

**Community Action Coalition for South Central Wisconsin, Inc.**  
**Board Meeting Minutes**  
**Thursday, August 22, 2019**  
**6:00 pm – 8:00 pm**

Waukesha State Bank Community Room  
151 E Saint Paul Ave, Waukesha, WI 53188

**President, Samantha Wendt determined a quorum and called the meeting to order at 6:00PM.**

**Board Members in Attendance:**

David Ahrens, Jennifer Andrews, Linda Ketcham, Kirk Lund, Larry Nelson, Samantha Wendt.

**Board Members Attending by phone:**

Cathy Ness, Kelsi Schultz, Chara Taylor, Carousel Bayrd.

**Board Members not in attendance:**

Kathleen Busler, Misti Hawn, Jill Johnson, Daniel Sims

**Special Guests:**

Bernie Gonzalez and Sabrina Ware

**Staff in Attendance:**

Jim Schroeder, Mari Ulatowski, David Vobora

**David A. and Kelsi moved to accept the minutes of the meeting of 6/27/19. Motion approved.**

**President's Report**

*Samantha informed the board of the committee appointments. There were no objections.*

**David A and Chara moved to seat Bernie Gonzalez and Sabrina Ware as Low-Income Representatives contingent on the approval of the Low-Income Appointment Committee. If the Low-Income Appointment Committee would reject either of them being seated, they would be seated as a Private Sector Representative. Motion Approved.**

*Samantha appointed Bernie to the Fundraising Committee and Sabrina to the Finance Committee. Both agreed to serve on the respective committee.*

**Linda and Kelsi moved to accept the proposed committee meeting dates as presented. Motion approved.** Mari will send out calendar invites.

**Samantha called a special meeting of the Executive Committee for the presentation of the Community Needs Assessment. She invited all board members to attend for input.**

Samantha suggested meeting at 4:00 PM on October 24<sup>th</sup> to include time for strategic planning. This is contingent on the availability of the facilitator. Many of the members present would be available to meet at that time so it was agreed to move the time of the October meeting to 4:00 PM. Mari will send calendar invites.

There was discussion on rescheduling the December meeting to accommodate holiday schedules. Larry proposed meeting on Wednesday, December 11<sup>th</sup> or the 12<sup>th</sup> or keep the 19<sup>th</sup> as the meeting date. It was decided to move past this item and poll the members to see what date works best.

Samantha proposed a new meeting schedule that would move the meeting dates up one month. **Larry and Chara moved to accept the proposed meeting schedule with the understanding that meeting times may be changed if necessary, with prior notice to members. Motion approved.**

**David A and Larry moved to rescind the prior motion from the June 27<sup>th</sup> meeting to suspend the bylaws. Motion approved.** Larry explained that his intention was to keep the agency in compliance with CSBG guidelines.

**David A and Jennifer moved that the President appoint an ad hoc committee of 3-5 members of the Board of Directors to explore the composition of the board, make recommendations and report recommendations to the full board prior to the October 24<sup>th</sup> meeting. Motion approved.** Jennifer Linda, Chara, David A and Cathy volunteered to serve on the committee.

### **Executive Director's Report**

Jim reported that the Personnel Policy had been reviewed by the attorney and changes had been made. The board agreed to refer the policy to the Personnel Committee for review and recommendation.

Jim presented the Separation and Hiring report.

Jim updated the board on the progress of the Community Needs Assessment.

### **Programmatic Report**

David V provided the Board with an update of current programs and funding.

David also reported that CAC participated in the PIT count in all three counties on July 24<sup>th</sup>. COC numbers have not been reported back at this time.

The Board referred contract approval to the Finance Committee for review, discussion and approval.

David presented the Customer Satisfaction survey results to the Board and explained the new and improved process.

It was recommended that the Board training be postponed until a future meeting due to time constraints. Everyone agreed.

**David A and Jennifer moved to adjourn at 8:05 PM.**