



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: June 24, 2015
Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Joy Casperson, Sandy Wormet, John Atkinson, Scott Beard, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, David Singer, Charlie Krupa, Renee Greenland, David Moore, and John Earl

Absent: None

Unexcused Absence: None

Staff Present: Craig Gaetzke, Kari Labansky, Jim Dahlke, Jeff Housker, and Susan Tucker

Opening

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

Motion was made by David Moore to adopt the April 22, 2015 meeting minutes. Seconded by Renee Greenland. 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.

John welcomed Jean Christensen of WIPFLI who presented our 2014 Financial Audit results. The report on compliance of our major programs included Weatherization Assistance, Low-Income Home Energy Assistance, and Public Benefits. The audit reflected no findings which is a great accomplishment for our agency. Operating statistics reflected comparison of data to other Community Action Agencies across the United States. Our revenues increased 7.3% and expenses increased 13.3%. The agency only spends 4.4% on management and general expense; which is lower in comparison to other Community Action organizations. This means that 95.6% of funding goes out to serve clients. We currently operate 14 programs with Weatherization being the largest at 27.23% of total expenses. Total revenue in 2014 was \$6,089,009 and total expenses were \$6,167,592. Net assets at the beginning of 2014 were \$5,859,869 and at the end of 2014 were \$5,905,767. The Statement of Financial Position reflected an increase in total assets of \$9,219,417 compared to \$8,913,943 in 2013. Our 2014 expenditures were approximately \$6.2

million. Unrestricted net assets reflected \$2,279; WIPFLI's suggested guide is that unrestricted net assets should be between 5% and 10% of expenditures, with 50% of unrestricted net assets in cash. Unrestricted net asset balance should be between \$310,000 and \$620,000.

Management letter comments include access rights to accounting software, segregation of duties, and current year loss. Uniform Guidance changes include updating accounting policies for changes in the circular, training of program managers who approve transactions, determining cost methodology, and focusing on internal controls. Jean thanked Kari and the financial staff on the excellent job they did for the audit.

2. Board Membership/Elections

Motion was made by Charlie Krupa to approve Low-Income Representatives: Adams County - *Sandy Wormet*, Columbia County - *John Atkinson*, Dodge County - *Stacy Ewert*, Juneau County - *Dave Singer*, and Sauk County - *Renee Greenland*. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

Motion was made by David Moore to approve Interest Group Representatives: Adams County - *Joy Casperson*, Education; Columbia County - *Scott Beard*, Major Minority; Dodge County - *Muriel Harper*, Volunteerism; Juneau County - *Charlie Krupa*, Building; and Sauk County - *John Earl*, Economic Development. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

John Earl asked board members to review Officer Nominations presented in the board packets, reminded them that nominations could be accepted from the floor, and turned the meeting over to Fred. Fred thanked John and mentioned that we received three nominations for Board President; John Earl, Charlie Krupa, and Dave Singer. Charlie Krupa and Dave Singer respectfully declined. With no nominations from the floor, motion was made by John Wenum that nominations be closed and a unanimous ballot be cast for John Earl as Board President. Seconded by Muriel Harper. With no further discussion, motion passed by unanimous voice vote. MOTION CARRIED.

Fred congratulated John and passed the meeting back to him.

John continued with the Board Vice-President election. The nominees were Charlie Krupa and Bob McClyman. Bob McClyman respectfully declined and made a motion that nominations be closed and a unanimous ballot be cast for Charlie Krupa. Seconded by John Wenum. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John announced that the nominations for Board Secretary were Muriel Harper, Renee Greenland, and Joy Casperson. Joy Casperson and Renee Greenland respectfully declined. With no nominations from the

floor, John Wenum made a motion that nominations be closed and a unanimous ballot be cast for Muriel Harper. Seconded by David Moore. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John announced that nominations for Board Treasurer were Dave Singer, Donna Maly, and John Atkinson. John Atkinson and Donna Maly respectfully declined. With no further nominations from the floor, John Wenum made a motion that nominations be closed and a unanimous ballot be cast for Dave Singer. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John reminded board members that one person will be asked to serve as fifth member of the EPF&A Committee and declared the elections complete.

Motion was made by David Moore to accept election results reflecting John Earl as Board President, Charlie Krupa as Board Vice-President and PBP Committee Chair, Muriel Harper as Board Secretary, and Dave Singer as Board Treasurer. Seconded by Scott Beard. Passed by unanimous vote. MOTION CARRIED.

