

**CAP SERVICES, INC. • BOARD OF DIRECTORS MEETING**  
**Conference Call**  
**2/29/12**

Members Present: J. Banicki, F. Breitenbach, J. Clark, B. Jarman, D. Johnson, N. Johnson,  
L. Kawleski, L. Mai, T. Rabec, A. Stahmer, C. Steltenpohl, H.  
Waltenberg, D. Wedde  
Members Absent: A. Freeman, F. Gellerup, E. Moore, K. Mork, S. Plamann, J. Sturm  
Staff Present: S. Beveridge, S. Henry, M. Olson, M. Patoka, P. Schmidt

Mai turned the chair to Brett Jarman who called the meeting to order at 6:00 pm.

Breitenbach moved to approve the minutes of the 1/25/2012 Board meeting; Wedde seconded and the motion carried with Clark, Mai and Stahmer abstaining.

Wedde asked for update on the ballots to seat a Waushara County LI representative. Patoka noted voting closed 2/28 and no eligible voters cast ballots so a public meeting will be convened. Ballots will be available until the time of the public meeting. If any other individuals wish to be considered, we encourage them to contact Patoka before placing them on ballot to ensure individual understands time commitment.

### **Consent**

Banicki moved to approve the consent agenda. Johnson seconded and the motion carried.

#### Executive Committee

- A. Approved a request to modify a JBD loan 2/29/12 – 7/31/12 and adjusted 2012 rent
- B. Received an update on DAAP evaluation

#### Finance Committee

- A. Accepted Finance, Credit Card, Loan and LIHTC Risk Management Reports
- B. Approved the 0200 Corporate Unrestricted budget
- C. Approved the HS / EHS detailed budgets
- D. Reviewed list of checking accounts
- E. Approved 3/12-2/13 maintenance contracts
- F. Reviewed the results of WPCA Fresh Start desk review
- G. Approved writing off a HS Teacher Training loan due to medical reasons

#### Personnel Committee

- A. ERC Report - no report
- B. Approved new positions
  - Upgraded *Center Cook* (\$8.84, non-exempt) effective August 1, 2012
  - Added *Early Childhood Assistant* to salary schedule (\$8.84, non-exempt) effective August 1, 2012 as part of the reorganization of the department
  - Changed *ERSEA & Health Manager* to ERSEA & Data Manager to more accurately reflect job responsibilities
  - Changed *Health & Special Services Coordinator* to *Health Services Coordinator*
- C. Reviewed performance pay
  - Reviewed 2011 performance plan-VP & Director of Early Childhood
  - Approved merit pay for Housing staff members in Property Management, Maintenance and Home Buyers/Rehab; goal met in 2011

- D. Approved 2012 performance plans for Property Management, Maintenance and Home Buyers/Rehab  
Planning Committee (no quorum, items moved to discussion agenda)  
Space and Property
- A. Accepted Mortgage, Occupancy, Delinquency and Fresh Start reports
  - B. Renewed listing contract 440 Georgia (\$159,900 Northwood Realty)
- Wellness Committee – no meeting

The following items were reviewed and approved by the Board.

### **Head Start Policy Council**

Waltenberg reported the CACFP review had no findings and Early Head Start is now a part of the core program/grant application.

### **CEO Report**

CAP Services has been named the as one of the suggested memorial gift recipients in the death of Gary Itzkowitz. Itzkowitz has consulted with CAP for many years on the Family Development Toolkit and program evaluations. Several memorial gifts have already been received totaling more than \$1,000.

Patoka noted staff are working very hard on the sale of the Fresh Start house at 329 Chicago. An offer to purchase has been received with a contingency for a washer and dryer. This offer is under the appraised value and CAP countered at \$91,000 with no washer and dryer. Staff is waiting for the buyer's credit report in the event CAP needs to provide financing. Meanwhile, HUD has continued to suggest CAP offer this property as a rental if a sale is not secured by April 2012.

