



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: August 26, 2015

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

Board Members:

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

Absent: Scott Beard, Bob McClyman, and John Wenum

Unexcused Absence: None

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

Guests Present: Ed Legge

Opening

1. John Earl called the meeting to order. Roll call was taken with eleven members present. 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.

Motion was made by David Moore to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves Dave Repinski as the new Elected Official Representative for Adams County replacing the vacancy of Lori Djumadi." Seconded by Dave Singer. Passed unanimously. MOTION CARRIED.

Motion was made by Donna Maly to adopt the agenda. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

Motion was made by David Moore to adopt the June 24, 2015 meeting minutes. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

2. President's Comments

John mentioned we are still waiting for approval of our two grants for Gomoll's Senior Village. He hopes everyone is having a great summer and has an enjoyable Labor Day. The Presidential campaigns are currently underway. The news this morning reported a tragic shooting in Virginia which has been happening much too often these days. We continue to do a great job providing services to all of our five counties. We

were happy to have perfect attendance at our last board meeting and thank all board members for their dedication.

3. Executive Director's Report

Fred expressed appreciation to all for their support of him and the agency. Lisa Williams is unable to attend today as she continues to remain busy with the additional responsibilities of Section 8 in the City of Eau Claire. We took that contract over nearly a year ago and it's going quite well. Announcements and minutes of our board meetings are widely distributed to many different places including advertising outlets and counties with usually no visitors. Fred welcomed Ed Legge, reporter from the Dells Events newspaper. They recently met to discuss an article that was published regarding the Portage Community Development Block Grant and Fred invited him to our meeting. Ed has done some wonderful articles for our agency including pieces on the Holiday Train event and one of our greatest supporters in Wisconsin Dells, Keith Koehler of the Country Keg & Baja Cantina, who does the Turkey Raffle every year in support of our Food Pantry. The agency is in good condition with services better than they have ever better been, but sometimes there is just not enough money coming in. We have a plan in place and have already started to cut back on expenses by \$40,000 to \$50,000 by the end of the year. Ted Kaminski of the Brat House Grill is doing a fundraiser for the agency and will be raffling off two Green Bay Packer tickets. Today we will be recognizing some of our community supporters and presenting longevity service awards to staff and board members.

Motion was made by Renee Greenland to accept the Executive Director's Report of August 26, 2015. Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari presented a summary of financial results through July 31, 2015. Unrestricted funding reflected a huge gain due to elimination of programs that did not support themselves and a profit showing in the areas of buildings, apartments, corporate/other, and guardianship. Restricted funding reflected a slight gain.

Motion was made by David Moore to accept the Budget & Finance Report of August 26, 2015 with thanks to Kari and her staff for all their hard work. Seconded by Sandy Wormet Harper. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of July 10, 2015. John Earl called the meeting to order. Roll call was taken with six members present. Motion passed by unanimous vote approving the agenda and minutes of the June 12, 2015 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. A survey has been ordered for our Mauston Building Project. Grants were submitted for Gomoll's Senior Village. The Division of Housing recently conducted monitoring of our apartment buildings with minimal discrepancies found. Committee members reviewed the Team Engineering Contract for Gomoll's Senior Village. The State conducted monitoring of our Neighborhood Stabilization Program this week. Muriel reported 444 client nights at the Men's Shelter in Beaver Dam which recently opened, and 6,933 shelter nights at the Women's/Families Shelter since opening in 2007. The Knights of Columbus and Lutheran church in Beaver Dam are building and installing a handicap ramp at the Women's/Families Shelter. We have a three year contract with WHEDA to administer the Section 8 program for the City of Eau Claire. A new office has been located in the City of Eau Claire and we will hire one full-time and one part-time staff to continue operations. Committee members will elect a PBP Committee Vice-Chair at the next meeting. The next meeting will be held on August 14, 2015.

Motion was made by Renee Greenland to accept the PBP Committee Report of July 10, 2015. Seconded by Joy Casperson. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of July 10, 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 June 12, 2015 EPF&A Committee Meeting. Committee members recognized officer appointments. Motion passed by unanimous vote recommending full board approval of Donna Maly as fifth member of the EPF&A Committee. The Committee went into Closed Session by unanimous roll call vote. Motion approved by unanimous vote to resume in Open Session. Kari presented the Finance Report which reflected a breakdown of the Community Services Block Grant. Committee members briefly reviewed agency long-term goals for discussion at the next meeting. Weatherization is working on a job description for a new position of Journeyman Electrician/Crew Member. We have a three year contract with WHEDA to administer the Section 8 program for the City of Eau Claire. A new office with 630 square feet has been located in the City of Eau Claire and we will hire one full-time and one part-time staff to continue operations. Motion passed by unanimous vote giving Fred approval to sign the new one year lease for \$600 per month including utilities. Fred, Letty Castillo, her spouse Augustine, and Maria Rosas will be attending the UMOS 50th

Anniversary in Milwaukee on July 24th. The next meeting will be held on August 14, 2015.

