



Board of Directors Meeting Agenda

Thursday, September 24, 2026, 6:30 pm

- 1) Call to Order
- 2) Roll Call & Welcome
- 3) Approval of Consent Agenda Items

----- CONSENT AGENDA -----

- 4) Approval of Minutes
 - a. August 2026 SWCAP Board Minutes
- 5) Action Items
 - a. (USDA) Child and Adult Care Food Program Report July 2026
- 6) Other Items

-----END OF THE CONSENT AGENDA-----

----- REGULAR AGENDA -----

- 7) Board Discussion & Training Items
 - a. Items moved from the Consent Agenda
 - b. Financial Reports for August 2026
 - c. 2027 CSBG Application
 - d. Christie Johnston, Head Start Assistant Director, has been named the Interim Director
 - e. Conflict of Interest forms are in your packet, please sign and return by 10/22/26
- 8) Program Reports & Executive Staff Reports
 - a. Senior Directors Report
 - b. Executive Directors Report
- 9) Next Board Meeting
 - a. October 22, 2026, 6:30pm
- 10) 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, August 27, 2026, 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 6:31 pm

2) Roll Call & Welcome

Shyanne Cushman, Assistant Executive Director, called the roll.

Present: Carol Beals, Michael Brit, Mathew Flowers, Bob Frank, Mike Furgal, Ben Gruber, Brian Johnsrud, Susan Nelson, Mark Pinch, Leeann Prochaska, Paula Schoenberg and Adam Stucki; quorum present.

Absent: Clarissa Aide and Martha Boyer

Excused: Bob Leaser

Others present: Bret White, Chris Frakes, Courtney Messer, Shyanne Cushman and Craig Woodhouse of SWCAP, Liani McCarthy of Wegner CPAs, Cassie Oracz of Cinnaire Advancing Communities and Terrell Brown of the Housing Assistance Council.

3) Approval of Consent Agenda Items

- a. Carol Beals presented a motion to approve 4a, 5a, and 5b of the consent agenda
- b. A motion was made to approve the SWCAP Board of Directors' Consent Agenda by Brian Johnsrud, second by Michael Britt. All present voted in favor; the motion was carried.

----- CONSENT AGENDA -----

4) Approval of Minutes

- a. July 2026 SWCAP Board Minutes

5) Action Items

- a. (USDA) Child and Adult Care Food Program Report June 2026
- b. Job Description - Community Development Specialist

6) Other Items

-----END OF THE CONSENT AGENDA-----

----- REGULAR AGENDA -----

7) Board Discussion & Training Items

- a. Items moved from the Consent Agenda
- b. Financial Reports for June 2026 year to date
 - i. Liani McCarthy of Wegner CPA presented the June 2026 Financial Report along with listed transactions below, \$15,000 and over. Transactions \$15,000 and over:

Recurring:

- Quartz \$88,563– health insurance

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- Tri-County Title Services - \$60,000 and \$42,375 for HOME loans, which is reimbursed by DoA
- Midwest Title Corp \$34,375 - HOME loans, which is reimbursed by DoA
- West Bend \$26,035 – business insurance and 2025 audit adjustment
- Professional Title \$53,250 - HOME loans, which is reimbursed by DoA
- Wegner \$31,423 – monthly accounting fees

Non-recurring:

- Skyline Homes \$222,594 - this is for the construction of the workforce housing phase 1
 - W.P. Custom Builders LLC \$30,000 - this is for the construction of the workforce housing phase 1
- ii. A motion was made to approve the items of transactions of \$15,000 and over by Paula Schoenberg, second by Adam Stucki. All present voted in favor; the motion was carried.

c. Financial Reports for July 2026 year to date

- i. Liani McCarthy of Wegner CPA presented the July 2026 Financial Report along with listed transactions below, \$15,000 and over. Transactions \$15,000 and over:

Recurring:

