



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: April 22, 2015

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

Board Members:

Present: Joy Casperson, John Atkinson, Scott Beard, Bob McClyman, Donna Maly, John Wenum, David Singer, Charlie Krupa, Renee Greenland, David Moore, and John Earl

Absent: Lori Djumadi, Sandy Wormet, and Muriel Harper

Unexcused Absence: None

Staff Present: Craig Gaetzke, Susan Tucker, Lisa Williams, and Kari Labansky

Opening

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

Motion was made by Bob McClyman to adopt the February 25, 2015 meeting minutes. Seconded by John Wenum with amendment on page 6, "The Hunger Reduction ..." will be changed to "Lisa Williams presented the Hunger Reduction...". 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 welcomed Stacey Ewert, Dodge County Low-Income Representative, to the Board of Directors and gave a brief overview of our committees which she is welcome and encouraged to join. We are in the planning stages of our new Mauston Office. Officer elections will take place at the next board meeting. He mentioned a newspaper article which stated the number of low-income people in the State of Wisconsin is steadily rising which reminds us how important our job is serving on the board. Board Training was held in March with many board members in attendance. Fred will be reporting on the WIPFLI conference he attended in March. The Rio Food Pantry Fundraiser went well and raised \$2,761. Lot 2 is currently on hold. We truly appreciate the attendance of all board members at the committee meetings and the guidance and wisdom they offer.

3. Executive Director's Report

Fred thanked board members and staff for their attendance and all their work at the agency. The WIPFLI Training Conference in Minnesota went well with information presented on the new organizational standards. The Institute of Poverty-Poverty Report indicates there is an increase of people living below the poverty level; a copy will be sent to all board members. Kari will be presenting our 2014 budget including revenues and expenditures. With grant money not being available as it has been in the past, we are looking at reductions of programs and possible layoffs. We do however have many assets which are an investment for the future. Please let us know if you are interested in attending the WIPFLI Quarterly meeting in Madison coming up in early May. Officer elections and low-income and special interest representatives will be reappointed at our June board meeting.

Motion was made by Bob McClyman to accept the Executive Director's Report of April 22, 2015. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari presented the 2014 Program Results. Apartment rentals showed an overall improvement. Deficits were indicated in Food Pantry, Community Development Block Grant (ended in 2014), Community Services Block Grant (assists programs without enough money to operate), Representative Payee Program, HOME Homebuyer Rehab (ended in 2014), Buildings (property tax, wage/fringe/utilities up); depreciation is included and reflected on this report. The Weatherization Contract is 59% spent with admin 86% spent; Kari will spread the remaining \$49,000 balance throughout all areas possible. She also presented a program comparison of 2014 versus 2013 which didn't indicate anything out of the ordinary. WIPFLI has different levels of suggestions for areas of improvement. The top level is a finding which we haven't had in approximately 15 years; with the loss of unrestricted funding in 2014 this may be a possibility. We also receive a management letter with our response becoming part of our official audit.

Motion was made by Renee Greenland to accept the Budget & Finance Report of April 22, 2015. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of March 13, 2015. 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 February 13, 2015 PBP Committee meeting minutes. Sleepwatchers Motorcycle Club presented a \$1,500 check for the Wisconsin Dells Food Pantry. Ed presented the Buildings Maintenance & Repairs Report. Motion passed by unanimous vote approving Ed's report. Motion passed by unanimous vote approving the Planning, Buildings, & Programs Committee Goals for 2015 which 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 discussed building proposal options for Dells Lot #2. Fred and Dave Singer met with the Mauston City Administrator regarding property in downtown Mauston for construction of a new CWCAC two-story office building with three upper apartments. The City of Reedsburg is interested in collaborating with us on a business proposition in their warehouse/district center; more details to follow. Fred mentioned the Adams Senior Village Apartments, Burt Morris Apartments, and Mauston Senior Village Apartments in which we borrowed money from HUD and lent it to a CAP Services LLC. They pay us back as they go if there is a positive cash flow or delay payment for 15 years at which time they pay us back; or we have the option of assuming ownership of the properties. Due to lack of volunteers, the Beaver Dam Mobile Food Pantry that CWCAC operates will be discontinued in two months. The Adams Food Pantry has a new manager, Dinah Short. Renee presented the homeless issues update. The next meeting will be held on April 10, 2015.