John Earl asked board members to review the EPF&A Committee report of August 14, 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 July 10, 2015 EPF&A Committee Meeting. The Committee went into Closed Session by unanimous roll call vote. Motion approved by unanimous vote to resume in Open Session. Kari presented the Finance Report which included the Statement of Revenue and Expenditures for period ending June 30, 2015. Motion passed by unanimous vote accepting the Finance Report as presented with thanks to Kari. 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. Motion passed by unanimous vote approving the Weatherization Electrician/Crew Worker position and job description. 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." The August board meeting activities were reviewed. 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. Letters have gone out to those who have an arrearage in our Car Loan Program and new guidelines are in place. A collection agency has been contacted regarding collection of money from clients who have been evicted from our apartments. The next meeting will be held on September 18, 2015.

Motion was made by Donna Maly to accept the EPF&A Committee Reports of July 10, 2015 and August 14, 2015. Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.**

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

Craig Gaetzke presented the Weatherization report. The contract

amount is \$3,609,252; to date we have spent \$1,682,210. Total clients served were 226 + 40 baseload including 342 audits done and a service goal of 393. To date 182 freezers/refrigerators, 57 furnaces, 76 water heaters, and 15 windows were installed. Susan Tucker presented the Homeless Unit Report. From January through July of 2015 we served 362 clients compared to 406 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 \$101,400.88 in 2014 to \$122,284.07 in 2015. We are participating in a new coordinated assessment system with the premise that there is no wrong door for a client contact; they will be treated the same with the same access to services. We have referral lists which are being used between all agencies and a prioritization list is being used for placement in the Transitional and Rapid Re-Housing programs. 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 4,259 households have been served through June 2015 compared to 4,319 in 2014. A 1% decrease in households served in 2015 over 2014 corresponding with a 22% decrease in donated and/or purchased foods and a .07% decrease 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 544 voucher holders leased up and an additional 31 voucher holders that have ported in to our jurisdiction. The average per unit cost paid directly to the landlord and/or utility company is \$296.00.

Motion was made by Sandy Wormet to accept the Weatherization, Homeless, and Hunger Reduction reports of August 26, 2015. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by Muriel Harper 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 of appointing Donna Maly, Elected Official representing Dodge County, as 5th member of the EPF&A Committee for the 2015 - 2016 term." Seconded by Dave Singer. Passed unanimously. MOTION CARRIED.

Motion was made by Donna Maly to approve the agency Long Range Plans and Goals 2015 - 2020. Seconded by Stacy Ewert. After

discussion, motion was made by Muriel Harper to table the agency Long Range Plans and Goals 2015 - 2020 and refer back to the Executive, Personnel, Finance & Audit (EPF&A) Committee for further review. Seconded by Stacy Ewert. After further discussion, motion passed with nine for and two against. MOTION CARRIED.

Board members discussed changing bi-monthly board meetings to quarterly. After discussion and no motion, John Earl declared a consensus that bi-monthly board meetings will remain as is.

John Earl offered congratulations and presented the 2015 Employee Longevity Recognition Awards. Certificates were presented to Dan Cole and Chris Utley for 30 years of service; Craig Gaetzke, Kari Labansky, Deb Anderson, and Linda Faivre for 15 years of service; and Kim Christofoli-Helland, Jeremy Koscal, and Kim McClelland for 10 years of service. Certificates were also presented to board members, John Earl for 15 years of service; and John Wenum and Dave Singer for 5 years of service.

Although our guests were unable to attend the meeting today, John Earl mentioned plaques to be presented at a later date in recognition of outstanding community supporters including Keith Koehler, Country Keg & Baja Cantina who runs the Turkey Raffle each year supporting our Wisconsin Dells Food Pantry; and Karrie Landsverk and Bob and Marlene Driefke who run the Rio Food Pantry fundraiser each year.

9. Next Meeting

Wednesday, October 28, 2015 @ 10:00 a.m.

10. Adjourn

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

August 28, 2015

Date