- Quartz \$80,714– health insurance
- Tri-County Title Services \$49,750 - HOME loans, which is reimbursed by DoA
- Midwest Title Corp \$47,500 - HOME loans, which is reimbursed by DoA
- West Bend \$25,461 – business insurance
- Professional Title \$50,000 - HOME loans, which is reimbursed by DoA
- Lafayette County Abstract & Title \$56,260 – HOME loans, which is reimbursed by DoA
- TitleWorks LLC Richland Center \$38,750 – HOME loans, which is reimbursed by DoA
- Green County Title & Abstract Inc. \$45,000 – HOME loans, which is reimbursed by DoA
- Wegner \$30,950 – monthly accounting fees
- First Nonprofit Unemployment Program \$36,779 – quarterly unemployment payment

Non-recurring:

- None
- ii. A motion was made to approve the items of transactions of \$15,000 and over by Mark Pinch, second by Leeann Prochaska. All present voted in favor; the motion was carried.
- d. Meadows Farmworker Housing Project
Cassie Oracz presented the Meadows Farmworker Housing Project revenues vs. losses and vacancies with a plan to raise the occupancy.

8) Program Reports & Executive Staff Reports

a. Senior Directors Report

Frakes announced that Tawny Hardyman our Director of Head Start has resigned. The program year is about to start. We are currently under-enrolled, but we are short on Family Advocates. Once we get those positions filled, we should fill classrooms rather quickly. We

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may now have new rules through the government. The Head Start Performance Standards proposed changes that include development, health & wellness, dental, hearing, and vision screenings. They are proposing to eliminate the screenings and pull back funding for those items. Currently, we need at least 10% to cover kids with disabilities, and the proposed plan is to eliminate that. They are proposing to eliminate all information not in the English language. Licensing rules are going to revert to individual state licensing rules rather than a standard through all Head Starts nationwide. This will lead to a fewer adult/child ratio. The Policy Council will be optional in the new rule of change as well. There will be a change from 15% Admin Cap to a 5% Admin Cap under these new rules. There is no way to sustain any Head Start with that Admin Cap. 3% of our slots are reserved for homeless and foster care children, and that rule will go away as well.

Courtney Messer introduced Craig Woodhouse from NHS of SWCAP and Terrell Brown of the Housing Assistance Council to discuss the Housing project for Southwest Wisconsin Infill Solutions to Housing (SWISH). SWCAP was awarded an affordable Housing Grant to help identify gaps in the development of affordable workforce housing. Woodhouse went over the Lancaster Phase I timeline and Phase II planning.

b. Executive Directors Report

Brett White discussed housing issues in Wisconsin and the 30-year treasury bond rate increase. This will affect everyone. This will make American substantially more expensive in the future. Interest rates and credit card rates will increase.

9) Next Board Meeting

- a. September 24, 2026, 6:30PM

10) Adjournment

A motion to adjourn the meeting was made by Adam Stucki, second by Ben Gruber. All present voted in favor; the motion was carried, meeting adjourned at 8:27 p.m.

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WISCONSIN DEPARTMENT OF Public Instruction

Total Meals: 810
Head Start Meals: 0
Infant-Toddler Meals: 810
Head Start Reimbursement: \$0
Infant-Toddler Reimbursement: \$2639.44

	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	2,537.68
Claim Date:	07/01/2026	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	2,537.68
Free Category:	24	+ Cash in Lieu (CIL)	101.76
Total Number of Enrolled Children:	24	- CIL Overpayment Rec.	0.00
Number of Days of Service:	22	= CIL Reimb. bal. due.	101.76
		Total	2,639.44
		Voucher No.	2027000321
		Date Submitted:	08/19/2026
		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
310	0	318	182	0	0	0	0	810

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	8	8	22	7	128	0	135	0	96	0	0	0
7521	0	0	8	8	22	5	94	0	96	0	74	0	0	0
8509	0	0	8	8	21	5	88	0	87	0	12	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.

SOUTHWESTERN WISCONSIN COMMUNITY ACTION PROGRAM, INC.