Patoka has been notified Fresh Start will have a significant reduction in funding. The application for state funding of \$254,000 was submitted; however, the award most likely will be about \$130,000. This reduced amount could result in possible reductions of staff hours or even layoffs to sustain the Fresh Start program. Staff is assessing options to operate the program on reduced funding.

### **Old Business**

### **New Business**

Mai approved the proposals over \$10,000; Stahmer seconded and the motion carried.

1. \$21,500 to Menasha Corporation Foundation for Skills Enhancement, Outagamie County and the City of New London, 4/1/2012-3/31/2013
2. \$32,500 to the Oscar J Boldt Corporation for Skills Enhancement, Portage, Waushara, Outagamie and Waupaca Counties, 4/1/2012-3/31/2013
3. \$177,400 to the WI Department of Commerce for Waupaca Fresh Start, Waupaca County, 4/1/2012-3/31/2013
4. \$76,600 to the WI Department of Commerce for Wautoma Fresh Start, Waushara County, 4/1/2012-3/31/2013

5. \$7,500 to United Way of Portage County for the Mental Health Navigation program, Portage County, 1/1/2013-12/31/2013
6. \$145,944 to the United Way of Portage County for Ministry Dental Center, Portage County, 1/1/2013-12/31/2013
7. Funds for a COLA of 0.72% (total amount dependent on Funding Award Letter) for Head Start (\$20,137) and Early Head Start (\$5,443), Marquette, Portage, Waupaca and Waushara Counties, 4/1/2012-3/31/2013. The proposal will also include \$136 for EHS Training and Technical Assistance.

The Proposal Status Report was reviewed.

Mai moved to approve the HS Parent Involvement Plan; Banicki seconded and the motion carried.

The following proposals were received after the Board packet was mailed. Kawleski moved to approve; Steltenpohl seconded and the motion carried.

- \$5,000 to the Community Foundation of Central WI for the Free Tax Assistance Program, Waushara County, 9/1/2012-5/15/2013
- \$750.00 to the Community Foundation of Central Wisconsin for Skills Enhancement, Portage County, 1/1/12-12/31/12
- \$500 to the Women's Fund of Portage County for Skills Enhancement, 1/1/12-12/31/12

Olson presented updated budgets and sources and uses information on City Walk. CAP's \$99,000 CAfP loan to City Walk needs to be increased because the Wisconsin Department of Administration is requiring a reserve fund for the project (new loan of \$130,000). The appraisal came in at a level that meets the match requirement for HOME funds. The appraisal means M&I's loan to value ratio may not support the loan amount requested and the CAfP loan may need to be even higher. N. Johnson moved to go forward with the \$1,603,000 City Walk project, increasing the CAfP CFDI loan up to \$185,000, dependent on the amount loaned by M&I. Breitenbach seconded and the motion carried with Wedde voting against the motion.

Patoka presented an update on the Especially For You equipment sale. An offer of \$29,750 has been received for one of the seven machines. The sale was approved by the Executive Committee since the bid was more than 10% less than the Board approved in July.

Brett Jarman passed chair back to Lauren Mai, meeting adjourned at 6:45 pm.

Disclosure - at the 8/08 meeting Board members were informed a CAP staff person other than the CEO is a close relative of one of the principals in a proposed Jaytina lease purchase project (Intevation Food Group LLC). A firewall was established between the individual and negotiations on this deal. At the 1/09 meeting new CEO Mary Patoka disclosed a member of her family is a principal in the project; Karl Pnazek continues to represent CAP in regard to this project.

I certify this is an accurate representation of the 02/29/2012 board of Directors meeting.

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Lauren Mai, Chairperson

Next Board meeting: 3/28/11 7:00 Results Oriented Management & Accountability

(ROMA)  
Holiday Inn, Appleton  
7:30 Business meeting

Respectfully submitted by Pam Schmidt