

**Central Wisconsin Community Action Council, Inc.**

**EPF&A Committee Meeting Minutes**

**February 15, 2019**

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

**Excused Absence:** Charlie Krupa

**Staff:** Fred Hebert, Kari Labansky, and Donna Lynch

**Guests:** John Wenum and Ross Curry

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 January 18, 2019 EPF&A Committee meeting.
3. Motion passed by unanimous vote go into Closed Session. The committee resumed in Open Session by unanimous roll call vote.
4. Kari presented the Finance Report including 2018 Revenue Expenditures and Cash Flow Statement for each of our offices and apartment buildings.
5. Motion passed by unanimous vote approving a change to the Personnel Policy Manual and sending to full board for approval. The following paragraph would be added on Page 7, "Criminal Background Screening: Central Wisconsin Community Action Council, Inc. ("CWCAC") will conduct a criminal background screening on all potential employees, including on-site limited term employees, prior to employment. Consistent with Wisconsin statutes, CWCAC may: (a) deny employment to applicants, or suspend from employment, any individual who is subject to a pending criminal charge if the circumstances of the charge substantially relate to the circumstances of the particular job; and/or (b) refuse to employ, or terminate from employment, any individual who has been convicted of any felony, misdemeanor, or other offense (hereinafter collectively referred to as "offense") if the circumstances of the offense substantially relate to the circumstances of the particular job."
6. Fred mentioned meeting with David Germann who is interested in purchasing one of our Bank of Mauston donated lots. After discussion, motion passed by unanimous vote to make the board aware of the potential sale and request permission for Fred to pursue with the stipulation that additional information would be provided before any decisions were made.
7. Fred reported that the State HOME Contract for the Charlie Krupa School View Senior Village has been received.
8. The Tri-Annual Community Needs Assessment is due in October. Although consultants have been hired to assist in the past, we are completing it on our own this year. A completed copy will be provided to the full board.
9. We will be contacting Becky Bell, Dodge County Human Services Director, about possible expansion of the Sauk County Homeless Rapid Re-Housing Model into Dodge County.
10. Fred welcomed new board member, Ross Curry.
11. Representative Troy Kurtz recently contacted Fred requesting information about our Skills Enhancement Program. He will be attending our April Board Meeting.

12. As a result of our Community Services Block Grant monitoring last November, recommendations were made for changes to our bylaws. After discussion, motion passed by unanimous vote approving two changes to our bylaws and submitting for full board approval. A) Addition to Bylaw 2.02(a): "If an elected public official vacates the position as a county board supervisor for any reason, his or her position on CWCAC, Inc. Board of Directors will be declared vacant."; and B) Addition to Bylaw 2.02(b): "Meetings will be conducted at designated food pantries in each of our five counties every odd numbered year. Selection will be based on a democratic voting process afforded to each low income resident attending the meeting. Nominations will be solicited and open to any resident of that county. Voting will be conducted by individual ballots."
13. Fred reported that we received a \$1,000 donation from a resident of Adams County who also wishes to volunteer for the Adams Food Pantry.
14. Fred mentioned some leaky pipe issues at the Beaver Dam building. We may use some of the funding received from ATC to help with repairs.
15. Meeting Adjourned - Next Meeting - Friday, March 8, 2019 @ 11:00 am