



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: December 16, 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, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, David Moore, Renee Greenland, and John Earl

Absent: Bob McClyman

Unexcused Absence: None

Staff Present: Craig Gaetzke and Kari Labansky

Guests Present: None

Opening

1. John Earl called the meeting to order. Roll call was taken with 14 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 adopt the December 16, 2015 agenda. Seconded by John Wenum. Passed unanimously.
MOTION CARRIED.

Motion was made by Dave Repinski to adopt the October 28, 2015 meeting minutes. Seconded by Sandy Wormet. Passed unanimously.
MOTION CARRIED.

2. **President's Comments**

John wished everyone a very happy Thanksgiving and hopes they enjoy their time with family and friends. Gomoll's Senior Village is currently at a standstill. The survey is completed for our new Mauston office. The Holiday Train went exceptionally well with great weather and a huge turnout. The Turkey Raffle took place at the Country Keg in November. Susan Tucker has resigned from Community Action for a position at another Community Action Agency. He asked everyone to join him in looking forward to another great year.

3. Executive Director's Report

Fred thanked everyone for their attendance and expressed remembrance and appreciation of our former board members Evans Littlegeorge and Ross Swinehart. Due to not receiving a firm funding commitment from the State of Wisconsin, we were not awarded the Federal Home Loan Bank grant for Gomoll's Senior Village. We will work with the PBP Committee on submitting a new grant to the State for eight HOME units and two market rate units with funding from the Bank of Mauston. Susan Tucker has moved onto a new position at Advocap in Fond du Lac and Craig Gaetzke has assumed the position of Homeless Unit Manager. Chris Utley has assumed some of Craig's responsibilities with the Housing & Energy Unit. Some of our community supporters will be recognized at the meeting today. Our Staff Holiday Gathering went well with guest speaker, Elle Lohr, owner of Tangerine Wellness Center in Portage. The Holiday Train brought in just over \$16,000 and Turkey Raffle brought in \$2,100.

Motion was made by Dave Singer to accept the Executive Director's Report of December 16, 2015 with thanks to Fred. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari presented the Budget & Finance Report with cash balances fluctuating throughout the year due to grant money coming in and going out. At the end of November, our cash balance was \$251,049. A report on each of our Food Pantry locations from January through November reflected total revenues of \$95,464.91 which does not include our Holiday Train fundraiser, and total expenditures of \$120,826.

Motion was made by David Moore to accept the Budget & Finance Report of December 16, 2015 with thanks to Kari. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of November 13, 2015. Charlie Krupa called the meeting to order. Roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the September 18, 2015 PBP Committee meeting. Joy reported a 95% apartment occupancy rate. We have a signed purchase offer for the Neighborhood Stabilization Program house in Randolph and hope to close by December 31st. We are waiting to hear from the State and Federal Home Loan Bank regarding grant awards for Gomoll's Senior Village. Fred shared a survey received from Team Engineering for our new Mauston Office property. Committee

members reviewed the 2016 Program Budgets. Fred reported that Susan Tucker, our Homeless Unit Manager, has resigned. The Wells Fargo Community Housing Donation Program has approved our application so we are now eligible to be a recipient of donated properties. The State is not pursuing a Weatherization audit finding of \$6,300 for window replacements; they are however reviewing how they capture energy savings statistics for our agency. Fred reported the Beaver Dam Men's Shelter has been occupied since opening. The Holiday Train will take place on December 5th in Wisconsin Dells and Turkey Raffle will be on November 14th at Country Keg. The next meeting will be held on Friday, January 8, 2016.

Motion was made by Stacy Ewert to accept the PBP Committee Report of November 13, 2015. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of November 13, 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 October 9, 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. Kari presented the Statement of Revenues & Expenditures for period ending September 30, 2015. Motion passed by unanimous vote accepting the Finance Report as presented with thanks to Kari. Committee members reviewed our Risk Management Plan with two board risks identified. Motion passed by unanimous vote tabling discussion of changes to the Board Member job description until the next meeting allowing more time for review and comparison to the by-laws. 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. The 2014 Annual Report was reviewed. Stepping Stones has proposed management of a ten unit building in Wisconsin Dells which we are still considering. Our Homeless Unit Manager, Susan Tucker, has resigned. Committee members discussed the Beaver Dam Food Pantry. The next meeting will be held on December 11, 2015.

