



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: December 17, 2014
Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Joy Casperson, Sandy Wormet, John Atkinson, Scott Beard, Donna Maly, Muriel Harper, John Wenum, Dave Singer, Renee Greenland, David Moore, and John Earl

Absent: Lori Djumadi, Bob McClyman, and Charlie Krupa

Unexcused Absence: None

Staff Present: Craig Gaetzke and Susan Tucker

Opening

1. Motion was made by Donna Maly to adopt the agenda with the revisions of adding "Closed Session" to Ad Hoc Committee and moving Ad Hoc Committee - Closed Session above Letter C-Budget & Finance Report. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

Motion was made by Dave Singer to adopt the October 22, 2014 meeting minutes. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

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.

2. President's Comments

John Earl expressed positive comments regarding the Grand Opening of Rolan's Senior Village held in Necedah on October 31st. We will be seeking funding for development of Wisconsin Dells Lot 2 in the coming year. He thanked board members for volunteering their time and continuing the great work at Community Action. He wished everyone a very happy holiday season.

3. Executive Director's Report

Fred thanked board members and staff for their time and work at the agency. The All-Staff Meeting held on Monday went well and was very

enjoyable for all. Our Adams Energy Assistance contract has been reassigned to another agency. The agency has encountered many staff changes over the year. Our Community Services Block Grant has been approved for funding again this year. Fred's New Year Resolution is striving to make the agency better and recruiting a Dodge County board member. He wished everyone a very happy holiday season.

Motion was made by Scott Beard to accept the Executive Director's Report of December 17, 2014. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

4. Ad Hoc Committee

The board went into Closed Session by unanimous roll call vote for the purpose of discussing the Executive Director Performance Evaluation and Compensation. The board resumed in Open Session.

5. Budget & Finance Report

A report detailing agency mortgages was presented including properties, mortgage balance, interest rate, total monthly payment, and approximate current monthly principal payment.

Motion was made by David Moore to accept the Budget & Finance Report of December 17, 2014. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

6. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of October 31, 2014. 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 October 10, 2014 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Committee members reviewed a lending resolution for repair of the Portage and Beaver Dam building roofs which reads, "*WHEREAS: Central Wisconsin Community Action Council, Inc. has existing mortgages with Forward Community Investments, Inc. on properties located at 134 South Spring Street, Beaver Dam, WI, and 203 DeWitt Street, Portage, WI; and WHEREAS: The original mortgage on the Beaver Dam building was \$354,000.00 with a remaining balance of \$336,056.99 and a maturity date of December 18, 2017 and interest rate of 4.75 percent; and WHEREAS: The original mortgage of the Portage building was \$145,000.00 with a remaining balance of \$139,775.62 and maturity date of September 26, 2017 and interest rate of 4.25 percent; and WHEREAS: Each of the buildings is in desperate need for roof repair and replacement; and WHEREAS: The cost for replacement on the Beaver Dam building roof is \$36,100.00 and cost of replacement on the Portage*

building is \$31,900.00; Now there for let it be resolved: Central Wisconsin Community Action Council, Inc. is requesting to borrow from Forward Community Investments those amounts for roof repairs for each building recognizing that each mortgage will be amended or that new mortgages for each building will be implemented, and further Resolve, that authority be vested in the Executive Director to sign all documents necessary and required including each of the amended or new mortgages." After discussion, motion passed by unanimous vote approving the resolution and recommending full board approval. The potential buyers for our Randolph home purchased through our Neighborhood Stabilization Program have been pre-approved by their lending institution; we hope to close by January 15, 2015. The budget planned for Rolan's Senior Village exceeded expectations by approximately \$50,000 to \$80,000 which may cause an increase in the building mortgage. We have three families in our new Women's/Families Homeless Shelter and three men in the new Men's Shelter, both located in Beaver Dam. The next meeting will be held on December 12, 2014

