

Central Wisconsin Community Action Council, Inc.
EPF&A Committee Meeting Minutes
December 11, 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: None

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 with the revisions of adding under "Other": Executive Director's Performance Review and Compensation and Motion to Approve –Corporate Resolution, and minutes of the November 13, 2015 EPF&A Committee Meeting.
3. The Committee went into Closed Session by unanimous roll call vote. Motion approved by roll call vote to resume in Open Session.
4. Fred reported that Craig Gaetzke has assumed Susan Tucker's position as Homeless Unit Manager; Joy Casperson is assisting with some of Craig's previous responsibilities; Kari is back up to 40 hours per week; Jake Williams will work 20 hours per week for Section 8 and Lisa is interviewing for one more part-time employee; Maria Rosas will be laid off; Amy Mead is now working 10 hours per week on front desk in Adams; and we will continue the Representative Payee Program by contracting with Amy's new business, Community-Wide Payee Services.
5. Kari presented the Cash Balance for the end of November reflecting \$251,049; this number fluctuates throughout the year with grant money going in and out. She also presented the Revenue & Expense Statement for each of our food pantry locations indicating a high number of donations this year. The Holiday Train also brought in approximately \$16,000 this year. The State is requiring us to put our Neighborhood Stabilization Program funds into a separate account by the end of the year.
6. Due to timing of the State and Federal Home Loan Bank Grants for Gomoll's Senior Village, funding from Federal Home Loan Bank was not approved. We plan to submit a grant to the State in January for a ten unit building with eight HOME and two market rate units; 52% funding from the State and 48% funding from Bank of Mauston. We may ask the City of Wisconsin Dells for \$150,000 for help with infrastructure.
7. The Turkey Raffle at the Country Keg raised approximately \$2,100 this year and the Holiday Train raised approximately \$16,000 and 1,500 pounds of food.
8. No update with the City of Portage on resolution of an issue regarding work done on a house through the Community Development Block Grant program.
9. Team Engineering completed a very thorough survey of the property we are looking for purchase for our new Mauston office.
10. New guidelines have been implemented for our Car Loan Program to help reduce non-payments.
11. There was discussion about either getting more volunteers to help out at the Beaver Dam Food Pantry or having St. Vincent's take it over.

12. Committee members discussed changes to the Board Member job description. Motion was approved by unanimous vote to convene an Ad Hoc Committee appointed by the Board President to re-write By-Law 2.01 incorporating specific board member responsibilities
13. Committee members discussed the Ad Hoc Committee report of December 2nd which was for review of the Executive Directors Performance Review and Compensation.
14. Motion was passed by unanimous vote approving the motion which reads, "**WHEREAS:** The Board of Directors has delegated the Executive Director, Fred Hebert, to be responsible for all business operations, establishing and maintaining the business structure, and administration of programs providing services in accordance with the organization's stated mission and purpose; and **WHEREAS:** The Executive Director is frequently requested to sign documents relating to many different programs administered by Central Wisconsin Community Action Council, Inc.; and **WHEREAS:** The Board of Directors of Central Wisconsin Community Action Council, Inc. entrusts the integrity of the organization with the Executive Director; and **WHEREAS:** The Executive Director updates the Board of Directors of all significant actions within the organization at least on a monthly basis; **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. Board of Directors delegates signature authority to the Executive Director, Fred Hebert, to act on behalf of Central Wisconsin Community Action Council, Inc. regarding program documents and agreements requiring immediate signature."
15. Meeting Adjourned – Next Meeting – January 8, 2016