John Earl asked board members to review the EPF&A Committee report of December 11, 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 with the revisions of adding under "Other": Executive Director's Performance Review and Compensation and Motion to Approve - Corporate Resolution. Motion passed by unanimous vote approving the minutes of the November 13, 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. Fred reported on Personnel Changes. Kari presented the Agency Cash Balance and Revenue & Expense Statement for each of our

food pantry locations for the end of November. Federal Home Loan Bank funding for Gomoll's Senior Village was not approved; we plan to submit a grant application to the State for eight HOME units and request funding from Bank of Mauston for two market rate units. The Turkey Raffle raised \$2,100 this year and the Holiday Train raised just over \$16,000 and 1,500 pounds of food. 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. Team Engineering completed a survey of our proposed Mauston office property. New guidelines have been implemented for our Car Loan Program to help reduce non-payments. Committee members discussed the Beaver Dam Food Pantry. 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. Committee members discussed the Ad Hoc Committee report of December 2nd. Motion 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." The next meeting will be held on January 8, 2016.

Motion was made by Donna Maly to accept the EPF&A Committee Reports of November 13, 2015 and December 11, 2015. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

b. *Ad Hoc Committee*

John Earl asked board members to review the Ad Hoc Committee report of December 2, 2015. Dave Singer called the meeting to order and motion passed by unanimous vote approving the agenda. The committee went into Closed Session by unanimous roll call vote. The committee resumed in Open Session. The Executive Director's review and motion regarding the Ad Hoc Committee's recommendation to the full board regarding the Executive Director's Performance Review & Compensation will be prepared and sent out in the board packets for consideration at the December meeting. Dave Singer declared the meeting adjourned.

Motion was made by John Wenum to go into Closed Session. Seconded by Dave Repinski. The board went into Closed Session by unanimous roll call vote. Motion was made by Muriel Harper to resume in Open Session. Seconded by Scott Beard. The board resumed in Open Session by unanimous show of hands.

Motion was made by Stacy Ewert to accept the Ad Hoc Committee Report of December 2, 2015. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

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

Craig Gaetzke presented the Weatherization report on behalf of Chris Utley. October has been a very busy month. One of our programs within Weatherization involves converting electric water heaters to natural gas; we do the inspections and contract plumbers do the work. We are on track with closing out the contract by the end of June. The contract amount is \$3,609,252; to date we have spent \$2,226,220. Total clients served were 313 including 440 audits done and a service goal of 393. To date 248 freezers/refrigerators, 78 furnaces, 120 water heaters, and 25 windows were installed. Craig presented the Homeless Unit report. He is still learning the program, however staff have been very helpful informing him of their responsibilities and capabilities. We have four to five different contracts and additional funding from United Way. We have 21 families enrolled in Project Chance with enough funding to enroll two to three more families. Susan Tucker is still assisting with end of month reports until Craig becomes certified in the ServicePoint software. The New Beginnings Women's/Families shelter assisted three individuals with hotel stays, monthly shelter total was 154, and has had 7,556 shelter nights since opening. The Men's Shelter has had up to 626 shelter nights since opening in October 2014. John Earl presented the Hunger Reduction Program Report indicating 4,201 households have been served through October 2015 compared to 4,672 in 2014. A 10% decrease in households served in 2015 over 2014 corresponding with a 3% decrease in donated and/or purchased foods and an 8% 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 584 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. The average per unit cost paid directly to the landlord and/or utility company is \$300,000. We also have 51 veterans vouchers leased up through our VASH voucher program.

Motion was made by David Moore to accept the Weatherization, Homeless, and Hunger Reduction reports of December 16, 2015. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by David Moore to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Ad Hoc Committee recommendation approving a Performance Incentive Award to the Executive Director in the amount of \$1,500 effective January 1, 2016 and 40 hours of accumulated leave time for a total of 280 hours." Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

Fred expressed sincere appreciation for the award and for the board's confidence in him as Executive Director of the agency.

John Earl declared a brief recess. The board resumed. Karrie Landsverk, Bob Driefke, and Marlene Driefke were presented plaques in recognition of their work raising money annually for the Rio Food Pantry. Karrie thanked the board and spoke briefly about the work they do for the Rio Food Pantry including food drives throughout the year, the big fundraiser which is held in April, and a craft show fall event held in October. John Atkinson expressed sincere appreciation to Karrie, Bob, and Marlene for their time and hard work in support of the Rio Food Pantry.

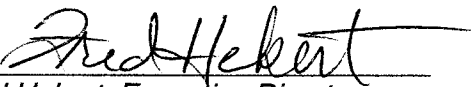
9. Next Meeting

Wednesday, February 24, 2016 @ 10:00 a.m.

10. Adjourn

John Earl declared the meeting adjourned.

Signed by:


Fred Hebert, Executive Director

December 17, 2015

Date