# MEETING MINUTES

## Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

**Meeting Date:** December 14, 2016

**Place:** CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

**Board Members:**

***Present:*** Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, and John Earl

***Absent:*** Scott Beard, David Moore, and Renee Greenland

***Unexcused Absence:*** None

**Staff Present:** Craig Gaetzke, Kari Labansky, Lisa Williams, Chris Utley, Wendy Schneider, and Jim Dahlke

Guests Present: None

## Opening

1. John Earl called the meeting to order. Roll call was taken with 12 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

   Motion was made by Dave Singer to adopt the December 14, 2016 meeting agenda. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

   Motion was made by Donna Maly to adopt the October 26, 2016 meeting minutes. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

2. President's Comments

   John expressed happy holiday wishes to everyone. We look forward to new and continuing projects in the coming year.

3. Executive Director's Report

   Fred welcomed all board members and staff and expressed gratitude to everyone for their time and dedication to the agency. He thanked Craig for his work over the years and this past year in the Homeless Unit. Our three agency fund raising events were successful again this year including the Golf Outing, Holiday Train, and Turkey Raffle. Keith Koehler from the Country Keg donated another $11,000 to our

agency for which we are extremely grateful. An Australian flag has been hung in the foyer in honor of our dedicated Receptionist, Rose Merrett. Fred remembered board members who are no longer with us including Evans Littlegeorge, Ross Swinehart, Dennis Gorder, and Eleanor Owen. Fred mentioned there will be limited staff at the office over the holidays. The City of Portage has agreed to accept a transfer of Portage mortgages to them from our Home Rehab Program in lieu of CWCAC repaying them for a Community Development Block Grant Project which included costs that were not reimbursable from the State. The winner of the $100 Maurices Gift Card Drawing was Dave Repinski.

Motion was made by Bob McClyman to adopt the December 14, 2016 Executive Director's Report. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari Labansky and the managers presented the 2017 Projected Budget. Overall budget reflected revenues in the amount of $8,510,311 and expenses in the amount of $8,490,643. Individual programs reflected the total amounts of: Employment & Training - $54,000; Weatherization, Energy Assistance & Emergency Furnace - $2,219,584; Food Pantry & Section 8 - $4,652,746; Homeless Unit - $574,636; Corporate Budget - $761,260; and CSBG/Admin - $248,085. Revenues and expenses are expected to be up by 23% next year mostly due to the Section 8 Program. Kari noted that 91.1% of our revenue comes from grants; 19.2% of expenses are for wage/fringe; and 4.8% is for admin expenses, which is very low. The 3% IRA match and a 12% increase for health insurance were included in the budget.

5. Committee Reports

a. *PBP Committee*

John Earl asked board members to review the PBP Committee report of November 11, 2016. Charlie Krupa called the meeting to order. Roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the September 9, 2016 PBP Committee meeting. Ed presented the Buildings Maintenance & Repairs Progress Report with detailed information. Fred gave an update on the John Wenum Apartments project. Committee members reviewed results of the Necedah Senior Housing Need Survey conducted in October 2016 with a majority of favorable responses. The Village of Necedah will be donating lots to us in support of another senior housing project. A "For Sale" sign has been posted on our Lot 2 in the City of Wisconsin Dells; we may also post on Craig's list. Chuck presented the Jobs & Business Development Report. Renee and Muriel reported on Homeless issues. The next meeting will be held on Friday, January 13, 2017.

Motion was made by John Wenum to accept the PBP Committee Report of November 11, 2016. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

b. *EPF&A Committee*

John Earl asked board members to review the EPF&A Committee report of November 11, 2016. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda. Motion passed by unanimous vote approving the minutes of the October 14, 2016 EPF&A Committee meeting with the revision under #5 - "Eight of the ten units will be for chronically mentally ill...." Fred reported on Personnel issues. Kari Labansky and the managers presented the 2017 Projected Budget. Motion passed by unanimous vote approving the 2017 Projected Budget with thanks to Kari, Jim, Lisa, and Chris. Fred mentioned we will be reinstating the 3% Simple IRA agency match in January 2017. The Bank of Mauston has donated two lots to us in the City of Mauston. The Village of Necedah will be donating lots to us for construction of our next Senior Housing Project. A "For Sale" sign has been posted on our Lot 2 in the City of Wisconsin Dells. The next meeting will be held on Friday, December 9, 2016.

John Earl asked board members to review the EPF&A Committee report of December 9, 2016. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda. Motion passed by unanimous vote approving the minutes of the November 11, 2016 EPF&A Committee meeting with the revision under #6 - "The Bank of Mauston...." Fred reported on Personnel issues. Kari Labansky presented the Finance Report. Audit bids were received from Wegner CPAs and WIPFLI. After discussion, motion was approved by unanimous vote accepting the bid from WIPFLI. Motion passed by unanimous vote approving the Finance Report with thanks to Kari. Fred reported that CWCAC, Inc. will assume management of Kenwood Properties effective January 1st. A book shelf was purchased with funds from the Maurices gift card drawing for our new book program. We await a revised acoustical study from On-Site Testing for our John Wenum Project. Committee members reviewed the by-law revisions suggested as a result of the attorney review. After discussion, motion passed by unanimous vote to work on cleaning up grammatical errors over the next few months with a copy going to the full board when completed. Committee members reviewed a resolution regarding the separation of CWCAC, Inc. from Reedsburg Housing Associates, LLC - Babb Creek Apartments upon receipt of final payment in the amount of $20,547.16 and final documents from the State of Wisconsin, Division of Housing stating that Contract #335 has met all requirements and has been completed. Motion passed by unanimous vote approving the resolution and submission for full board approval. The December Board Meeting Agenda was reviewed. After discussion, committee members agreed to change

IV. "Old" Business to IV. "Unfinished" Business. This will appear on the February agenda. Committee members reviewed the CWCAC Policy on Subordination of Mortgage. Fred reported the City of Portage may accept a transfer of Portage mortgages to them from our Home Rehab Program in lieu of CWCAC repaying them for a Community Development Block Grant Project which included costs that were not reimbursable from the State. Fred mentioned recent competitive grants awarded to our agency. The next meeting will be held on Friday, January 13, 2017.

