



Board of Directors Meeting Agenda

Thursday, July 22, 2025, 6:30 pm

1. Call to Order
2. Roll Call & Welcome
3. Approval of Minutes
 - a. June 2025
4. Action Items
 - a. Election of Officers
 - b. New Board Member Appointment
 - c. Unseating of Board Member
 - d. Financial Reports for June 2025
 - e. (USDA) Child and Adult Care Food Program Report June 2025
 - f. Documentation in board meeting notes the status of Executive Director for performance evaluation.
5. Other Items
 - a. Mineral Point Opera House – A Community Concert benefitting SWCAP’s MCOP
 - i. Saturday, August 9, 7pm (suggested donation \$20)
 - b. Garding Against Cancer Event
 - i. Wednesday, Sept. 17 Fundraising event at UWP (strolling auction/hors d'oeuvres) \$75/ticket, sponsorship opportunities
 - ii. Wednesday, October 29 GAC Exhibition Game @the Kohl Center, check awards at halftime
6. Committee Reports – information only
 - a. Personnel Committee
 - b. Planning & Review Committee
 - c. Membership Committee
 - d. Finance Committee
7. Executive Staff Reports
 - a. Executive Directors Report
 - b. Senior Directors Report – Whole Family Approach update and presentation
8. Next Board Meeting
 - a. August 28, 2025, 6:30PM
9. Adjournment

Mission:

“We work to mitigate the causes and conditions of poverty in Southwestern Wisconsin, building resilience and self-sufficiency by providing supportive services and collaborating with partners.”



Board of Directors Meeting Minutes

Thursday, June 26, 2025, 6:30 pm

1. Call to Order

The meeting of the Southwestern Wisconsin Community Action Program was called to order by the Board Chair, Carol Beals at 6:38pm.

2. Roll Call and Welcome

Shyanne Cushman, Executive Administrative Assistant, called the roll.

Present: Carol Beals, Michael Britt, Bob Frank, Mike Furgal, Robert Laeser, Roger Lange, Donna Peterson, Brandi Riechers, and Adam Stucki; quorum present.

Excused Absence: Mark Pinch, Martha Boyer, Paula Schoenberg and Michael Windle

Absent: Will Oemichen

Others present: Brett White, Courtney Messer, Shyanne Cushman, Julie Hach of Housing Stability, Tawny Hardyman of Head Start, and Liani McCarthy of Wegner CPAs

3. Approval of Minutes

a. April 2025

- i. A motion was made to approve the minutes of April 24, 2025, meeting by Michael Britt, second by Donna Peterson; all present voted in favor; the motion was carried.

4. Action Items

a. New Board Member Appointment – Brandi Riechers

- i. Carol Beals announced the appointment of a new board member, Brandi Riechers.
- ii. A motion was made to approve the appointment of Brandi Riechers, by Donna Peterson, second by Roger Lange. All present voted in favor; the motion was carried.

b. Election of Officers

- i. Carol Beals asked for nominations for an election in next month's meeting. Michael Britt will take charge of elections and nominations.

c. Financial Reports for April and May 2025

- i. Liani McCarthy of Wegner CPA presented the Year-to-Date Financial Report.
- ii. A motion was made to approve the Financial Reports for April and May 2025, by Robert Laeser, second by Adam Stucki. All present voted in favor; the motion was carried.

d. Use of the De Minimis Indirect Cost Rate

- i. Liani McCarthy announced the use of the De Minimis Indirect Cost.
- ii. A motion was made to approve the use of the 15% de minimis indirect cost rate applied to the modified total direct costs (MTDC) for all federal awards, effective October 1, 2024., by Donna Peterson, second by Michael Britt. All present voted in favor; the motion was carried.

e. (USDA) Child and Adult Care Food Program Report April 2025

- i. Tawny Hardyman presented the USDA report for April 2025.
- ii. A motion was made to approve the use of the USDA report for April 2025, by Brandi Riechers second by Bob Frank. All present voted in favor; the motion was carried.

f. (USDA) Child and Adult Care Food Program Report May 2025

- i. Tawny Hardyman presented the USDA report for May 2025.
- ii. A motion was made to approve the use of the USDA report for May 2025, by Bob Laeser, second by Bob Frank. All present voted in favor; the motion was carried.