John Earl asked board members to review the PBP Committee report of December 12, 2014. John Earl 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 October 31, 2014 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Loan paperwork is being processed for roof repair of our Beaver Dam and Portage buildings. Our counter-offer of \$68,000 for the Randolph home purchased with our Neighborhood Stabilization Program funds has been accepted. The buyers are currently renting the home for \$400 per month plus utilities. Rolan's Senior Village has four renters and a fifth one moving in soon. With construction costs exceeding expectations, Fred mentioned we will be asking for full board approval of a Lending Resolution with the Bank of Mauston increasing our borrowing amount from \$185,200 to \$225,000. After discussion, motion passed by unanimous vote approving Fred's report. Committee members discussed our Dells Lot #2 Site Plan Project. Renee mentioned the Baraboo warming shelter is up and running and shared part of a presentation she will be giving at the Wisconsin Balance of State Continuum of Care conference. Fred requested approval of a \$10,000 business loan to Elle Lohr, business owner of Tangerine Health & Wellness store and one of our Portage building renters. After discussion, motion was made by John Wenum to approve. Seconded by Scott Beard. Motion passed with six for and one opposed. Fred reported that Energy Services, Inc. will be taking over the Adams Energy Assistance contract as of December 19th. We are considering construction of an office in Mauston. The next meeting will be held on Friday, January 9, 2015.

Motion was made by David Moore to accept the PBP Committee Reports of October 31, 2014 and December 12, 2014. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of November 21, 2014. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the October 10, 2014 EPF&A Committee Meeting. The Committee went into Closed Session by unanimous roll call vote. The Committee resumed in Open Session. After review and discussion of Personnel Policy XI, Employee Benefits, Simple IRA, page 18 of the Personnel Policy Manual, motion passed by unanimous vote recommending full board approval of amended changes which now read, "*CWCAC provides an employee retirement plan through a Simple IRA with Edward Jones option(s). All employees are eligible to participate in the a Simple IRA...*" Jim presented the Finance Report. Motion passed by unanimous vote approving the Finance Report. A copy of the Finance Procedure Manual was distributed for review and discussion. The Community Services Block Grant Audit will take place in March 2015. The Lending Resolution for replacement of the Beaver Dam and Portage building roofs was reviewed. After discussion motion was passed by unanimous vote recommending full board approval of the amended resolution which now reads, "*WHEREAS: Central Wisconsin Community Action Council, Inc. has existing mortgages with Forward Community Investments, Inc. on properties located at 134 South Spring Street, Beaver Dam, WI, and 203 DeWitt Street, Portage, WI; and WHEREAS: The original mortgage on the Beaver Dam building was \$354,000.00 with a remaining balance of \$336,056.99 and a maturity date of December 18, 2017 and interest rate of 4.75 percent; and WHEREAS: The original mortgage of the Portage building was \$145,000.00 with a remaining balance of \$139,775.62 and maturity date of September 26, 2017 and interest rate of 4.25 percent; and WHEREAS: Each of the buildings is in desperate need for roof repair and replacement; and WHEREAS: The lending cost for replacement of the Beaver Dam building roof is \$36,100.00. The and lending cost of for replacement of the Portage building roof is \$31,900.00; Now there for let it be resolved: Central Wisconsin Community Action Council, Inc. is requesting to borrow from Forward Community Investments those amounts for roof repairs for each building recognizing that each mortgage will be amended or that new mortgages for each building will be implemented, and further Resolve, that authority be vested in the Executive Director to sign all documents necessary and required including each of the amended or new mortgages.*" Board Training will be planned for some time prior to March 2015. Committee members reviewed Board Self-Evaluation samples; an evaluation will be prepared for review. Committee members discussed the successful Grand Opening celebration of Rolan's Senior Village on October 31st. The next meeting will be held on Friday, December 12, 2014.

