Central Wisconsin Community Action Council, Inc.
EPF&A Committee Meeting Minutes
February 19, 2016

Present: Dave Singer, Muriel Harper, Charlie Krupa, Donna Maly, and John Earl

Excused Absence: None

Staff: Fred Hebert and Donna Lynch

Guests: John Atkinson

1. John Earl called the meeting to order and roll call was taken with five members present.

2. Motion passed by unanimous vote approving the agenda and minutes of the January 8, 2016 EPF&A Committee Meeting.

3. Fred reported that the Section 8 unit will be relocating to our Adams Office building which will open more rental space in our Wisconsin Dells office building.

4. Fred presented a report of our Cash Balance as of December 31, 2015 in the amount of $708,441.69.

5. Committee members reviewed our 2016 Agency Goals and discussed possibilities of new building project locations.

6. We are waiting for a response to Fred's request to the City of Wisconsin Dells for infrastructure assistance with a delayed payback period for our new Gomoll's Senior Village project.

7. Fred mentioned discussion with New Beginnings regarding monetary reimbursement to CWCAC for shelter operations and fiscal management.

8. National Exchange Bank in Beaver Dam would like to give us cash to use for emergencies; Fred will be presenting ideas that would be most beneficial for our clients, i.e., car repairs, rent payments, etc.

9. Second Harvest Food Bank started a mobile food pantry in Wisconsin Dells. Fred reported that he picks up excess food from the Second Harvest Mobile Pantry in Beaver Dam on the second Saturday of each month for delivery to our food pantries.

10. We currently run four food pantries (Adams, Beaver Dam, Rio, & Wisconsin Dells), and are the Emergency Feeding Organization (EFO) delivering USDA commodities to 16 food pantries.

11. Committee members discussed the Board Member Job Description. Motion passed by unanimous vote approving the revised Board Member Job Description. Motion passed by unanimous vote approving the addition of the revised Board Member Job Description and Code of Conduct as an addendum to the By-Laws. Motion passed by unanimous vote approving submission of the addendum to the By-Laws to the full board for approval.

12. Paperwork has been submitted to county assessors for our property tax exemptions. Fred reported we make a Payment in Lieu of Taxes for Pine Grove and Wyona Lake Apartments.

13. Committee members reviewed a purchase resolution for a two acre lot in Mauston for our new Mauston office. After a purchase offer was made, we were notified of a zoning restriction requiring apartments be on the second story of a commercial building. Motion passed by unanimous vote requesting full board approval of the purchase resolution pending contingency of a variance being approved by the City of Mauston and County Board for construction of a single story building.

14. Mauston office staff will be relocated to a new temporary office site at the beginning of March.

15. Meeting Adjourned – Next Meeting – March 11, 2016 at the Necedah Library including a tour afterwards of a business we assisted, Generations Dance Academy in New Lisbon