

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

June 14, 2019

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

Excused Absence: Charlie Krupa

Staff: Fred Hebert and Donna Lynch

Guests: None

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 May 10, 2019 EPF&A Committee meeting.
3. Motion was made by Muriel Harper to go into Closed Session. Seconded by Dave Singer. Passed by unanimous show of hands. Motion was made by Dave Singer to go back into Open Session. Seconded by Donna Maly. Passed by unanimous show of hands.
4. Fred reported that Jean Christensen from WIPFLI recently met with him regarding the 2018 CWCAC & Kenwood Financial Audits. She will be presenting both at the June Board of Directors Meeting. New Beginnings does not require a separate annual audit because they are audited as part of CWCAC, but Kari or Jim could do a periodic review. Fred mentioned that we are moving our Section 8 account from the Bank of Wisconsin Dells to the Bank of Mauston.
5. Fred mentioned that funds from the sale of Lot #3 in Mauston will be used to purchase a much needed agency computer network server.
6. The June Board of Directors meeting agenda will include election of officers and appointment and re-appointment of the Low-Income and Area Representatives. John will call for a motion to re-appoint current representatives and motion to nominate new representatives will be made by representatives from the county which the new representative is from. Fred will draft a change to Bylaw 2.02 regarding the process for appointment and reappointments for review at the next EPF&A Committee meeting.
7. Committee members reviewed proposed revisions to the Kenwood Bylaws. Suggestions were made for further review of Section 3.04 regarding date of the meeting, and Sections 3.09 and 3.10 regarding voting and emergency meetings; to be reviewed at the next EPF&A Committee meeting.
8. Fred mentioned we haven't heard back yet from the potential buyers of Dells Lot #2. The plan is to sell for \$75,000; we would net \$50,000 and use \$25,000 towards the road. We will engage an attorney to assist with the easement.
9. Donna Maly and Fred reported on the Dodge Health & Human Services meeting they recently attended which included a Rapid Re-housing presentation by Wendy Schneider. Fred reported that we submitted a proposal to manage the Dodge County Energy Assistance Program in June; we are also working on the Juneau County Energy Assistance Program proposal due in July.
10. We recently submitted a Federal Home Loan Bank application in the amount of \$165,000 for the Charlie Krupa School View Senior Village project. We just received approval from the DNR so the project should get started on July 8th.

11. Motion was made by Dave Singer to approve, and submit for full board approval, the motion which reads, "*WHEREAS: Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and WHEREAS: Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and WHEREAS: Program staff include Jim Dahlke, Jeff Housker, Renee Hazelton, Jaime Olson, Mary Kate Thurow, and Elaine Johnson; Now there for let it be resolved: That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and the authority of the individuals named above is in full force and effect.*" Seconded by Muriel Harper. Motion passed by unanimous vote.
12. Motion was made by Donna Maly to approve, and submit for full board approval, the Declaration which reads, "*Recognizing the worth of our employees and their stalwart constant efforts; and recognizing the honor & tribute we pay to our Country's freedom; the Board of Directors declares our extended Fourth of July Holiday Celebration by inclusion of July 3^d to be an agency holiday this year, 2019.*" Seconded by Dave Singer. Motion passed with three votes yes and one vote no.
13. Donna Maly has been working with the Dodge County Landmark Commission and presented new suggested colors for our Beaver Dam building.
14. Meeting Adjourned - Next Meeting - Friday, July 12, 2019 @ 11:00 am