

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

April 12, 2019

Present: Dave Singer, Muriel Harper, Charlie Krupa, and John Earl

Excused Absence: Donna Maly

Staff: Fred Hebert, Kari Labansky, and Donna Lynch

Guests: Ross Curry and Kurt Mead

1. Charlie Krupa 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 March 8, 2019 EPF&A Committee meeting.
3. Fred mentioned that we haven't heard back from the State regarding our Wyona Lake Apartments complaint or from HUD on the Eau Claire Office complaint. Jaime Olson has been hired to assist with the Guardianship Program.
4. Kari provided a summary of Cash Accounts as of February 2019 and a copy of the Community Services Block Grant Yearend Report for 2018. The CSBG Report reflected how our CSBG funds were spent throughout the year; this is a very important grant for our agency with funds being used to supplement different programs as well as administrative costs.
5. Fred reported that we accepted an offer of \$14,500 for Lot #3 in the City of Mauston from David Germann. Heartland Title is assisting with the quit claim deed.
6. Fred recently met with a church group interested in purchasing Dells Lot #2. Jim Grothman suggested we split the lot keeping half for future development of affordable housing. Since we were considering accepting no less than \$150,000 for the total lot, we could sell half for \$75,000.
7. Harvest Church has again offered to volunteer their services to our agency, so we are working with the Beaver Dam Landmark Commission on acceptable colors for painting the exterior of our Beaver Dam building. Fred mentioned the property is four tax parcels; we could rent or sell a portion of our building next to the old Elks Club or sell the whole building and find a new location for our office. Muriel mentioned there is an former grocery store building that is available.
8. Committee members reviewed the 2019 Low-Income Board Representatives Election Schedule.
9. Committee members reviewed By-Law 5.04(D) relating to PBP Committee Appointments. After discussion, motion was passed by unanimous vote to approve revising By-Law 5.04(D) to now read, "Board members not on the Executive, Personnel, Finance & Audit (EPF&A) Committee are encouraged to serve on the Planning, Buildings, & Programs (PBP) Committee. Appointments to the PBP Committee shall be made by the Board President. The PBP Committee shall have no less than six members including the Board Vice Chair who will serve as the PBP Committee Chair."
10. Our trainer is not available until fall, so Board Training has been postponed until our October Board Meeting.
11. HUD required training for Property Management Staff will take place on Wednesday, April 17th.
12. As a result of our Community Services Block Grant monitoring last November, recommendations were made for changes to our bylaws. After discussion of Bylaw 2.02B, motion passed by unanimous vote approving the following addition, "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. Candidates selected will be based on majority of votes.”

13. Motion passed by unanimous vote approving and submitting for full board approval a Land Sale Resolution with Adams County which reads, “Central Wisconsin Community Action Council, Inc. Board of Directors by recommendation of the Executive, Personnel, Finance, & Audit Committee approves and endorses the land sale of property with the City of Adams as described in a draft Resolution (Resolution 2019-04R Sale of Land); and authorizes our Executive Director, Fred Hebert, to sign the Resolution of Land Sale with the City of Adams for the purpose of developing an affordable apartment building for seniors.”
14. Motion passed by unanimous vote approving and submitting for full board approval a Developers Agreement with Adams County which reads, “Central Wisconsin Community Action Council, Inc. Board of Directors by recommendation of the Executive, Personnel, Finance, & Audit Committee approves and endorses the Developer’s Agreement with the City of Adams for payment of services in lieu of property taxes for a proposed affordable apartment building for seniors. Central Wisconsin Community Action Council, Inc. Board of Directors by recommendation of the Executive, Personnel, Finance, & Audit Committee authorizes the Executive Director, Fred Hebert, to sign a Developers Agreement with the City of Adams to pay a fee of \$100.00 per year, per unit, a total of \$1,100.00 for services in lieu of paying property taxes for a proposed affordable apartment building for seniors to be constructed within three years from the date of this agreement.”
15. Meeting Adjourned - Next Meeting - Friday, May 10, 2019 @ 11:00 am