



CAP Board Meeting

Special Meeting

Agenda 3/15/2020

6:00 PM District Office at CHS

Present: Bernie Nikolay, Tim Bolger, Katie Jeffery, Kris Frey, Peter VanDen Eide, Gregory Wagner, Jody Wilke, Lesli Rumpf. Via Phone: Eddie Pahuski, Joe Brady, Tracy Travis
Absent: Jess Stenklyft
CAP staff present: Mandy Hollis, Kathryn Jenkins

- I. Call Meeting to Order: Eddie called the meeting to order at 6:01pm.
- II. Public Comment: No one present from public.
- III. COVID 19 preparation plan:
 - i. Food Pantry Modification - The Food Pantry will run normal operations on Monday, March 16. Staff will distance clients more during the normal line up in the hallway and/or use the NMS cafeteria and have each family at an individual table. Staff is expecting an increased need for food at the Food Pantry in the coming week. Beginning Monday, March 23 the Food Pantry will operate a drive through model. There may be additional needs and staffing/volunteer hours in the coming future. Blue Jay Backpacks will be prepared and ready for any students/families who come into the building for any school materials on Monday. March 16.
 - ii. Cap Care - The regulations set by Dane County Public Health has made it determined that Cap Care will be closed.
 - iii. Program Cancellations - If the program has not started yet, CAP will refund and will prorate the programs which are in progress in the form of a program credit. Bernie made a motion to proceed with the refunds/credits and Katie seconded. The motion unanimously passed. CAP will process all refunds/credits once the programs are up and running again.
 - iv. Staffing Plans & Payroll - The CAP leadership will work from home, some additional roles may be required but taking all safety measures into account to limit exposure. Part time staff (non essential) will not be reporting to work. This accounts for approximately \$7,500 in payroll each pay period. Lesli is recommending we use funds from the money market account to be able to process payroll. Kris motioned to commit to provide payment through two payroll periods based on the future schedules. From there, an average of the past three months of work will determine the

employee's pay amount. This will be re-evaluate around April 6. Tim seconded the motion and it unanimously passed.

IV. Adjourn: Jody made a motion to adjourn the meeting and Bernie seconded. The motion was unanimously passed. . Meeting adjourned at 6:53.

Mission ~ *The Cambridge Community Activities Program encourages and promotes life-long wellness by providing a variety of high-quality recreational activities, learning opportunities, aquatics programs, and services to the broad Cambridge area community.*

