



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: October 28, 2015
Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

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

Absent: None

Unexcused Absence: David Singer and Renee Greenland

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

Guests Present: None

Opening

1. John Earl called the meeting to order. Roll call was taken with 13 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 passed by unanimous vote to amend the agenda by adding "Ad Hoc Committee - Review of Executive Director Performance & Compensation" under Old Business. Motion was made by Bob McClyman to approve the agenda as amended. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

Motion was made by David Moore to adopt the August 26, 2015 meeting minutes. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

2. President's Comments

John thanked everyone for their attendance at the meeting today. Our Gomoll's Senior Village project is currently waiting for grant approval and the Mauston Building Project is waiting for survey completion. John presented John Wenum with a five year service award with congratulations and thanks given for his years of service.

3. Executive Director's Report

Fred thanked everyone for their service to the agency. Our agency will have its 50th year anniversary early next year. Fred will be attending the WISCAP quarterly meeting in Manitowoc. The managers will be presenting the 2016 budget in detail; if anyone has questions regarding the budget or any program, please let us know. An agency fundraiser will be held at Culver's in Wisconsin Dells from 5:00 pm to 10:00 pm; everyone is welcome to attend or help out. We are working on a Risk Management Plan and ask board members to help identify any risks they may have as members of the board.

Motion was made by David Moore to accept the Executive Director's Report of October 28, 2015. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari and the managers presented the 2016 Projected Budget. Overall budget reflected revenues in the amount of \$6,936,89 and expenses in the amount of \$6,902,233. Individual programs reflected the total amounts of: Employment & Training - \$75,910; Housing, Energy Assistance & CDBG - \$2,329,983; Food Pantry & Section 8 - \$3,105,542; Homeless Unit - \$483,340; Corporate Budget - \$697,576; and CSBG/Admin - \$244,548.

Kari presented draft information on our 2014 Form 990 which WIPFLI prepares for us. Form 990's for any non-profit can be viewed at www.guidestar.org. After discussion motion was made by John Wenum to approve submission of our 2014 Form 990 to the IRS by WIPFLI. Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

Motion was made by Muriel Harper to accept the Budget & Finance Report of October 28, 2015 including manager presentations of the 2016 Projected Budget with thanks to Kari, her staff, and the managers for all their hard work. 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 September 18, 2015. Charlie Krupa 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 July 10, 2015 PBP Committee meeting minutes. John Atkinson was approved as the PBP Committee Vice-Chair by unanimous vote. We are waiting to hear from the State and Federal Home Loan Bank regarding grant awards for Gomoll's Senior Village. Our Neighborhood Stabilization Program house located at 115 Tamarack Street, Randolph has been under review by the

State and we hope to sell soon. No progress to report on our Mauston Office project. Joy presented information about the process we follow for tenant evictions and warnings. Fred presented an update on our Jobs & Business Development loans. We are appealing a Weatherization audit finding of \$6,300 for window replacements and are waiting to hear back from the State. Renee reported on homeless issues and the Baraboo Warming Center. Muriel reported there will be a blessing of the new ramp at the Womens/Families shelter in Beaver Dam Monday night at 5:30 pm. Notification was received of two foreclosed houses through the National Community Stabilization Trust program. The State has awarded funding through The Emergency Food Assistance Program for purchase of needed items at many of our local food pantries. The next meeting will be held on November 13, 2015.

Motion was made by Bob McClyman to accept the PBP Committee Report of September 28, 2015. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of September 18, 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 August 14, 2015 EPF&A Committee Meeting. The Committee went into Closed Session by unanimous roll call vote. Motion approved by unanimous roll call vote to resume in Open Session. Committee members discussed the Budget Control Expense Reduction Plan. Board meetings will continue on a bi-monthly basis. No movement to report on the possible sale of our Beaver Dam or Portage office buildings. An office has been rented to Lifekeepers at our Portage building. The State has awarded funding through The Emergency Food Assistance Program for purchase of needed items at many of our local food pantries. Committee members reviewed the agency Long Range Plans & Goals. After discussion, motion passed by unanimous vote changing dates of the plan from 2015 – 2020 to 2016 - 2020. Motion passed by unanimous vote to make no further changes. There was considerable discussion about the Democratic Rules of Order and how it applies to our meetings. The next meeting will be held on October 9, 2015.

John Earl asked board members to review the EPF&A Committee report of October 9, 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 September 18, 2015 EPF&A Committee Meeting. The Committee went into Closed Session by unanimous roll call vote. Motion approved by show of hands to resume in Open Session. Kari and the managers presented a final draft of the 2016 Budget. Motion passed by unanimous vote accepting the 2016 Budget as presented with thanks to Kari and the managers. Committee members reviewed board costs. We are still working on budget reductions with the goal of obtaining 5-10% unrestricted funds. Our by-laws and personnel

policies were sent to Tom Groeneweg for legal review with projected cost of \$500 - \$1,000; less expensive options are being considered. 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. John will recruit members for an Ad Hoc Committee to conduct the Executive Director's Performance Evaluation & Compensation. 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. The next meeting will be held on November 13, 2015.

Motion was made by Stacy Ewert to accept the EPF&A Committee Reports of September 18, 2015 and October 9, 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 \$2,012,732. Total clients served were 268 + 46 baseload including 418 audits done and a service goal of 393. To date 212 freezers/refrigerators, 67 furnaces, 98 water heaters, and 25 windows were installed. Susan Tucker presented the Homeless Unit Report. From January through September of 2015 we served 478 clients compared to 452 in 2014; and number of motel vouchers given out was 5 with the cost of motel stays at \$424. The total costs of services went up from \$131,137.72 in 2014 to \$160,123.36 in 2015. We have a few slots open in the Project Chance program. We continue to search for suitable affordable housing that clients are able to maintain after the program has ended. Lisa Williams presented the Hunger Reduction Program Report indicating 4,229 households have been served through August 2015 compared to 4,564 in 2014. A 7% decrease in households served in 2015 over 2014 corresponding with a 26% increase 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 524 voucher holders leased up and an additional 30 voucher holders that have ported in to our jurisdiction. The average per unit cost paid directly to the landlord and/or utility company is \$299.00.

Motion was made by David Moore to accept the Weatherization, Homeless, and Hunger Reduction reports of October 28, 2015. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

7. Old Business

John Earl asked for volunteers to serve on the Ad Hoc Committee to review the Executive Director's Performance & Compensation. Volunteers included Donna Maly, Bob McClyman, Charlie Krupa, John Earl, and Sandy Wormet. John will check with Dave Singer to see if he would be willing to chair the committee. The meeting will be scheduled for sometime in December.

8. New Business

Motion was made by Dave Repinski to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2016 Proposed Agency Budget as presented." Seconded by Stacy Ewert. Passed unanimously. **MOTION CARRIED.**

Motion was made by Charlie Krupa to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves submission of the 2016 Community Services Block Grant Application recognizing CSBG dollars as base and core sources of funding with continued use of those funds to develop and strengthen programs that assist local communities in their pursuits to combat and reduce poverty." Seconded by David Moore. Passed unanimously. **MOTION CARRIED.**

Motion was made by Bob McClyman 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 approving the 2016 - 2020 Agency Long Range Plans & Goals." After discussion, seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

9. Next Meeting

Wednesday, December 16, 2015 @ 10:00 a.m.

10. Adjourn

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

October 29, 2015

Date