

**MINUTES**  
**BOARD OF DIRECTOR**  
**1701 Riverside Dr, 20 Eclipse Center, Beloit, WI 53511**  
**October 27, 2010**  
**8:30 a.m.**

<u>Present</u>		<u>Absent</u>	<u>Staff</u>
Kim Capstick	Jim Joiner	Dan Boutelle	Lisa Furseth
Royce DeBow	Linda Seemeyer	Nancy Forbeck	Karen Betenz
Sheila DeForest	Gary Seidel	Anna Marie Johnson	Marc Perry
Travis Egan	Penny Sonheim	Joe Stadelman	Jennifer Perreault
Bob Fizzell	Dale Thorpe	Jana Vegge	John Ramstad
Michael Gensler			Lynn Jones

1. **CALL TO ORDER:** Meeting was called to order by Travis Egan, Board Chair.
2. **ROLL CALL:** Roll was called and the above attendance was recorded.
3. **ELECTION**
  - a. Board Chair requested moving the Election of Jim Joiner prior to the Consent Agenda
    - i. **ACTION TAKEN:** Royce DeBow moved to have the vote take place prior to the Consent Agenda, Mike Gensler seconded, accepted unanimously.
    - b. **ACTION TAKEN:** Royce DeBow moved to accept Jim Joiner as a Rock County Consumer Representative, Sheila DeFroest seconded, accepted unanimously.
4. **CONSENT AGENDA** - the following sections were asked to be pulled for further discussion: Minutes from Finance Committee and the Right of First Refusal.  
**ACTION REQUIRED:** Mike Gensler motioned to accept the Consent Agenda with the above items removed, Bob Fizzell seconded, accepted unanimously.
  - a. **Finance Committee Minutes** - It was brought to staff's attention that Linda Seemeyer's last name was incorrect so will be modified accordingly. Board member asked for clarification on the loss of In-Kind donation of roofing and siding. Staff explained that the original donation commitment was not put into writing and we are hoping to re-engage Diane Hendricks in future discussions about the possibility of retaining support for some future homes.  
**ACTION REQUIRED:** Gary Seidel motioned to accept the minutes as stated, Linda Seemeyer seconded, accepted unanimously.
  - b. **Right of First Refusal, Repayment and Allocation of HOME/CHDO Proceeds** –Staff addressed Board's concern about whether legal council had an opportunity to review the document. Lawyers reviewed the document, suggested some minor changes in the language of agreements to be signed and recommended that we proceed.  
**ACTION REQUIRED:** Gary Seidel recommended that we approve the document, Bob Fizzell seconded, accepted unanimously.
5. **COMMUNICATION**
  - a. **Chair Remarks**
    - i. Board Chair encouraged members to support Community Action by attending fundraisers whenever possible. If they are unable to attend, then to share the information with family, friends and co-workers.
    - ii. Chair informed the Board that they are going to begin asking the questions "Where are we going as an organization" and "Where are we going?" That it is time to pull back and begin to build our capacity.
  - b. **Executive Director**
    - i. Now that ARRA is coming to a close we are going to take this time to re-evaluate and make sure we accomplish tasks already on the table before branching out to additional projects.

ii. Cultural Competency - Senior leadership team has worked with the Consultant and will do so in the future.

iii. 2012 Budget concerns were addressed; we will begin to position ourselves in case of loss of funding.

**ACTION REQUIRED:** Michael Gensler motioned to accept the Chair and Executive Director's reports, Kim Capstick seconded, accepted unanimously.

**6. FINANCE COMMITTEE**

a. Staff reviewed the history, current status and future of the Merrill Project.

**ACTION TAKEN:** Royce DeBow motioned to approve revised budget, Mike Gensler seconded, Sheila DeForest requested that when the new contingency plan is brought forward that they see per house scope and budget changes and how we are going to manage it more effectively. All members present, with the exception of Gary Seidel voted against, voted to approve the motion. Motion passed.

b. WHEDA Loan Approval - Staff explained the structure of the loan to Board members.

**ACTION TAKEN:** Linda Seemeyer motioned to approve WHEDA Loan Resolution, motion passed unanimously.

c. Approval of 2011 Budgets - Staff explained the reduction of client stipends shown in the budget is caused by modifications in criteria for payment and reduction in the number of participants.

**ACTION TAKEN:** Royce DeBow motioned to accept the 2011 Budgets, Sheila DeForest seconded, passed unanimously.

**7. RECOVERY COMMITTEE**

a. **ACTION TAKEN:** Royce DeBow motioned to approve Recovery Committee actions and disillusion of the committee, Mike Gensler seconded, passed unanimously.

**8. NEEDS ASSESSMENT** - Staff presented the results of the Needs Assessment

**9. ADJOURN**