

**Central Wisconsin Community Action Council, Inc.**  
**EPF&A Committee Meeting Minutes**  
**August 14, 2015**

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

**Excused Absence:** None

**Staff:** Fred Hebert, Kari Labansky, and Donna Lynch

**Guests:** Dave Repinski

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 July 10, 2015 EPF&A Committee Meeting.
3. The Committee went into Closed Session by unanimous roll call vote. Motion approved by unanimous vote to resume in Open Session.
4. Kari presented the Finance Report which included the Statement of Revenue and Expenditures for period ending June 30, 2015. Total operating revenue was \$3,082,926 compared to \$2,270,723 in 2014. Total expenditures were \$3,187,254 compared to \$2,427,645 in 2014. Most areas of unrestricted funding reflected an increase from 2014 with the exception of the Representative Payee Program and Food Pantry. Motion passed by unanimous vote accepting the Finance Report as presented with thanks to Kari.
5. Committee members reviewed draft of an Expense Reduction Action Plan proposal. After discussion, motion passed by unanimous vote approving the suspension of lunches for board and committee meetings. Motion passed by unanimous vote approving the EPF&A Committee's continued review of the Expense Reduction Action Plan and the impact it has on the agency at each monthly meeting. Possible sale of our Beaver Dam or Portage buildings will be a topic for discussion at our next EPF&A meeting. Motion was made and seconded recommending full board approval of discussion regarding changing board meetings from bi-monthly to quarterly beginning at our August 2015 board meeting and continuing into 2016. Motion carried with three votes for, one vote against, and one abstain.
6. Motion passed by unanimous vote approving the Weatherization Electrician/Crew Worker position and job description.
7. Committee members reviewed the agency Long Range Plans & Goals for 2006 to 2015. After discussion, motion was made recommending full board approval of accepting the goals with revision of the dates, from 2015 to 2020, and #1 which will be changed to "The agency debt will be 25% lower within 10 years."
8. The August board meeting activities were reviewed including staff and board longevity awards. Keith Koehler, Karrie Landsverk, and Marlene Dreifke have been invited to be recognized for the outstanding fundraising they do for our food pantries.

9. Fred reported that we have been approved through the National Community Stabilization Trust making us able to accept donated homes or have a first look at foreclosures before they go on the open market.
10. Letters have gone out to those who have an arrearage in our Car Loan Program; new guidelines have been put in place for clients to qualify and use the program. A collection agency has been contacted regarding collection of money from clients who have been evicted from our apartments.
11. Meeting Adjourned – Next Meeting – September 18, 2015