John Earl asked board members to review the PBP Committee report of April 10, 2015. 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 March 13, 2015 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Motion passed by unanimous vote approving Ed's report. A property purchase resolution for purchase of a Mauston property to construct a CWCAC office and draft footprint of the 1,400 square foot building was reviewed. Scott Ethun, the Juneau County Human Services Director, is very interested in our project as our proposed upper level apartments could be designed to accommodate their Community Support Program for those with mental illness. Motion to endorse the draft building plans as submitted were approved by unanimous vote. Chuck presented information on the State Budget Public Hearing he attended on March 26th in Reedsburg supporting our Jobs & Business Development and Skills Enhancement Programs. Committee members discussed Dells Lot 2 Senior Apartments grant applications which are due in the coming months. Renee presented the homeless issues update. The 4th Annual Rio Food Pantry Fundraiser will take place on Sunday, April 12th; all board members are invited to attend. The next meeting will be held on Friday, May 8, 2015.

Motion was made by David Moore to accept the PBP Committee Reports of March 13, 2015 and April 10, 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 March 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 February 13, 2015 EPF&A Committee Meeting. No personnel issues to report. Jim Dahlke presented the Finance Report. Cash Balances for 2015 reflected \$235,257 for January and \$449,585 for February; the large increase accounted for grant revenue received. Our property mortgages total \$2,811,723; the total as of December 31, 2014 was \$2,405,818; total 2014 equity increase was \$68,191; total equity increase for all properties was \$405,905. Mortgage detail for all our properties was also presented. Motion passed by unanimous vote approving the 2015 Agency Goals including 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. Committee members reviewed and discussed the Standards of Excellence Organizational Standards for Community Action Agencies. Committee members received a copy of board member job descriptions for their review and discussion. Fred presented an update on the Staff Voluntary Contribution Fund. Committee members reviewed the CSBG Board Member Survey. The next meeting will be held on April 10, 2015.

John Earl asked board members to review the EPF&A Committee report of April 10, 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 March 13, 2015 EPF&A Committee Meeting. No personnel issues to report. Kari presented the Finance Report including 2014 program results. Motion passed by unanimous vote approving the Finance Report with thanks to Kari. Fred reported on our Community Services Block Grant Site Review which took place at the end of March. Committee members reviewed a property purchase resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. has been renting property located at 1 Kennedy Street, Mauston, WI 53948 from Community Sharing Pantry, Inc., Mauston, WI for \$550 per month for over 00 years; and **WHEREAS:** CWCAC, Inc. is committed to our presence in Juneau County and would like to purchase property for construction of a new CWCAC, Inc. two-story office building to accommodate our Wisconsin Home Energy Assistance Program (WHEAP) and Homeless Unit services staff, also offering rental apartments on the upper level; and **WHEREAS:** Property has become available for purchase located 110 West State Street in downtown Mauston, (Plat of Survey described as: All of Lots 2 & 3 except the Northerly 20 feet thereof, also the Southerly 81' 21/2" of Lot 4, All in Block 4 of Maugh's Addition to the City of Mauston, Juneau County, WI), former site of Harmony Lounge & Grill; and **WHEREAS:** The City of Mauston is favorable of our

property purchase and the sale price is \$20,000, *Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. Board of Directors approves purchasing the property located at 110 West State Street, Mauston, WI 53948 at a purchase price of no greater than \$20,000 for construction of a new CWCAC, Inc. office building; 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." After discussion, motion passed by unanimous vote recommending full board approval of accepting the property purchase resolution with the exception of contingencies such as no special assessments (i.e., lateral hook-ups, etc.) which should all be part of the purchase price. Fred and Dave Singer will review materials to possibly come in at a lower offer. Committee members discussed potential Dodge County Low-Income Representative candidates. Motion was passed by unanimous vote recommending full board approval of Stacey Ewert as our new Dodge County Low-Income Representative. Committee members reviewed board member term limits. After discussion, motion passed by unanimous vote recommending full board approval of eliminating term limits in our Articles of Incorporation and looking at addressing term limits in our by-laws. The next meeting will be held on May 8, 2015.