John Earl asked board members to review the EPF&A Committee report of December 12, 2014. John Earl called the meeting to order and

roll call was taken with three members present. Motion passed by unanimous vote approving the agenda and minutes of the November 21, 2014 EPF&A Committee Meeting. No personnel issues to report. Jim presented a report indicating total equity and principal paid for each of our properties. Motion passed by unanimous vote approving Jim's report. Kari presented a report indicating bid costs versus actual costs for Rolan's Senior Village and a Summary of Uses of Funds report indicating total project cost at \$670,487. Motion passed by unanimous vote approving Kari's report. With construction costs for Rolan's Senior Village exceeding expectations, motion was made by Dave Singer to approve a Lending Resolution which reads, "*WHEREAS: Central Wisconsin Community Action Council, Inc. in their pursuit to develop Affordable Senior Housing received grant funding to support construction of an eight unit Apartment Complex, Rolan's Senior Village, in the County of Juneau, Village of Necedah; and WHEREAS: The building has been constructed through approval of the Building Committee and Board of Directors; and WHEREAS: The Bank of Mauston agreed to assume the project from the Bank of Wisconsin Dells on June 17, 2014 offering a permanent loan of \$185,200 with an interest rate of 4% locked for a period of five years based on a 30 year amortization and competitive rate throughout the duration of the loan, and a construction loan of \$100,000 with an interest rate of 4% locked for one year and the balance being paid in full after construction completion; and WHEREAS: The development and construction costs exceeded original expectations with grant funds awarded only supporting approximately 65% of those costs; and Now there for let it be resolved: That Central Wisconsin Community Action Council, Inc. Board of Directors approves increasing the amount of the permanent loan from the Bank of Mauston from \$185,200 to an amount no greater than \$225,000 to complete the funding necessary for the project; and further Resolve, that authority be vested in the President and/or the Executive Director to sign all closing documents necessary and required."* Seconded by Donna Maly. Passed by unanimous vote. Committee members reviewed a draft Board Evaluation which will be sent to the full board. Committee members requested an Annual Board Calendar. A new Client Data System is being considered. Fred reported that Energy Services, Inc. will be taking over the Adams Energy Assistance contract as of December 19th. A fire was reported at one of the homes we were weatherizing, however the insurance inspector confirmed we were not at fault. Committee members reviewed the board meeting agenda. The next meeting will be held on Friday, January 9, 2015.

Motion was made by David Moore to accept the EPF&A Committee Reports of November 21, 2014 and December 12, 2014. Seconded by David Singer. Passed unanimously. MOTION CARRIED.

7. Program Reports
 - a. Weatherization
 - b. Homeless

c. Hunger Reduction

Craig Gaetzke presented the Weatherization report, Total clients served were 66 including 197 audits done and a service goal of 202. To date 41 freezers/refrigerators, 19 furnaces, and 21 water heaters were installed. Susan Tucker presented the Homeless Unit Report. From January through November of 2014 we served 623 clients compared to 682 in 2013; and number of motel vouchers given out was 59 with the cost of motel stays at \$2,995. The Point-In-Time Survey will be taking place on January 28th. The new Men's Shelter and Women's/Families Shelter in Beaver Dam are up and running. The Hunger Reduction Program Report indicated that to date all 16 Food Pantries have served 4,808 households including 8,678 adults, 4,126 children, and 12,804 individuals with 252,064 pounds of non-USDA commodities. We currently have 176 Section 8 vouchers; we also administer 10 port-ins totaling 186 vouchers over six counties, Adams, Columbia, Jefferson, Marathon, Rusk and Taylor Counties. We also administer 20 vouchers for veterans through the VA in Tomah. There are currently 329 Section 8 vouchers leased out for the City of Eau Claire including 30 port-ins totaling 359 vouchers. Lisa continues to be very busy spending most of her time on the City of Eau Claire Section "8" Housing Choice Voucher Program.

