



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: February 27, 2019

Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Dave Repinski, Joy Casperson, John Atkinson, Scott Beard, Stacy Ewert, Muriel Harper, Dave Singer, John Earl, Ross Curry, and Renee Greenland

Absent: Sandy Wormet, Bob McClyman, Donna Maly, John Wenum, and Charlie Krupa

Unexcused Absence: None

Staff Present: Lisa Williams, Chris Utley, and Wendy Schneider

Guests Present: David Germann

Opening

1. John Earl called the meeting to order. 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. Roll call was taken with 10 members present. John welcomed new board member Ross Curry and gave a brief introduction of each board member. John welcomed staff members Wendy Schneider, Lisa Williams, and Chris Utley.

Motion was made by Dave Repinski to adopt the February 27, 2019 meeting agenda. Seconded by Scott Beard. Passed unanimously.
MOTION CARRIED.

Motion was made by Muriel Harper to adopt the December 12, 2018 meeting minutes. Seconded by Stacy Ewert. Passed unanimously.
MOTION CARRIED.

2. **President's Comments**

John mentioned guest David Germann who will be joining us later in the meeting. We will begin work soon on the Charlie Krupa School View Senior Village Project. The agency continues to run very well with thanks to Fred and the managers. He asked the board their thoughts on incorporating a ten minute break about an hour into each future board meeting; this will be added under New Business on the agenda.

3. **Executive Director's Report**

Fred expressed appreciation to John Earl and the board for their time and support of the agency. He mentioned the City of Adams sent us a resolution regarding donation of property to us for construction of senior housing. If we move ahead with the project, we would be exempt from property taxes, but would pay a Payment in Lieu of Taxes like we do for Kenwood and Wyona Lake Apartments. We would develop the project within three years of the property being donated. Our board recently passed a resolution asking WISCAP to require all Wisconsin Community Action Agencies to pay their dues; positive action was taken at the last WISCAP meeting. Of the \$715 million Community Services Block Grant funding, our State receives \$8 million, and our agency receives \$260,000. Legislation is being developed by WISCAP to encourage funding for a CSBG supplement which would mean an extra \$8,000 for our agency. Fred updated the board on two litigation situations which have been resolved. We have one more litigation case pending regarding our Eau Claire office and a case regarding Wyona Lake Apartments.

Motion was made by Renee Greenland to accept the February 27, 2019 Executive Director's Report. Seconded by Joy Casperson. Passed unanimously. **MOTION CARRIED.**

4. **Budget & Finance Report**

Fred reviewed the 2018 Revenue & Expenditures Statements and Cash Flow Statements for our office and apartment buildings.

5. **Committee Reports**

a. **PBP Committee**

John Earl asked board members to review the PBP Committee report of January 18, 2019. Charlie Krupa called the meeting to order. Roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the November 9, 2018 PBP Committee meeting minutes. Charlie welcomed our new board member, Ross Curry. Committee members introduced themselves and Ross provided information about himself including being a new Sauk County Board member. Ed presented the Buildings Maintenance & Repairs Report with detailed information about each of our buildings. Ed updated the committee on the Adams Food Pantry Storage Shed which will be used to store Commodity Supplemental Food Program boxes and should be ready for use in two weeks. Donna will begin work soon on our next HOME Application. Fred recently met with our sister agency, SWCAP regarding an expansion of the Car Loan Program. The Palace Theater in Wisconsin Dells is hosting a fundraiser for our Wisconsin Dells Food Pantry on Friday, January 25th. Renee provided an update on the

Baraboo Warming Shelter. Muriel reported on the Men's and Women's/Families Shelters. Committee members discussed a party interested in purchasing one of the lots donated to us by the Bank of Mauston. The meeting was adjourned. The next meeting will be held on Friday, March 8, 2019.

Motion was made by Dave Repinski to accept the PBP Committee Report of January 18, 2019. Seconded by John Atkinson. Passed unanimously. **MOTION CARRIED.**

b. **EPF&A Committee**

John Earl asked board members to review the EPF&A Committee report of January 18, 2019. 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 December 7, 2018 EPF&A Committee meeting. John Earl welcomed our new board member, Ross Curry, and gave a brief explanation of our committees. No Personnel Report. No Finance Report. A Section 8 HUD complaint regarding our Eau Claire office has been received. An attorney has been retained though our insurance provider. A solution has been reached in the potential for litigation regarding a hot water heater replacement in Adams County. The Community Services Block Grant audit results from last November were distributed for review and discussion. Overall the report was very positive and a response will be sent to the State by mid-February. The meeting was adjourned. The next meeting will be held on Friday, February 15, 2019.

John Earl asked board members to review the EPF&A Committee report of February 15, 2019. 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 January 18, 2019 EPF&A Committee meeting. Motion passed by unanimous vote go into Closed Session. The committee resumed in Open Session by unanimous roll call vote. Kari presented the Finance Report including 2018 Revenue Expenditures and Cash Flow Statement for each of our offices and apartment buildings. 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.**"

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. Fred reported that the State HOME Contract for the Charlie Krupa School View Senior Village has been received. The Tri-Annual Community Needs Assessment is due in October. 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. Fred welcomed new board member, Ross Curry. Representative Tony Kurtz recently contacted Fred requesting information about our Skills Enhancement Program. He will be attending our April Board Meeting. 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."** 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. Fred mentioned some leaky pipe issues at the Beaver Dam building. The meeting was adjourned. The next meeting will be held on Friday, March 8, 2019.

