

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

October 9, 2015

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

Excused Absence: Charlie Krupa

Staff: Fred Hebert, Craig Gaetzke, Kari Labansky, Jim Dahlke, Lisa Williams, and Donna Lynch

Guests: None

1. John Earl called the meeting to order and roll call was taken with four members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the September 18, 2015 EPF&A Committee Meeting.
3. The Committee went into Closed Session by unanimous roll call vote. Motion approved by show of hands to resume in Open Session.
4. Kari and the managers presented a final draft of the 2016 Budget. Employment & Training reflected \$47,910; Housing & Energy - \$2,329,983; Food Pantry & Section 8 - \$3,105,542; Homeless Unit - \$483,340; CSBG - \$244,548 which will be limited to 10% admin in 2016; and Corporate/Unrestricted - \$690,676. Managers will present their budgets at the October Board Meeting. Motion passed by unanimous vote accepting the 2016 Budget as presented with thanks to Kari and the managers.
5. Committee members reviewed board costs with \$14,500 projected for 2015 and expenses currently at \$8,169; \$7219 reflects mileage/per diems, \$699 – supplies/food, and \$251 - postage. Fred mentioned we are still working on budget reductions with the goal of obtaining 5-10% unrestricted funds.
6. Fred reported that our by-laws and personnel policies were sent to Tom Groeneweg for legal review. With Tom retiring, he forwarded to other legal counsel in his office with the projected cost for review of \$500 - \$1,000. Options are being considered for a less expensive review.
7. Committee members reviewed an agency Risk Assessment draft and will identify five board risks for discussion at the next meeting. They also discussed including responsibilities of board members in the by-laws.
8. John will recruit members for an Ad Hoc Committee to conduct the Executive Director's Performance Evaluation & Compensation.
9. Fred mentioned we are working with the City of Portage on resolution of an issue regarding work on a house through the Community Development Block Grant program.
10. Meeting Adjourned – Next Meeting – November 13, 2015