Motion was made by Donna Maly to accept the EPF&A Committee Reports of March 13, 2015 and April 10, 2015. Seconded by David Singer. Passed unanimously. **MOTION CARRIED.**

6. 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. We are on track to fulfill our service goals and contract amount of \$1,821,245. Total clients served were 144 including 242 audits done and a service goal of 202. To date 101 freezers/refrigerators, 38 furnaces, and 14 water heaters were installed. Susan Tucker presented the Homeless Unit Report. From January through March of 2015 we served 165 clients compared to 159 in 2014; and number of motel vouchers given out was 4 with the cost of motel stays at \$244. The total costs of services went up from \$35,069.05 in 2014 to \$49,136.94 in 2015, which does not include wage/fringe, as a direct result of the new Sauk County contract for Rapid Re-Housing and Transitional Housing. The Project Chance Transitional Housing Program is currently at full capacity. The new Men's Shelter and Women's/Families Shelter in Beaver Dam continue to stay occupied and busy. Lisa Williams presented the Hunter Reduction Program Report indicating that to date, for the month of February, all 16 Food Pantries have served 3,607 households including 6,709 adults, 2,620 children, and 9,329 individuals with 172,396 pounds of non-USDA commodities. She also presented a breakdown of USDA commodities distributed to each food pantry. We administer 155 vouchers and 27 VASH vouchers for Section 8 Contract

908 (Adams, Columbia, Rusk, Taylor, Jefferson, & Marathon Counties). We administer 355 vouchers for Section 8 Contract 927 (Eau Claire County). We administer 17 vouchers for Section 8 Contract 925 (Washburn County).

Motion was made by John Wenum to accept the Weatherization, Homeless, and Hunger Reduction reports of April 22, 2015. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by Donna Maly to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit Committee recommendation approving Stacy Ewert as the new Low-Income Representative for Dodge County replacing Kathy Woock." Seconded by David Moore. Passed unanimously. MOTION CARRIED.

Board members reviewed the motion which reads, "*WHEREAS:* Central Wisconsin Community Action Council, Inc. has completed an application to participate in the National Community Stabilization Trust (NCST) Property Acquisition Program; and *WHEREAS:* The NCST is a non-profit organization that serves as the bridge between financial institutions and local housing providers to stabilize neighborhoods helping community-based housing providers accomplish housing strategies that ensure low- and moderate-income families have access to affordable, safe homeownership and rental opportunities; many of these housing opportunities are created through the productive reuse of foreclosed or abandoned properties, which housing providers acquire, rehabilitate and then sell or rent to qualified families; and *WHEREAS:* CWCAC, Inc. is primarily interested in the NCST Donation Program which may include one- to four-unit single family properties or vacant land and in some circumstances, properties with market value to accomplish specific community objectives; and *WHEREAS:* NCST Purchase Agreements must be executed and returned within 48 hours; *Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. Board of Directors delegates signature authority to the Executive Director, Fred Hebert, or Board President, John Earl, to act on behalf of Central Wisconsin Community Action Council, Inc. regarding Purchase Agreements for property being offered through the National Community Stabilization Trust (NCST) Property Acquisition Program." Motion was approved to strike the names from the last paragraph. Motion was made by John Wenum to approve the motion with amended changes. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

Motion was made by Charlie Krupa to approve the motion which reads, "*WHEREAS:* Central Wisconsin Community Action Council, Inc. has been renting property located at 1 Kennedy Street, Mauston, WI 53948 from Community Sharing Pantry, Inc., Mauston, WI for \$550 per month for over 10

years; and *WHEREAS*: CWCAC, Inc. is committed to our presence in Juneau County and would like to purchase property for construction of a new CWCAC, Inc. two-story office building to accommodate our Wisconsin Home Energy Assistance Program (WHEAP) and Homeless Unit services staff, also offering rental apartments on the upper level; and *WHEREAS*: Property has become available for purchase located 110 West State Street in downtown Mauston, (Plat of Survey described as: All of Lots 2 & 3 except the Northerly 20 feet thereof, also the Southerly 81' 21/2" of Lot 4, All in Block 4 of Maugh's Addition to the City of Mauston, Juneau County, WI), former site of Harmony Lounge & Grill; and *WHEREAS*: The City of Mauston is favorable of our property purchase and the sale price is \$20,000, *Now there for let it be resolved*: That Central Wisconsin Community Action Council, Inc. Board of Directors approves purchasing the property located at 110 West State Street, Mauston, WI 53948 at a purchase price of no greater than \$18,000 for construction of a new CWCAC, Inc. office building with the contingency of no special assessments (i.e., lateral hook-ups, etc) which should be part of the purchase price; 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 Bob McClyman. Passed unanimously. **MOTION CARRIED.**

Board members reviewed the motion to amend our Articles of Incorporation which would eliminate term limits by striking the following phrase, "No member shall serve more than fifteen (15) consecutive years". After discussion, motion made by Bob McClyman to approve the motion. Seconded by David Singer. Passed unanimously. **MOTION CARRIED.**

9. **Next Meeting**

Wednesday, June 24, 2015 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

Signed by:


Fred Hebert, Executive Director

April 24, 2015

Date