Motion was made by Renee Greenland to accept the EPF&A Committee Reports of January 18, 2019 and February 15, 2019. Seconded by Scott Beard. Passed unanimously. **MOTION CARRIED.**

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

Chris Utley reported on the Weatherization Unit. The Weatherization contract runs from July 1 through June 30. Each year they do a plan for production; we are a bit behind due to holidays, vacation, and weather conditions. Adjustments to staffing by having more people auditing is allowing them to catch back up. Our administrative review is coming up in April. A fundraiser for the food pantry was held at Port Huron Brewery in Wisconsin Dells; they collected 250 pounds of food and will continue collecting through month of March. To date our Weatherization Program has served 125 households, with a goal of 253 and 210 audits

done. We have installed 131 freezers/refrigerators, 22 furnaces, and 77 water heaters.

Wendy Schneider reported on the Homeless Unit. The Homeless Unit report reflected 724 individuals served and a cost of services at \$278,524.88 from January through December 2018. The Project Chance Rapid Rehousing Program reflected 134 individuals served and \$154,838.52 spent in leasing dollars. The New Beginnings Family Shelter had a total of 1,357 shelter nights and New Beginnings Men's Shelter had a total of 991 shelter nights. A total of \$52,003.08 was spent on rents and security deposits for the Sauk County Rapid Re-housing program. Funds expended for the National Exchange Bank Grant in 2018 were at \$18,227.96. She provided a flyer on our Jobs & Business Development Program. The Community Services Block Grant Annual Report and several grants she is working on are due soon. A new TBRA grant application she is working on will be used to assist homeless who are scoring low on the HUD priority list.

Lisa Williams reported on the Section 8/Hunger Reduction Unit. Although a lot of our food pantries were closed due to bad weather conditions, USDA did deliver food. USDA poundage will start increasing including meat products, fresh milk, and produce. We are considering adding a new TEFAP outlet in southern Wood County. In January 2019, the food pantries served a total of 3,358 households, 7,943 individuals, and received 358,274 pounds of USDA commodities. We currently have 605 Section 8 vouchers providing 1,140 individuals with rental assistance, 5 voucher holders that have ported in, and 49 Veterans VASH vouchers providing 49 veterans with rental assistance. Of the individuals, 208 are elderly (18%), 427 are disabled (37%), and households include 402 children (35%). The monthly payables come to \$237,407.00; an average of \$366.00 per unit cost. Tomorrow is the last day using the old housing software; we will use paper forms for one month. WHEDA will be providing new software training soon.

Motion was made by Muriel Harper to accept the Weatherization, Homeless, and Section 8/Hunger Reduction reports of February 27, 2019. Seconded by Dave Repinski. Passed unanimously. **MOTION CARRIED.**

7. **Unfinished Business**

Motion was made by Joy Casperson to approve the Executive, Personnel, Finance, & Audit Committee recommendation of the Personnel Policy Change which reads, "*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." After discussion, seconded by Ross Curry. Passed unanimously. **MOTION CARRIED.**

Motion was made by Dave Repinski to approve the Proposed By-Law Change of Addition to By-Law 2.02 (A) regarding Elected Official Vacancy. The addition at the end of By-Law 2.02 (A) would read, "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." Seconded by Stacy Ewert. Passed unanimously. **MOTION CARRIED.**

Board members reviewed the Proposed By-Law Change of Addition to By-Law 2.02(B) regarding Food Pantry Low-Income Elections as recommended by the Executive, Personnel, Finance & Audit Committee. The Proposed Addition to By-Law 2.02(B) would read, "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." After discussion, motion was made by Dave Repinski to send this back to the EPF&A Committee for further discussion and both By-Law Change Proposals (2.02A & 2.02B) will be presented again for approval at the April Board Meeting. Seconded by Muriel Harper. Passed unanimously. **MOTION CARRIED.**

8. **New Business**

John Atkinson would like to invite everyone to the Rio Food Pantry Fundraiser being held on Sunday, March 31st beginning at 12:30 pm at the Rio High School.

Fred introduced David Germann who gave a short presentation about himself and his interest in purchasing Lot #3, one of our Bank of Mauston donated lots in the City of Mauston. He has purchased lots around Lot #3 and his goal is to build senior housing which would be a great partnership with our agency. After discussion, motion was made by Dave Singer to take this back to the EPF&A Committee for further discussion. Seconded by Dave Repinski. Passed unanimously. **MOTION CARRIED.**

Motion was made by Muriel Harper that the Board of Directors establish a ten minute break to happen one hour after the beginning of all future board meetings. Seconded by Ross Curry. Passed unanimously. **MOTION CARRIED.**

Motion was made by Joy Casperson to reschedule Board Training and combine it with our April Board Meeting. After discussion, seconded by Stacy Ewert. Passed unanimously. **MOTION CARRIED.**

9. **Next Meeting**

Wednesday, April 24, 2019 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

February 28, 2019

Date