



*Meeting Notice*

**Board of Commission Meeting**

**Wednesday May 16, 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.



**Board of Commission Meeting**  
**Wednesday May 16, 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 May 16, 2018 & Agenda  | Action                  |
| 6. Adoption of the May 16, 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 April 18, 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             |
| <b>13. Committee Reports</b>  |                         |
| <b>A. Program Planning and Public Policy</b>  |                         |
| <b>SDC Briefing Papers (Planning)</b>   | Action                  |
| • BP2345  |                         |
| <b>SDC Information Only</b>   | Information             |
| • None  |                         |

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**Social Development Commission**  
**Board of Commission Meeting**  
**Wednesday May 16, 2018 AGENDA**  
**SDC 1730 W. North Avenue Board Room**  
**Milwaukee, WI 53205**

**SD Foundation Briefing Paper**

- BP2347
- BP2348

Information  
Information  
Information

**SD Foundation Briefing Paper**

- None

Information

14. Legal Counsel Report

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15. Old Business

Information

16. New Business

Information

17. Announcements

Information

18. Adjournment

Action



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

**Meeting April 18, 2018**

**Call to order by Board Vice-Chair, Stephanie D. Findley at 5:30 pm**

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

**Members Present:**

Gerard Randall, Stephanie D. Findley, Jason Fields, Vincent Bobot , Dr. Regina Smith, Nikki Purvis, Craig Sanders, George C. Matthews, Daniel Gomez, Sara Van Winkle ,

Rosemary Holley – **Technical Access Resource Person**

**Excused:**

Alma Ramirez, Vi Anna Jordan, Lelah Huntley, Brian Schupper, & Jim Sullivan, Dr. Gary Williams

**Absent:**

None

**Compliance with Open Meetings Law:** Confirmed

**Announcements:**

None

**Adoption of the April 18, 2018 Agenda**

- Motion to adopt by George Matthews
- 2<sup>nd</sup> by Daniel Gomez
- The motion carried

**Adoption of the April 18, 2018 Consent Agenda**

- Motion to adopt by Sara Van Winkle
- 2<sup>nd</sup> by George Matthews
- The motion carried

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

- Motion to adopt by Daniel Gomez



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- 2<sup>nd</sup> by George Matthews

### **Chairperson's report**

Board Co-Chair, Stephanie D. Findley, no report.

### **CEO Report**

Summary Report

- CEO Hinton provided an update regarding SDC's advocacy to encourage Ascension Hospital system to keep St. Joseph's hospital in its current location at 5000 W. Chambers St. in Milwaukee.

Jason Fields remarked that he thought it was a good effort and was proud. He thought that there was good historical input provided.

Stephanie Findley requested that Mr. Hinton develops a blue print for advocacy as we move forward.

Mr. Hinton acknowledged that this effort was ongoing and that an assessment is being made to determine successes and weakness during the process. He also noted that this is the area where elected commissioners are the strongest and have the best voice for its constituency. He noted that they represent the community as the first point of contact.

Mr. Hinton also noted that advocacy will be addressed in the 2018 strategic planning process.

James Hall remarked that when efforts are mission driven and planned with agency policy they can't be picked apart.

Daniel Gomez agreed that SDC should be anticipating those leverage points and develop strategy to mitigate.

Stephanie Findley noted that SDC's advocacy gave voice, leverage and cover for other community partners to speak up.



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Vincent Bobot noted that while he wasn't on the forefront, he did support the initiative.

Mr. Hinton welcomed Chantell Sain to the SDC Team as Social Media and Marketing Coordinator. He noted our improved presence on social media and his excitement about bringing her aboard beyond her consultant capacity.

### **Counseling and Wellness Clinic- On Target Meeting/Exceeding Benchmarks**

#### **1. 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.

#### **2. 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.



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

Program Overview:

- SDC will support with sponsorships, recruitment, case management/wraparound & follow up services.
- Innovative Educational Solutions Institute will provide the training and curriculum.
- Ameriworks (WIOA) will support with placement opportunities.

### **4. Volunteer Income Tax Assistance (VITA) Program- On Target/ Savings Accounts- Diane will provide an update.**

### **5. 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



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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.
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 they 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 contractor 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.