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- g. **Documentation in board meeting notes the status of Executive Director Performance Evaluation**
 - i. Carol Beals will present the status of the Executive Director Performance Evaluation at the July meeting.
- h. **Continuation Grant Application—Head Start State Supplemental Grant**
 - i. Tawny Hardyman presented the Continuation Grant Application for Head Start State Supplemental Grant
 - ii. A motion was made to approve the Continuation Grant Application for Head Start State Supplemental Grant in the amount of \$102,444.00, by Michael Britt, second by Donna Peterson. All present voted in favor; the motion was carried.
- i. **Continuation Grant Application—Family Foundations Home Visiting Grant**
 - i. Tawny Hardyman presented the Continuation Grant Application for Family Foundations Home Visiting Grant
 - ii. A motion was made to approve the Continuation Grant Application in the amount of \$384,034.00 for Family Foundations Home Visiting Grant, by Roger Lange, second by Michael Britt. All present voted in favor; the motion was carried.
- j. **Continuation Grant Application—Early Head Start Expansion – Child Care Partnership Grant**
 - i. Tawny Hardyman presented the Continuation Grant Application for Early Head Start Expansion – Child Care Partnership Grant
 - ii. A motion was made to approve the Continuation Grant Application in the amount of \$1,127,206.00 for Early Head Start Expansion – Child Care Partnership Grant, by Michael Britt, second by Bob Laeser. All present voted in favor; the motion was carried.
- k. **Early Head Start Expansion—Child Care Partnership Non-Federal Match Waiver**
 - i. Tawny Hardyman presented the Early Head Start Expansion for Child Care Partnership Non-Federal Match Waiver
 - ii. A motion was made to approve the Early Head Start Expansion for Child Care Partnership Non-Federal Match Waiver in the amount of \$86,500.00, by Adam Stucki, second by Michael Britt. All present voted in favor; the motion was carried.
- l. **Continuation Grant Application—Head Start/Early Head Start**
 - i. Tawny Hardyman presented the Continuation Grant Application—Head Start/Early Head Start
 - ii. A motion was made to approve the Continuation Grant Application—Head Start/Early Head Start in the amount of \$3,067,794 by Donna Peterson, second by Michael Britt. All present voted in favor; the motion was carried.
- m. **Disposition of 2022 Chevrolet Equinox**
 - i. Tawny Hardyman asked for Board approval of the disposition of a 2022 Chevrolet Equinox.
 - ii. A motion was made to start the process of the disposition of the 2022 Chevrolet Equinox due to severe hail damage, by Roger Lange, second by Michael Britt. All present voted in favor; the motion was carried.
- n. **Head Start Annual Report**
 - i. Tawny Hardyman presented the Head Start Annual Report
 - ii. A motion was made to approve the Head Start Annual Report, by Michael Britt, second by Bob Frank. All present voted in favor; the motion was carried.
- o. **Head Start Self-Assessment Results**
 - i. Tawny Hardyman presented the 2024-25 Head Start Self-Assessment summary with goals including maintaining a full enrollment during the 2025-26 school year, increased number of staff with CDLs and ongoing professional development through training.

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- ii. A motion was made to approve the Head Start Self-Assessment Results, by Bob Frank, second by Brandi Riechers. All present voted in favor; the motion was carried.

p. Updated Policy Changes

- i. Courtney Messer presented the Updated Policy Changes that have previously been reviewed by the Personnel Committee.
- ii. A motion was made to approve the Updated Policy Changes as presented in tonight's packet, by Brandi Riechers, second by Adam Stucki. All present voted in favor; the motion was carried.

5. Other Items

- a. **End of 12-month Under enrollment Period, Early Head Start Expansion—Child Care Partnership Grant 05HP000495**
 - i. Tawny Hardyman presented the End of 12-month Under Enrollment Period for Early Head Start Expansion – Child Care Partnership Grant 05HP000495
- b. **Non-Competitive Five-Year Grant Award, Head Start and Early Head Start Grant 05CH011859**
 - i. Tawny Hardyman presented the Non-Competitive Five-Year Grant Award, Head Start and Early Head Start Grant 05CH011859
- c. **Information Memorandum: Promoting Healthy Eating and Nutrition for Head Start Children**
 - i. Tawny Hardyman presented an Information Memorandum: Promoting Healthy Eating and Nutrition for Head Start Children
- d. **Benefits Updates for 2026**
 - i. Courtney Messer disclosed that Marisol Contreras announced her resignation effective June 2, 2025. She presented the healthcare consortium update, pricing, benefit options, and considerations for 2026.
- e. **Seals on Wheels Dental Service Provided**
 - i. Tawny Hardyman presented the Seals on Wheels Dental Service provided to children, siblings and pregnant women on-site at Head Start locations in Boscobel, Dodgeville, Lancaster, Muscoda and Richland Center.