Conflict of Interest Policy for Board of Directors

Please read the policy below. This policy is designed to both safeguard the best interests of the Southwestern Wisconsin Community Action Program, Inc. ("SWCAP") and comply with various applicable laws, such as the Internal Revenue Code and the Head Start Act, governing conflicts of interest. Due to differing requirements of these laws, some transactions are outright prohibited and others may be permitted, but only under certain circumstances described below.

If you have any questions, you may contact Carol Beals at cabeals@gmail.com. After you have completed reading it, please list any information that is required to be disclosed by the policy, sign it, and return it to SWCAP 201 S Iowa Street, Dodgeville WI 53533.

Disclosures are required for the period beginning on September 1 of the year preceding the year the Board member signs this policy.

IMPORTANT NOTE: This policy does not require the disclosure of assistance or services provided by SWCAP to Board members or their Immediate Family members, such as Head Start, if such individuals are not given preference in obtaining such assistance or services and they are provided on similar terms as for any other applicant for SWCAP programs.

1. **Prohibited Transactions.** No member of the Board of Directors of Southwestern Wisconsin Community Action Program, Inc. ("SWCAP"), or a member of his or her "Immediate Family," may have a "Financial Interest" in the purchase, sale, contract for, rental, or lease of goods, space or services, or any other transaction, including loans and grants, by or with SWCAP or any of its Head Start/Early Head Start programs.
 - (a) "Financial Interest" means (i) a material financial interest in the purchase, sale, rental, contract, lease, loan, or other transaction, including commission or fee, share of proceeds, prospect of promotion, profit participation or any other material financial reward; and/or (ii) any of the following interests in or associations with an entity providing or receiving such goods, space, services, loans, or grants:
 - Sole ownership, or ownership of 5% or more stock;
 - Partnership of 5% or more or beneficial interest of 5% or more; or
 - Employee or independent contractor, if his or her position at or compensation from the entity is determined by revenues from or business with SWCAP, or its subsidiaries or delegate agencies.

(b) "Immediate Family" includes:

- Spouse
- Parent
- Child (including adopted)
- Sibling
- Father-in-law, Mother-in-law
- Brother-in-law, Sister-in-law
- Son-in-law, Daughter-in-law

2. **Employment and compensation.** No SWCAP Board member, nor a member of his or her Immediate Family, as defined above, shall be an employee of SWCAP or any of its Head Start/Early Head Start programs. No SWCAP Board member may be compensated for his or her regular service on the SWCAP Board of Directors or for providing services to SWCAP. However, Board members may be reimbursed for actual reasonable, necessary, and documented expenses incurred, consistent with policies adopted by the Board of Directors.
3. **Gifts to Board members.** SWCAP Board members are prohibited from soliciting or accepting gifts, money, or gratuities, other than those of nominal value, from:
- Persons receiving benefits or services under any SWCAP program;
 - Persons or organizations performing services for or providing goods or space to SWCAP; or
 - Persons who are otherwise in a position to benefit from the actions of a SWCAP employee, officer, or Director.

"Nominal value" is \$50 or less per instance and \$150 or less per calendar year.

4. **Disclosures required by law.** SWCAP is required to disclose to the state and federal governments certain information concerning relationships and transactions between and among its Board members, their family members (including Immediate Family members as defined by Section 1(b) and ancestors, grandparents and grandchildren), and entities with which they are associated and SWCAP or its subsidiaries or delegate agencies ("Related Party Transactions"). Board members should list these disclosures at the end of this Policy. Information to be disclosed includes the following:
- Has SWCAP made a grant award or contribution to any organization with which its Board members have a relationship?
 - Do any SWCAP Board members have a family or business relationship with any other SWCAP Board member?
 - Do any SWCAP Board members have a family or business relationship with any SWCAP employee?
 - *A "business relationship" does not include a relationship between (1) attorney and client, (2) medical professional (including psychologist) and patient, or (3) priest/clergy and penitent/communicant.*
 - Are any SWCAP Board members, either personally, through family members, or through entities with which they are associated, involved in, or do they intend to become involved in, any other transactions or relationships with SWCAP, its subsidiaries or delegate agencies (other than as an SWCAP Board member) that are not mentioned elsewhere in this policy?