**6. 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 Interim Chairman, Al Smith:

Mr. Smith shared his background as Milwaukee born, raised and educated. He is a partner with the Haywood Group and has specialty in operations, marketing and public relations

Mr. Smith reported that SD Foundation had taken steps back to pause the planned event. They would be producing the event in alignment with world poverty awareness day on October 17, 2018. Location and other information will come soon.





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SD Foundation board members wanted to ensure that their efforts were in line with their mission while seeking corporate support. The event will be post the Poverty Matters Summit and will serve to extend awareness and dialogue beyond.

Mr. Smith noted that the SD Foundation board is working to come up with an overall strategic plan that is succinct with marketing the overall foundation and what's its done related to its development.

Mr. Smith told the commission that he is always available for outreach and connections.

Stephanie Findley thanked Mr. Smith and noted that she loved the moving of the event to coincide with world poverty day.

### **SD Properties Report**

SD Properties Chairman Vincent Bobot reported the following:

- No report

### **Financial Report**

- SDC Director of Finance, Patrick Kirslenlohr provided an overview of the agency finances to the board of commissioners.
- Audit will be scheduling before annual meeting.

### **Committee Reports**

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

- **BP2339**
- **BP2340**
- **BP2341**



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**Information**

- **BP2342**

**SD Foundation Briefing Paper**

- **BP2343**
- **BP2344**

**Legal Counsel –**

A motion was made by Daniel Gomez that the Commission convened 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. The motion was 2<sup>nd</sup> by George Matthews.

A roll vote was taken:

Gerard Randall – Aye  
Stephanie Findley – Aye  
Jason Fields – Aye  
Vincent Bobot – Aye  
Dr. Regina Smith – Aye  
Nikki Purvis – Aye  
Craig Sanders – Aye  
George Matthews – Aye  
Sara Van Winkle – Aye  
Daniel Gomez – Aye

The meeting reconvened in open session at 6:57pm – It was reported out in open session by legal counsel that the board met in closed session to discuss and take action regarding a personnel matter

**Old Business**

**None**

**New Business**

Abra Fortson announced that Mr. Hinton would be participating in the Stepping with the Stars event. Sunday June 3<sup>rd</sup> 5pm- at the Potawatomi Hotel and Casino.



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She mentioned that he'd also be keynoting the Washington High School Scholarship Alumni Luncheon on Saturday May 19<sup>th</sup>

She noted that the commission also would host a table at the African American Chamber of Commerce, Breakfast of Champions.

**Adjournment – None**

**Motion to Adjourn:** The meeting adjourned at 7:00p



### May 2018 Briefing Papers for Action/Information

BP	Funder	Services/Program	Request	Refunding/ New?
<b>Action Items</b>				
BP2345	Wisconsin Department of Children/Families	Skills Enhancement	\$30,000	Refunding
<b>Total</b>			<b>\$30,000.00</b>	
<b>Information only</b>				
BP2346	City of Milwaukee-Youth Council	Health Services	\$15,000	Refunding
<b>Total</b>			<b>\$15,000.00</b>	

### Requests through the Social Development Foundation

BP	Funder	Services/Program	Request	Refunding/ New
<b>Action Items</b>				
	None			
<b>Total</b>			<b>0</b>	
<b>Information Only</b>				
BP2347	Charles Jacobus Foundation	Youth Services	\$15,000	New
BP2348	Wisconsin Dental Association	Agency-wide	\$3,000	New
<b>Total</b>			<b>\$18,000.00</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
Agency-wide	29	\$2,065,020	10	\$1,124,455	\$102,638	15	\$773,400	4	\$100,000
<b>SDF only</b>	12	\$268,000	2	\$25,000	\$20,000	8	\$193,000	2	\$30,000

