



*Meeting Notice*

**Board of Commission Meeting**

**Wednesday April 18, 2018**

**SDC Main Office**

**1730 W. North Avenue**

**Milwaukee, WI 53205**

**5:30pm**

**If you are unable to attend this meeting, please call Abra Fortson @ 414-906-2720.**

\*NOTICE is hereby given that the Commission may convene in closed session to consider item (s) above pursuant to Section 19.85 (1) (b), (c), (e), (f), and (g) Wisconsin statutes, and may reconvene in open session to take action on items discussed.



**Social Development Commission**  
**Board of Commission Meeting**  
**Wednesday April 18, 2018 AGENDA**  
**SDC 1730 W. North Avenue Board Room**  
**Milwaukee, WI 53205**

- |   |                         |
|---|-------------------------|
| 1. Call to Order  | Board Chair, G. Randall |
| 2. Roll Call  |                         |
| 3. Compliance with the Open Meetings Law  |                         |
| 4. Public Comments  | Information             |
| 5. Adoption of the April 18, 2018 & Agenda  | Action                  |
| 6. Adoption of the April 18, 2018 <b>Consent Agenda</b>   | Action                  |
| <i>(Note: Board members may request the removal of items from the consent agenda; the item will then be placed on the regular agenda for discussion and action by the Board of Commission.)</i> |                         |
| 7. Adoption of the Board of Commission March 21, 2018 meeting minutes   | Action                  |
| 8. Chairperson’s report   | Information/Action      |
| 9. CEO Report   | Information/Action      |
| 10. SD Foundation Update  | Information             |
| 11. SD Properties Update  | Information             |
| 12. <b>Financial update</b> – Patrick Kirslenlohr SDC Finance Dir.  | Information             |

**13. Committee Reports**

- |                               |               |
|-------------------------------|---------------|
| <b>A. Executive Committee</b> | <b>Action</b> |
|-------------------------------|---------------|

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| <b>B. Program Planning and Public Policy</b> |
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<b>SDC Briefing Papers (Planning)</b>	Action
<ul style="list-style-type: none"> <li>• BP2339</li> <li>• BP2340</li> <li>• BP2341</li> </ul>	
<b>SDC Information Only</b>	Information
<ul style="list-style-type: none"> <li>• BP2342</li> </ul>	Information
<b>SD Foundation Briefing Paper</b>	Information
<ul style="list-style-type: none"> <li>• BP2343</li> <li>• BP2344</li> </ul>	Information
<b>SD Foundation Briefing Paper</b>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	Information
14. Legal Counsel Report	
<i>NOTICE is hereby given that the Commission may convene in closed session to consider item (s) above pursuant to Section 19.85 (1) c of Wisconsin statutes, and may reconvene in open session to take action on items discussed.</i>	
15. Old Business	Information
16. New Business	Information
17. Announcements	Information
18. Adjournment	Action



**Board of Commissioners**  
**1730 W. North Avenue**  
**Board Room**

**Meeting March 21, 2018**

**Call to order by Board Chair, Gerard Randall at 5:45pm**

**Roll Call:** A quorum was confirmed by Executive Support Manager, Abra Fortson

**Members Present:**

Gerard Randall, Stephanie D. Findley, Vi Anna Jordan, Vincent Bobot , Nikki Purvis,  
Jim Sullivan, Craig Sanders, George C. Matthews, Dr. Gary Williams, Daniel Gomez  
Rosemary Holley – **Technical Access Resource Person**

**Excused:**

Jason Fields, Alma Ramirez, Lelah Huntley, Brian Schupper, Sara Van Winkle &  
Dr. Regina Smith

**Absent:**

None

**Compliance with Open Meetings Law:** Confirmed

**Announcements:**

None

**Adoption of the March 21, 2018 Agenda**

- Motion to adopt by George Matthews
- 2<sup>nd</sup> by Dr. Gary Williams
- The motion carried

**Adoption of the March 21, 2018 Consent Agenda**

- Motion to adopt by Stephanie D. Findley
- 2<sup>nd</sup> by Vi Anna Jordan
- The motion carried

**Adoption of the Board of Commission February 21, 2018 meeting minutes**

- Motion to adopt by Stephanie D. Findley
- 2<sup>nd</sup> by Vi Anna Jordan
- The motion carried



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*A motion was made to convene in closed session to consider item (s) above pursuant to Section 19.85 (1) (c) Wisconsin statutes, and may reconvene in open session to take action on items discussed. For the purposes of discussing the CEO Contract*

A roll vote was taken:

Gerard Randall – Aye  
Stephanie D. Findley – Aye  
Vi Anna Jordan – Aye  
Vincent Bobot – Aye  
Nikki Purvis – Aye  
Jim Sullivan – Aye  
Craig Sanders – Aye  
George C. Matthews – Aye  
Dr. Gary Williams- Aye  
Daniel Gomez – Aye

### **Chairperson’s report**

Board Co-Chair, Stephanie D. Findley reported the following:

- Appreciates the teamwork that is occurring at SDC. He noted that the CEO is out of town working for the agency and that staff is still highly functioning and doing well.
- Hoped that there is resolve with the CSBG 2019 Budget & noted that David Bradley who heads the National Community Action Foundation is very strategic at relationship building and securing funding.