- Here are some examples of situations you should disclose (these are in addition to disclosures required elsewhere in this policy):

1. You are a board member of a nonprofit organization that receives funding from SWCAP.
 2. You are a board member of a nonprofit organization that provides funding to SWCAP.
 3. You or a family member is an employee of a business or organization that receives revenue or funding from SWCAP.
 4. Your grandchild is a vendor, or has an ownership interest in, a vendor with which SWCAP does business.
5. **Continued disclosure obligation and disclosure of other potential conflicts of interest.** If, after signing this policy, a SWCAP Board member becomes involved, or intends to become involved, in a Prohibited Transaction, employment, compensation, or gift, as defined above, or becomes aware of such an existing transaction or status, the Board member must promptly notify the SWCAP Chairperson.

In addition to those Prohibited Transactions, gifts, and employment or compensation described above, Board members are required to promptly disclose to the SWCAP Chairperson any Related Party Transactions in which they are, or intend to become, involved.

6. **Procedure for addressing transactions.** The following process should be followed for all Prohibited and Related Party Transactions:
- (a) An *ad hoc* committee of Board members composed entirely of individuals who have no involvement with any Related Party Transactions ("Independent Board Members"), who are appointed by the Chairperson of the SWCAP Board of Directors and approved by the Board of Directors shall review, in consultation with the SWCAP Executive Director, all Related Party Transactions of Board members, including those that may be prohibited pursuant to Paragraph 1 of this Policy.
 - (b) The Board committee, with the advice of legal counsel as necessary, shall determine whether a Related Party Transaction is a Prohibited Transaction, as defined by paragraph 1 of this policy and any other applicable requirements.
 - (c) If the Board committee determines that the transaction is prohibited, then the Board committee shall recommend either (i) not to enter into the transaction or (ii) to require the resignation of the Board member associated with the Prohibited Transaction.
 - In making this determination, the Board committee shall determine whether, all factors considered, the transaction under consideration is fair and reasonable to, and is in the best interests of, SWCAP. The Board committee shall review, where appropriate, information concerning alternatives to the transaction; comparable transactions entered into by other parties and organizations; and/or independent appraisals, and any other relevant factors.

- For this purpose, a "transaction" may include an ongoing business, contractual, or grant relationship.
- (d) If the Board committee determines that the Related Party Transaction is not prohibited, then it shall also determine whether, all factors considered, the transaction under consideration is fair and reasonable to, and is in the best interests of, SWCAP.
- In making this determination, the Board committee shall review, where appropriate, information concerning alternatives to the transaction; comparable transactions entered into by other parties and organizations; and/or independent appraisals, and any other relevant factors.
 - For this purpose, a "transaction" may include an ongoing business, contractual, or grant relationship.
- (e) The Board committee shall report its determinations and recommendations from paragraphs (c) and (d) to the full Board of Directors.
- (f) At a meeting of the Board of Directors or Board committee, a Board member who is associated with the transaction at issue may state his or her views, and shall respond to questions, as to any Related Party Transaction, including Prohibited Transactions, in which he or she is involved, but only Independent Board members shall be present for and participate in deliberations or voting as to any Related Party or Prohibited Transactions.
- (g) The Independent Board Members shall vote whether to adopt the Board committee's recommendations regarding the transaction at issue. If the Board committee recommends that the Board member be required to resign from the Board, and the Independent Board Members approve such recommendation, then such action shall be treated as removal for cause under the SWCAP by-laws. The basis for any such vote shall be documented in the minutes of the meeting at which action is taken, and those minutes shall be approved at the next meeting of the Board of Directors.

_____ am not, to the best of my knowledge, a participant in any Prohibited Transactions, employment, compensation, gifts, Related Party Transactions, or any other transactions or relationships required to be disclosed by this policy; or

_____ have, to the best of my knowledge, disclosed below any Prohibited Transactions, employment, compensation, gifts, Related Party Transactions, and any other information required to be disclosed by this policy.

Disclosures:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Signature

Date _____