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

**Social Development Commission  
Balance Sheet  
28-Feb-18**

	Governmental Fund Types		Proprietary Fund Types			Totals	Information
	General	Special Revenue	Enterprise	Internal Services	SD Properties		Only SDC Foundation
<b>ASSETS</b>							
Cash	\$ 237,698	\$ -	\$ -	\$ -	\$ 13,862	\$ 251,560	\$ 155,090
Restricted Cash	-	12,517	-	-	-	12,517	38,564
Due from grantor agencies	-	1,154,429	-	-	-	1,154,429	-
Other accounts receivable	-	332,369	58,506	6,051	3,870	400,796	-
Due from other funds	576,929	-	-	92,355	-	669,284	-
Inventory	3,000	30,392	-	2,687	-	36,079	-
Prepaid Expenses	23,387	40,495	-	34,305	-	98,187	3,227
<b>Total Current Assets</b>	<b>841,014</b>	<b>1,570,202</b>	<b>58,506</b>	<b>135,398</b>	<b>17,732</b>	<b>2,622,852</b>	<b>196,881</b>
Buildings and equipment	-	-	-	804,635	3,237,403	4,042,038	-
Accumulated depreciation	-	-	-	(785,713)	(650,343)	(1,436,056)	-
Buildings and Equipment, Net	-	-	-	18,922	2,587,060	2,605,982	-
<b>TOTAL ASSETS</b>	<b>841,014</b>	<b>1,570,202</b>	<b>58,506</b>	<b>154,320</b>	<b>2,604,792</b>	<b>5,228,834</b>	<b>196,881</b>
<b>LIABILITIES</b>							
Accounts Payable	17,597	464,234	-	145,655	5,332	632,818	248
Accrued Liabilities	87,079	-	-	-	134,685	221,764	-
Due to Other Funds	-	397,448	48,951	-	214,469	660,868	8,413
Deferred revenue	23,712	357,470	-	-	-	381,182	7,320
Notes Payable	-	-	-	-	1,878,678	1,878,678	-
<b>Total Liabilities</b>	<b>128,388</b>	<b>1,219,152</b>	<b>48,951</b>	<b>145,655</b>	<b>2,233,164</b>	<b>3,775,310</b>	<b>15,981</b>
<b>FUND EQUITY</b>							
Undesignated fund balance	712,626	351,050	-	8,665	-	1,072,341	180,900
Unreserved retained earnings	-	-	9,555	-	371,628	381,183	-
<b>Total Fund Equity</b>	<b>712,626</b>	<b>351,050</b>	<b>9,555</b>	<b>8,665</b>	<b>371,628</b>	<b>1,453,524</b>	<b>180,900</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$ 841,014</b>	<b>\$ 1,570,202</b>	<b>\$ 58,506</b>	<b>\$ 154,320</b>	<b>\$ 2,604,792</b>	<b>\$ 5,228,834</b>	<b>\$ 196,881</b>

**Social Development Commission  
Income Statement  
January 1, 2018 to February 28, 2018**

	Governmental Fund Types		Proprietary Fund Types			Total	Information Only SDC Foundation
	General	Special Revenue	Enterprise	Internal Services	SD Properties		
Revenues	\$ 240,152	\$ 2,301,225	\$ 13,770	\$ 182,455	\$ 124,783	\$ 2,862,385	\$ 65,942
Expenses							
Volunteer Expenses	-	59,184	-	-	-	59,184	-
Staff Wages	110,285	492,806	2,097	30,288	-	635,476	4,191
Staff Fringes	56,506	222,362	1,239	13,245	-	293,352	1,056
Consultants	5,103	-	-	-	-	5,103	-
Contractual Service for Weatherization	-	561,038	-	-	-	561,038	-
Contractual Services	15,002	242,863	-	17,310	5,422	280,597	-
Training and Educational	4,177	3,310	-	199	-	7,686	-
Travel	282	3,181	22	372	-	3,857	-
Occupancy	33,355	151,523	721	106,599	64,107	356,305	519
Equipment	896	13,894	1,004	2,682	1,928	20,404	-
Supplies	6,682	65,006	186	4,903	574	77,351	9
Direct Assistance to Participants	-	188,281	3,727	-	-	192,008	-
Other	7,864	33,301	220	4,723	21,329	67,437	56,201
Indirect Costs	-	248,152	1,068	-	10,819	260,039	747
Total Expenditures	240,152	2,284,901	10,284	180,321	104,179	2,819,837	62,723
Net Change	-	16,324	3,486	2,134	20,604	42,548	3,219
<b>BEGINNING NET POSITION</b>	712,626	334,726	6,069	6,531	351,024	1,410,976	177,681
<b>NET SURPLUS/(DEFICIT)</b>	-	16,324	3,486	2,134	20,604	42,548	3,219
<b>ENDING NET POSITION</b>	\$ 712,626	\$ 351,050	\$ 9,555	\$ 8,665	\$ 371,628	\$ 1,453,524	\$ 180,900