6. Committee Reports – information only

- a. **Personnel Committee Meeting** – No Meeting
- b. **Planning and Review Committee**
 - i. Michael Britt went over the changes occurring in Head Start for grant applications, the 5-year HS/EHS Grant Cycle, an increased emphasis on family engagement, community partnerships, and changes to the nutrition guidelines.
- c. **Membership Committee** – No Meeting
- d. **Finance Committee** – Nothing more to report on.

7. Executive Staff Reports

- a. **Executive Directors Report**
 - i. Brett White discussed what is happening at the federal government level. Head Start now appears to be safe. Overall, the outlook appears to be good for our programs at this time.
- b. **Senior Directors Report**
 - i. Courtney Messer recognized NHP as having a successful ribbon cutting and open house for their expansion of services to include primary care and vaccines. They extended their hours to 5 days per week and closed the Monroe office. Courtney also went over the NCAP WFA team visit scheduled for July 7th for the Whole Family Approach Core Team. The whole family

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approach builds family well-being by intentionally and simultaneously working with children and adults in their lives at the same time.

8. Next Board Meeting

- a. July 24, 2025, 6:30PM

9. Adjournment

- a. A motion to adjourn the meeting was made by Donna Peterson, second by Michael Britt, all present voted in favor; the motion was carried, meeting, adjourned at 8:09pm.

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WISCONSIN DEPARTMENT OF Public Instruction

Total Meals: 1,757
Head Start Meals: 663
Expansion Meals: 1094
Total Reimbursement: \$5,170.49
Head Start Reimbursement: \$1,964.86
Expansion Reimbursement: \$3,205.63

[Home-
Day
Care
Program](#)
[School
Nutrition
Program](#)
[Community
Nutrition
Program](#)
[Summer
Food
Program](#)
[Special
Milk
Program](#)
[Review](#)
[Other
Services](#)
[Logout](#)
[Community Nutrition Program >](#)
[Claim Reimbursement >](#)
[Child and Adult Care Food Program >](#)
[View-Print Claim](#)

Child and Adult Care Food Program (CACFP) [Participation Reimbursement Information]

256801 - Southwest Wisconsin CAP INC

General Information		Payment	Amount
Program	Child Care Food Program (CCI)	+ Meal Reimbursement	4,973.99
Claim Date:	06/01/2025	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	4,973.99
Free Category:	150	+ Cash in Lieu (CIL)	196.50
Total Number of Enrolled Children:	150	- CIL Overpayment Rec.	0.00
Number of Days of Service:	21	= CIL Reimb. bal. due.	196.50
		Total	5,170.49
		Voucher No.	2026000077
		Date Submitted:	07/08/2025
		Date Processed:	
		Date Paid:	

Total Reimbursable Meals Summary Based on Site(s) Participation Information

Total Breakfasts	Total AM Snack	Total Lunches	Total PM Snack	Total Suppers	Total Additional Snack	Total Lunches 2nd	Total Supper 2nd	Total Meals
637	0	655	465	0	0	0	0	1,757

Site Participation Information

Site No.	Non-Needy	Reduced Price	Free	Total Enrollment	Days Operating	ADA	Breakfasts	AM Snack	Lunches	Lunches 2nd	PM Snack	Suppers	Supper 2nd	Additional Snack
6319	0	0	28	28	20	20	164	0	173	0	93	0	0	0
7521	0	0	42	42	21	30	193	0	195	0	122	0	0	0
8509	0	0	47	47	21	19	170	0	171	0	135	0	0	0
8516	0	0	16	16	6	8	45	0	47	0	47	0	0	0
801620	0	0	17	17	6	12	65	0	69	0	68	0	0	0

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program. I understand that the information on this claim is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes.

Preparer Name and Telephone No.: Crystal Peterson 608-935-3379