3. President's Comments

John Earl mentioned we are on hold with our next building projects, the Mauston office and Gomoll's Senior Village. He hopes everyone has a wonderful and enjoyable summer. He thanked all board members for 100% attendance at the meeting today.

4. Executive Director's Report

Fred thanked board members and staff for their attendance. We are still waiting for the appointment of our Adams County Elected Official. We are looking thoroughly at all avenues to increase our unrestricted cash including feasibility of programs that cost us extra money to operate. Fred is working with a local group to raise donations from patrons of local merchants as one option to increase cash. Staff work very hard and we try to take care them so they can take the best care of our clients. We recently found out that a former staff member going through a lot of personal problems took his life. Robin Skala and Connie Niblo have resigned from the agency, however we honor them each today with a plaque for all their hard work. We have gone through a lot of staff turnover this last year which hopefully is now at a minimum. Fred expressed appreciation to Jean Christensen and Kari and her staff for all their work on the audit. He also thanked the managers and board for all their work at the agency.

5. Budget & Finance Report

Kari presented an overview of Financial Summary Information

reflecting 35 restricted cost centers with 23 grants and 22 unrestricted cost centers. First quarter results for revenue and expenses indicated an unrestricted balance of \$6,145.00 and restricted balance of -\$37,258.00. The restricted balance fluctuates due to grant monies going in and out and depreciation. Our cash balance at the end of May was \$227,270.27.

Motion was made by Renee Greenland to accept the Budget & Finance Report of June 24, 2015 with thanks to Kari and her staff for all their hard work. Seconded by Muriel Harper. Passed unanimously.
MOTION CARRIED.

6. **Committee Reports**

a. **PBP Committee**

John Earl asked board members to review the PBP Committee report of May 8, 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 April 10, 2015 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Negotiations are underway with the City of Mauston for purchase of property to construct a new office building; Hartje is working on a site plan. Committee members reviewed the site plan for Gomoll's Senior Village. Fred will contact the City of Wisconsin Dells regarding the Conditional Use Permit. The State HOME RHD and Federal Home Loan Bank grants will be submitted soon. Car Purchase Program information will be presented at the next meeting. With the Representative Payee Program not breaking even, Amy Mead will assume the program and operate it as an independent business as of July 1st. Renee updated the committee on homeless issues in Madison. The Men's and Women's/Families Shelters in Beaver Dam have been continually occupied. Committee members discussed availability of General Relief Funds from our counties. The National Community Stabilization Trust Fund house in Beaver Dam that we tried to acquire through donation has been sold to a private investor. The next meeting will be held on June 12, 2015.

John Earl asked board members to review the PBP Committee report of June 12, 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 May 8, 2015 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Motion passed by unanimous vote approving Ed's report. Amy Mead will be assuming the Representative Payee Program by August or September 1st. With Robin's resignation, Dale & Joy Casperson, and Dinah Short will be supervising the Adams Office and we will hire one Experience Works person for one hour per week to assist. The HOME RHD application has been submitted to the State for Gomoll's Senior Village and the Federal Home Loan Bank

application will be submitted by the end of June. The City of Wisconsin Dells Planning Commission renewed our Conditional Use Permit. We are still in contact with the City of Mauston regarding our new Mauston Office. Fred reported on our Car Purchase Program and Jobs & Business Development Revolving Loans. The City of Madison is encouraging the homeless to use the homeless shelters which currently have availability. The Women's/Families Shelter and Men's Shelter in Beaver Dam are in continual use. The New Beginnings Board of Directors has noticed a significant dollar savings by have a Men's Shelter in the area. The next meeting will be held on July 10, 2015.

Motion was made by David Moore to accept the PBP Committee Reports of May 8, 2015 and June 12, 2015. 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 May 8, 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 April 10, 2015 EPF&A Committee Meeting. No personnel issues to report. A Finance Report will be presented at the next meeting. Committee members reviewed the Community Services Block Grant Monitoring Results. Negotiations are underway with the City of Mauston for purchase of property to construct a new office building. Committee members discussed adding verbiage for a 25 year term limit in a separate section in our by-laws. Committee members reviewed the site plan for Gomoll's Senior Village. Fred will contact the City of Wisconsin Dells regarding the Conditional Use Permit. The State HOME RHD and Federal Home Loan Bank grants will be submitted soon; the Bank of Mauston has agreed to sponsor our applications. Information was requested on the Second Harvest Mobile Food Pantry in Beaver Dam. The contractor bidding process for our Weatherization / WHEAP programs will be reviewed. Fred reported discussion at the last WISCAP meeting to have public hearings and invite low-income people to gather new ideas. The next meeting will be held on June 12, 2015.