Motion was made by Donna Maly to accept the EPF&A Committee Report of December 9, 2016. Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

The Ad Hoc Committee Minutes were moved to #4 under "Program Reports" by consent of the full board.

6. Program Reports
   a. *Weatherization*
   b. *Homeless*
   c. *Hunger Reduction*

Chris Utley presented the Weatherization Program Report. They are in the process of finalizing the rebidding of several material contracts and have used many local vendors. With the cold weather, production typically drops down this time of year so they spend a lot of time on training and State required recertifications. We hired a third party vendor to complete quality assurance inspections until our two auditors completed training which was just recently done. The State will be coming in to review our completed inspections. Total clients served were 100 including 124 audits done and a service goal of 393. To date 73 freezers/refrigerators, 27 furnaces, and 39 water heaters were installed. Wendy Schneider presented the Homeless Unit Program Report. We have served 265 households including 703 individuals through November. Total cost of all services was $246,106 and number of rental assistance payments was 531. Total amount of the 2016 National Exchange Bank Grant spent through the Homeless Unit was $25,594.79. Lisa Williams presented the Hunger Reduction Program Report. In October our 16 food pantries have served 4,079 households and 9,723 individuals including 297,924 pounds of non-USDA commodities. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, and Washburn, as well as the City of Eau Claire. We have 629 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. This provides 1,172 individuals with rental assistance. The monthly payables account came to $245,517.30 which equals an average of $361.59 per unit cost which is paid to the landlord and/or utility company. We also have 50 veterans vouchers through our VASH voucher program.

Motion was made by Muriel Harper to accept the Weatherization,

Homeless, and Hunger Reduction reports of December 14, 2016. Seconded by Joy Casperson. Passed unanimously. MOTION CARRIED.

7. Unfinished Business

None

8. New Business

Motion was made by Bob McClyman to go into Closed Session for review of the November 11, 2016 Ad Hoc Committee Minutes and the Executive Director Performance Evaluation and Compensation. Seconded by John Atkinson. Passed by unanimous roll call vote. MOTION CARRIED.

The Board of Directors resumed in Open Session by show of hands.

Motion was made by Bob McClyman to approve the motion which reads, "The Board of Director's of Central Wisconsin Community Action Council, Inc. approves the 2017 Projected Agency Budget as presented." Seconded by John Wenum. Passed unanimously. **MOTION CARRIED**.

Motion was made by John Wenum to approve the Resolution which reads, "*WHEREAS:* On January 31, 1996, Dale Moore, Greg Schmidt, Central Wisconsin Community Action Council, Inc., and The Lutheran Home signed an Operating Agreement for the Limited Liability (LLC) known as Reedsburg Housing Associates, LLC; and *WHEREAS:* A mortgage note of $160,000 for repayment to the State of Wisconsin, Division of Housing was signed on June 1, 1996 by Dale Moore, managing member of Reedsburg Housing Associates, LLC and Greg Ketelsen of CWCAC, Inc., for construction of an eight unit affordable apartment building, Babb Creek Apartments in Reedsburg; and *WHEREAS:* On August 24, 2000, The State of Wisconsin, Division of Housing assigned the role of "mortgagee" to Central Wisconsin Community Action Council, Inc. who assumed responsibility of receiving the mortgage payments from Reedsburg Housing Associates, LLC and ensuring contract compliance; and *WHEREAS:* On December 16, 2004, The Lutheran Home voluntarily withdrew from the Reedsburg Housing Associates LLC with remaining members splitting the interest as: Dale Moore - 47.5%, Greg Schmidt - 47.5%, CWCAC, Inc. - 5%; and *WHEREAS:* Reedsburg Housing Associates, LLC has been making mortgage payments to CWCAC, Inc. with the final mortgage loan payment of $20,547.16 due by December 31, 2016 and the State of Wisconsin, Division of Housing affordability period coming to an end on January 26, 2017; ***Now there for let it be resolved:*** That Central Wisconsin Community Action Council, Inc. Board of Directors approves relinquishing our 5% ownership in Reedsburg Housing Associates, LLC upon receipt of the final mortgage loan payment of $20,547.16 by December 31, 2016 and final documents from the State of Wisconsin, Division of Housing have been received stating that Contract

#335 has met all requirements and has been completed; and further *Resolve,* that authority be vested in the President and/or the Executive Director to sign all necessary and required documents for the sales transaction." Seconded by Dave Singer. Passed unanimously. **MOTION CARRIED.**

Motion was made by Sandy Wormet to approve the motion which reads, "The Board of Director's of Central Wisconsin Community Action Council, Inc. approves the Ad Hoc Committee recommendation of approving the Executive Director's 2016 Performance Evaluation and implementing a $5,000 wage increase bringing Fred Hebert's wage from $80,000 to $85,000 annually effective January 1, 2017." Seconded by Charlie Krupa. The board thanked Fred and expressed many positive comments about him and also his knowledge, quality of work, and ability to share information. Passed unanimously. **MOTION CARRIED.**

Fred thanked the board and managers for their support and expressed his sincerest gratitude.

9. **Next Meeting**

Wednesday, February 22, 2017 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

*Signed by:*

Fred Hebert

*Fred Hebert, Executive Director*

*December 15, 2016*
*Date*