### **CEO Report**

SDC Finance Director, Patrick Kirslenlohr provided the CEO briefing through program reports which were submitted through Program Planning and Public Policy committee.

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1. Counseling and Wellness Clinic- On Target Meeting/Exceeding Benchmarks



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2. Foster Grandparent Program- Reporting at 84.76%

Explanation: Recruitment was challenging in the beginning of the first few months of the Foster Grandparent Program award due to learning the policies and procedures of a new program and ensuring the existing volunteers were comfortable transferring to SDC as the new host sponsor for the program. They are pleased with being at SDC.

Strategic plan to address shortage:

1. Current volunteers are referring others to the program
2. Volunteers are also giving ideas of sites to go to for recruitment
3. Smaller size workshop class orientations for new volunteers makes the wait time shorter and there is not a longer wait for a larger class size; the volunteers can start sooner at assigned sites
4. Recruitment of VITA clients in waiting area at SDC has resulted in applicants to the program
5. Outreach opportunities have increased, and many outreach opportunities are partnered with Senior Companion Program outreach.

3. Senior Companion- Reporting at 93.71%.

1. Volunteers are increasing their hours spent with clients (those who can) and averaging more hours each pay period. Up to 40 maximum hours per week allowed, 15 minimum. Many have increased their hours greatly and have made extra dollars. An increase that started showing in January.
2. Training workshops for new volunteers are smaller vs. waiting for more applicants for a larger class, which results in finishing class sooner and being assigned to their clients sooner.
3. New Companions are tracked more closely to ensure clients are assigned to them sooner.

4. Skills Enhancement-

Explanation:

- 1.) SDC has pending future enrollments in Skills Enhancement. As we sought to partner with a training provider in another field besides healthcare.
- 2.) SDC has partnered with Innovation Educational Solutions Institute and Ameriworks



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3.) The partnership will provide a 10 week Certified Production Technician training program.

This is how the program will look like: -

SDC will support with sponsorships, recruitment, and case management/wraparound & follow up services.

Innovative Educational Solutions Institute will provide the training and curriculum. -

Ameriworks (WIOA) will support with placement opportunities.

5. Volunteer Income Tax Assistance (VITA) Program- On Target/ Savings Accounts-

VITA Program Manager, Diane Robinson reported that the program had its first impromptu site review on March 13<sup>th</sup>. Reviewers were very impressed and the site coordinator received a 10. The reviewers noted that the particular coordinator had a superior acumen.

6. Weatherization-

1. Weatherization intake is dependent on the client knowing our services and realizing that we are in the neighborhood, their community and that SDC is here to serve them to assist in reducing the energy cost of the home that they are living in and to weatherize the home to make it safe, warm and comfortable for the family. We rely on the intake of applications after the client has been accepted by energy assistance to start that process. This year has been a moderate heating season. We have not had the uptick of applications due to the warmer season.
2. All our homes are pre-inspected for items that can result in the project not meeting the state requirements for the weatherization process. This results in the client being deferred until such a time that the identified item (bad stairs, leaking plumbing, holes in the roof, pests in the attic etc.) can be demonstrated as being rectified. Some of our homes never come off of the deferral list due to the inability of the owner/tenant to correct the situation.
3. The homes receive an energy evaluation and the data collected is reviewed to see if the home qualifies for state weatherization.



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4. Homes that qualify are released to our team of contractors for the weatherization process to begin. This may include an exhaust fan, furnace replacement or servicing, insulation etc. The homes are inspected by an independent agency to ensure that the meet state expectations and are determined to be completed.
5. The weatherization program is taking an aggressive stance in regards to advertising and getting the word out on Social media, door to door canvassing, e-mail blasts, new postings on the SDC website, partnering with other agencies both local and state to expand our outreach and get the word out and bulk mailings utilizing an assortment of parameters to fence in the targeted customer base.
6. We are working with our contactor force and monitoring the flip time of projects to insure that we maximize the contractor's efficiency and maintain the quality that SDC clients are entitled to.
7. Youth and Family Services-  
Explanation: Currently the referrals for aged appropriate youth for job readiness have been low. However, we are now collaborating with our partner High schools to provide job readiness at the schools. We believe this number will significantly increase with this new partnership.

### **SD Foundation Report**

The following was reported out from SD Foundation vice Chair, Vincent Bobot:

- Former SD Foundation Chair, Peter Zehren resigned.
- Excited about new board energy with leadership of Al Smith.
- Plated! Eat Drink and Fight Poverty event – May 31<sup>st</sup> 2018, \$100 per ticket \$180.00 per table of 4-6.
- Rodizio Grill much more accommodating and fits 3x as many guest.
- Stephanie Findley appealed to those who control budgets to dig deep and support





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### **SD Properties Report**

SD Properties Chairman Vincent Bobot reported the following:

- Expects to meet soon, a good possibility in the month of April.

