freezer and cooler can be installed.
    - Will get OSHA trainer to guide implementation

6. **Samantha Wendt nominated Kelsi Schultz to the position of Chair of the PP&D Committee. Larry Nelson motioned to appoint Kelsi Schultz to the position, Kirk Lund seconded, and all board members present unanimously approved the motion**
  - Motion passes
7. Personnel Committee Report
  - We filled 9 positions in July and 6 in June
    - The CAC's staff is currently at 49 employees
  - All employees got raises
    - Hourly, 1.5x increase
    - Salary, 25% increase
    - People redirected from original position to assist with WRAP. Need to spend a lot of the funding they have. Helps staff who are struggling with COVID-19
  - Closely following COVID response, waiting for furthering phases before bringing team back
  - Amber 3-month review
8. Fundraising Committee Meeting
  - Have not had a meeting in over a year
  - Trying to reactivate committee
9. Executive director report
  - WISCAP applied on CAC's behalf for FEMA grant
  - WRAP
    - Consumed much of the org and our time, but we moved quick and have a system in place
  - CSBG
    - \$20k increase in carryover from 2019
  - Clothing center
    - Staffed and low
  - Food bank
    - Estimated to move about 4m lbs. of food
  - County housing program
    - On target
  - HUD funding programs
    - On target
  - Permanent Supportive
    - Transiting to rapid rehousing
  - Financial audit
    - Clean audit
10. **Motion to approve the CAC's April and May Financial Reports was made by Chara Taylor, Linda Ketchum seconded, and the motion was unanimously approved by all board members present**

- Motion passed

**11. Motion for the board to enter a closed session made by Kirk Lund, seconded by Chara Taylor, and unanimously approved by all board members present**

**The board entered a closed session at 7:21 PM**