

## MEETING MINUTES

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

Meeting Date: February 25, 2015

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

**Board Members:**

*Present:* Sandy Wormet, John Atkinson, Donna Maly, Muriel Harper, John Wenum, Charlie Krupa, Renee Greenland, David Moore, and John Earl

*Absent:* Lori Djumadi, Joy Casperson, Scott Beard, Bob McClyman, and David Singer

*Unexcused Absence:* None

Staff Present: Craig Gaetzke, Susan Tucker, Lisa Williams, and Jim Dahlke

### Opening

1. Motion was made by David Moore to adopt the agenda. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

Motion was made by David Moore to adopt the December 17, 2014 meeting minutes. Seconded by Donna Maly. 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 mentioned the Annual Board Calendar sent out in the board packets. We are considering purchasing land in Mauston for construction of a new Juneau County CWCAC office. The homeless shelters are up and running. The Neighborhood Stabilization Program is progressing in Dodge County with another home purchased and in the process of being rehabilitated. The Portage building roof has been replaced. Board Training is coming up on March 18<sup>th</sup>; Board Self-Evaluations should be completed and brought with to the meeting. John shared an article regarding former board member, Ila Prindle and her giving spirit.

3. Executive Director's Report

Fred thanked board members and staff for their work at the agency. Property Tax Exemption paperwork is due to the county assessors by March 1<sup>st</sup>. One of our Wyona Lake Apartments tenants passed away in his apartment which is being cleaned and prepared for a new tenant. All board members are welcome to attend Board Training taking place on March 18<sup>th</sup>. Kari is very busy with WIPFLI, our financial auditors. We are waiting for a site plan from Jim Grothman for Dells Lot #2.

Motion was made by Donna Maly to accept the Executive Director's Report of February 25, 2015. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

4. Ad Hoc Committee

None

5. Budget & Finance Report

WIPFLI is here performing an interim audit prior to the actual annual audit taking place at the end of March.

Motion was made by David Moore to accept the Budget & Finance Report of February 25, 2015. 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 February 13, 2015. Charlie Krupa called the meeting to order. Roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the December 12, 2014 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Motion passed by unanimous vote approving Ed's report. A new roof has been installed on our Portage building. With the quote from Great Lakes Roofing exceeding expectations, we will likely have Universal Roofing complete the Beaver Dam roof also. Planning, Buildings, & Programs Committee Goals for 2015 were reviewed and discussed. They included a) Develop or sell Dells Lot #2, b) Attain 100% occupancy on all available rental space, c) Maintain each of our properties at 100% of repair and upgrades, d) Seek at least two program expansion opportunities, e) Mauston building project. Committee members reviewed a Summary of Uses of Funds regarding Rolan's Senior Village Project. Total project cost was \$731,525.00 which estimates out to approximately \$80 per square foot. New Beginnings is searching for a House Manager for the new Women's/Families Shelter in

Beaver Dam; a small stipend may be offered to attract applicants. The next meeting will be held on Friday, March 13, 2015.

Motion was made by Charlie Krupa to accept the PBP Committee Report of February 13, 2015. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of February 13, 2015. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the December 12, 2014 EPF&A Committee Meeting. Dinah Short is our new Adams Food Pantry Coordinator. Kathy Radcliff is leaving the agency at the end of February. A Weatherization staff member has been placed on temporary suspension. Kari presented the Finance Report including Cash Balances, 2013 versus 2014 from July through December. Revised loan paperwork from the Bank of Mauston increasing our borrowing amount from \$185,200 to \$225,000 for Rolan's Senior Village should be completed shortly. We will discontinue administration our Waushara Energy Assistance Program at contract end in August. Agency Goals for 2015 were reviewed and discussed which included, a) Reduce causes & conditions creating poverty, b) Provide & offer opportunities to agency programs & services to all eligible individuals & families in our service area, c) Establish & maintain the highest levels of financial & business practices, d) Aggressively pursue opportunities for growth & expansion. Agency Priorities for 2015 were also reviewed and discussed. The search continues for a Dodge County Low-Income Representative. Fred presented information on a WIPFLI Training Conference taking place in Minneapolis on March 10-12, 2015 which will provide current information regarding Community Service Block Grant and Standards of Excellence rules and regulations; total cost will be approximately \$1,000. Motion was passed by unanimous vote approving Fred's attendance at the WIPFLI conference with costs being covered by the agency. The next meeting will be held on March 13, 2015.

After discussion, motion was made by John Wenum authorizing full board approval of Fred's attendance at the WIPFLI Training Conference in Minneapolis on March 10-12, 2015 with the agency defraying the cost of expenses in the amount of approximately \$1,000 which includes cost of training, travel, hotel and food. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

Motion was made by Charlie Krupa to accept the EPF&A Committee Report of February 13, 2015. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

7. Program Reports
  - a. Weatherization
  - b. Homeless
  - c. Hunger Reduction

Craig Gaetzke presented the Weatherization report. Craig expressed the utmost confidence in Chris Utley, our Program Manager who is one of the best contract managers in the State and known at the State level. We are right on track as far as our Weatherization goals and contract. Total clients served were 118 including 240 audits done and a service goal of 202. To date 80 freezers/refrigerators, 33 furnaces, and 40 water heaters were installed. Susan Tucker presented the Homeless Unit Report. From January through December of 2014 we served 661 clients compared to 722 in 2013; and number of motel vouchers given out was 61 with the cost of motel stays at \$3,187. 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 4,167 households including 7, 376 adults, 3,441 children, and 10,817 individuals with 238,512 pounds of non-USDA commodities in the month of January 2015. We currently leased 156 Section 8 vouchers and administer 23 vouchers for veterans through the VA in Tomah totaling 178 vouchers over six counties, Adams, Columbia, Jefferson, Marathon, Rusk and Taylor Counties. There are currently 329 Section 8 vouchers leased out for the City of Eau Claire. We also administer 17 HAP 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 February 25, 2015. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

8. Old Business

None

9. New Business

None

10. Next Meeting

Wednesday, April 22, 2015 @ 10:00 a.m.

11. Adjourn

John Wenum made a motion to adjourn. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

Signed by:

*Fred Hebert*  
*Fred Hebert, Executive Director*

February 27, 2015  
*Date*