### **Financial Report**

- SDC Director of Finance, Patrick Kirslenlohr provided an overview of the agency finances to the board of commissioners.
- Auditors completed work two weeks ago, no preliminary findings

### **Committee Reports**

#### **Program Planning and Public Policy Committee:**

- **BP2334**
- **BP2335**
- **BP2336**

### **Legal Counsel – No Report**

**Old Business -**

**New Business – None**

**Adjournment – None**

**Motion to Adjourn:** The meeting adjourned at 7:45p

**Social Development Commission  
Balance Sheet  
31-Jan-18**

	Governmental Fund Types		Proprietary Fund Types			Totals	Information
	General	Special Revenue	Enterprise	Internal Services	SD Properties		Only SDC Foundation
<b>ASSETS</b>							
Cash	\$ 430,980	\$ -	\$ -	\$ -	\$ 13,826	\$ 444,806	\$ 150,876
Restricted Cash	-	107,673	-	-	-	107,673	33,795
Due from grantor agencies	-	809,613	-	-	-	809,613	-
Other accounts receivable	2,587	469,987	58,538	7,551	4,090	542,753	-
Due from other funds	366,283	-	-	101,182	-	467,465	2,286
Inventory	-	24,074	-	2,937	-	27,011	-
Prepaid Expenses	24,380	2,443	-	37,030	-	63,853	-
<b>Total Current Assets</b>	<b>824,230</b>	<b>1,413,790</b>	<b>58,538</b>	<b>148,700</b>	<b>17,916</b>	<b>2,463,174</b>	<b>186,957</b>
Buildings and equipment	-	-	-	804,635	3,237,403	4,042,038	-
Accumulated depreciation	-	-	-	(785,363)	(640,958)	(1,426,321)	-
<b>Buildings and Equipment, Net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,272</b>	<b>2,596,445</b>	<b>2,615,717</b>	<b>-</b>
<b>TOTAL ASSETS</b>	<b>824,230</b>	<b>1,413,790</b>	<b>58,538</b>	<b>167,972</b>	<b>2,614,361</b>	<b>5,078,891</b>	<b>186,957</b>
<b>LIABILITIES</b>							
Accounts Payable	12,036	389,535	-	160,500	3,422	565,493	-
Accrued Liabilities	83,418	-	-	-	138,220	221,638	276
Due to Other Funds	-	194,009	51,088	-	214,648	459,745	-
Deferred revenue	-	495,041	-	-	-	495,041	9,000
Notes Payable	-	-	-	-	1,884,823	1,884,823	-
<b>Total Liabilities</b>	<b>95,454</b>	<b>1,078,585</b>	<b>51,088</b>	<b>160,500</b>	<b>2,241,113</b>	<b>3,626,740</b>	<b>9,276</b>
<b>FUND EQUITY</b>							
Undesignated fund balance	728,776	335,205	-	7,472	-	1,071,453	177,681
Unreserved retained earnings	-	-	7,450	-	373,248	380,698	-
<b>Total Fund Equity</b>	<b>728,776</b>	<b>335,205</b>	<b>7,450</b>	<b>7,472</b>	<b>373,248</b>	<b>1,452,151</b>	<b>177,681</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$ 824,230</b>	<b>\$ 1,413,790</b>	<b>\$ 58,538</b>	<b>\$ 167,972</b>	<b>\$ 2,614,361</b>	<b>\$ 5,078,891</b>	<b>\$ 186,957</b>



**April 2018 Briefing Papers for Action/Information**

BP	Funder	Services/Program	Request	Refunding/ New?
<b>Action Items</b>				
BP2339	Employ Milwaukee	Transform Milwaukee Jobs	\$142,500	Refunding
BP2340	Wisconsin Department of Justice	Youth Gang Diversion	\$320,400	Refunding
BP2341	Wisconsin Housing and Economic Development Authority (WHEDA)	Residential Services-Weatherization Assistance Deferral	\$25,000	New
<b>Total</b>			<b>\$487,900.00</b>	
<b>Information only</b>				
BP2342	American Heart Association	Employee Health and Wellness	\$4,000	New
<b>Total</b>			<b>\$4,000.00</b>	

**Requests through the Social Development Foundation**

BP	Funder	Services/Program	Request	Refunding/ New
<b>Action Items</b>				
BP2343	Aetna Foundation	Residential Services/Health Services	\$100,000	New
BP2344	Wisconsin Health Services/Minority Health	Health Services –AODA	\$25,000	New
<b>Total</b>			<b>\$125,000.00</b>	
<b>Information Only</b>				
<b>Total</b>				

**2018 Grant Request Status- To Date**

Agent	Total # of requests	Total \$ requested	Total # awarded	*Total amount awarded	*New awarded	Total pending	Amount pending	Total denied	Amount denied
<b>Agency-wide</b>	25	\$1,994,020	10	\$1,124,455	\$102,638	14	\$762,400	1	\$40,000
<b>SDF only</b>	10	\$242,000	2	\$25,000	\$20,000	8	\$197,000	0	0

\*Award of \$76,638 from Wisconsin Fast Forward was declined by SDC administration.