John Earl asked board members to review the EPF&A Committee report of June 12, 2015. 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 May 8, 2015 EPF&A Committee Meeting. Robin Skala and Connie Niblo have resigned and a new Weatherization Crew member has been hired. Kari presented the March 2015 Statement of Revenues and Expenditures and Balance Sheet. Jim presented Cash Balances from January through May of 2015. Kari has reviewed the draft audit from WIPFLI which reflected a positive light on our unrestricted cash balance and no findings. WIPFLI will present the 2014 Financial Audit at our next board meeting. Motion was approved by

unanimous vote recommending full board approval of By-Law change proposal, "Add By-Law 2.15: Membership on the Board of Directors is limited to a total of twenty-five (25) years either successive or cumulative." Bill Gomoll recently visited the agency. The HOME RHD application has been submitted to the State for Gomoll's Senior Village and the Federal Home Loan Bank application will be submitted by the end of June. The City of Wisconsin Dells Planning Commission renewed our Conditional Use Permit. Election of Officers and reappointment of Low-Income and At-Large Representatives will take place at our next board meeting. Lori Djumadi resigned from the board. Fred discussed the many sources of fundraisers and donations we receive from various sources. John Earl declared the meeting adjourned. The next meeting will be held on July 10, 2015.

Motion was made by Bob McClyman to accept the EPF&A Committee Reports of May 8, 2015 and June 12, 2015. Seconded by David Singer. Passed unanimously. MOTION CARRIED.

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

Craig Gaetzke presented the Weatherization report. With the State installing a new software system, they ended up just extending our Weatherization contract through June of 2016. The contract amount is now \$3,609,252. We have hired an Electrician to do exhaust fan installations and are outsourcing audits which will help expedite production. Total clients served were 208 including 279 audits done and a service goal of 393. To date 145 freezers/refrigerators, 48 furnaces, 63 water heaters, and 15 windows were installed. Susan Tucker presented the Homeless Unit Report. From January through May of 2015 we served 238 clients compared to 323 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 \$73,171.15 in 2014 to \$86,172.82 in 2015. New Beginnings has experienced a significant savings on hotel stays due to the Men's Shelter now in place. The Project Chance Transitional Housing Program is currently at full capacity. The Sauk County programs are on target; a meeting will be held soon to discuss the contract for the coming year. John Earl presented the Hunger Reduction Program Report indicating 3,876 households have been served through May 2015 compared to 4,275 in 2014. A 9% decrease in households served in 2015 over 2104 corresponding with a 9% increase in donated and/or purchased foods and a 46% increase in 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, & Washburn and the City of Eau Claire. We have 542 voucher holders leased up and an additional 33 voucher holders that have ported in to our jurisdiction. The

average per unit cost paid directly to the landlord and/or utility company is \$293.00.

Motion was made by David Moore to accept the Weatherization, Homeless, and Hunger Reduction reports of June 24, 2015. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

8. Old Business

None

9. New Business

Motion was made by Charlie Krupa to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2014 Financial Audit as presented by WIPFLI, LLP." Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

Motion was made by Dave Singer to approve the proposed by-law amendment recommended by the Executive, Personnel, Finance, & Audit Committee: "Add By-Law 2.15 - Membership on the Board of Directors is limited to a total of twenty-five (25) years either successive or cumulative." Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

Motion was made by David Moore to approve the Board of Directors Declaration which reads, "Recognizing the worth of our employees and their stalwart constant efforts; and recognizing the honor & tribute we pay to our country's freedom; the Board of Directors declares our extended Fourth of July holiday celebration by inclusion of July 2nd and July 3rd to be agency holidays this year, 2015." Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

10. Next Meeting

Wednesday, August 26, 2015 @ 10:00 a.m.

11. Adjourn

John Earl declared the meeting adjourned.

Signed by:


Fred Hebert, Executive Director

June 26, 2015
Date