Motion was made by Sandy Wormet to accept the Weatherization, Homeless, and Hunger Reduction reports of December 17, 2014. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

8. Old Business

None

9. New Business

Motion was made by Muriel Harper to approve the proposed Lending Resolution which reads, ***WHEREAS: Central Wisconsin Community Action Council, Inc. has existing mortgages with Forward Community Investments, Inc. on properties located at 134 South Spring Street, Beaver Dam, WI, and 203 DeWitt Street, Portage, WI; and*** ***WHEREAS: The original mortgage on the Beaver Dam building was \$354,000.00 with a remaining balance of \$336,056.99 and a maturity date of December 18, 2017 and interest rate of 4.75 percent; and*** ***WHEREAS: The original mortgage of the Portage building was \$145,000.00 with a remaining balance of \$139,775.62 and maturity date of September 26, 2017 and interest rate of 4.25 percent; and*** ***WHEREAS: Each of the buildings is in desperate need for roof repair and replacement; and*** ***WHEREAS: The lending cost for replacement of the Beaver Dam building roof is \$36,100.00. The lending cost for replacement of the Portage building roof is \$31,900.00; Now there for let it be resolved: Central Wisconsin Community Action Council, Inc. is requesting to borrow from***

*Forward Community Investments those amounts for roof repairs for each building recognizing that each mortgage will be amended or that new mortgages for each building will be implemented, and further **Resolve**, that authority be vested in the Executive Director to sign all documents necessary and required including each of the amended or new mortgages.”* After discussion, seconded by David Moore. Passed by unanimous vote. **MOTION CARRIED.**

Motion was made by David Moore to approve the Lending Resolution which reads, ***“WHEREAS: Central Wisconsin Community Action Council, Inc. in their pursuit to develop Affordable Senior Housing received grant funding to support construction of an eight unit Apartment Complex, Rolan’s Senior Village, in the County of Juneau, Village of Necedah; and WHEREAS: The building has been constructed through approval of the Building Committee and Board of Directors; and WHEREAS: The Bank of Mauston agreed to assume the project from the Bank of Wisconsin Dells on June 17, 2014 offering a permanent loan of \$185,200 with an interest rate of 5% locked for a period of three years based on a 30 year amortization and competitive rate throughout the duration of the loan, and a construction loan of \$100,000 with an interest rate of 4% locked for one year and the balance being paid in full after construction completion; and WHEREAS: The development and construction costs exceeded original expectations with grant funds awarded only supporting approximately 65% of those costs; and **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. Board of Directors approves increasing the amount of the permanent loan from the Bank of Mauston from \$185,200 to an amount no greater than \$225,000 to complete the funding necessary for the project; and further **Resolve**, that authority be vested in the President and/or the Executive Director to sign all closing documents necessary and required.”*** After discussion, seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

Motion was made by John Wenum to approve the Proposed Personnel Policy Change which reads, ***“Policy XI Employee Benefits - Simple IRA: CWCAC provides an employee retirement plan through a Simple IRA with Edward Jones option(s). All employees are eligible to participate in the a Simple IRA on the first of the month following the first full month of employment. Employee contributions are deducted as pre-tax dollars. Central Wisconsin Community Action Council Board of Directors will vote prior to January 1 to establish the employer match contribution for the upcoming year. IRS rules require that CWCAC match at least 1% of the employee’s salary. In 3 of 5 years, CWCAC must match 3% of the employee salary. If an employee chooses to start or change his/her salary reduction agreement, he/she must complete a Salary Reduction Agreement form and return it to finance.”*** Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

Board members reviewed the motion which reads, *“The Board of*

Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit Committee recommendation approving a Performance Incentive Award in the amount of \$1,500 effective January 1, 2015. After discussion, motion was unanimously approved to amend the motion to read, *"The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Ad Hoc Committee recommendation approving a Performance Incentive Award to the Executive Director in the amount of \$1,500 effective January 1, 2015."* Motion was made by John Wenum to approve the motion as amended. Seconded by David Moore. Passed unanimously. **MOTION CARRIED.**

Fred expressed his sincerest appreciation to the board for the award and for their confidence in him as the Executive Director.

10. **Next Meeting**

Wednesday, February 25, 2015 @ 10:00 a.m.

11. **Adjourn**

John Wenum made a motion to adjourn. Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

Signed by:



Fred Hebert, Executive Director

December 18, 2014

Date