

**Central Wisconsin Community Action Council, Inc.**  
**EPF&A Committee Meeting Minutes**  
**August 9, 2019**

**Present:** Dave Singer, Donna Maly, Charlie Krupa, and John Earl

**Excused Absence:** Muriel Harper

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

**Guests:** Stephanie Kong

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 July 12, 2019 EPF&A Committee meeting.
3. Motion was made by Charlie Krupa to go into Closed Session. Seconded by Dave Singer. Passed by unanimous roll call vote. Motion was made by Donna Maly to go back into Open Session. Seconded by Dave Singer. Passed by unanimous show of hands.
4. Kari presented the Finance Report including the Revenue Expenditure Statement for period ending June 30, 2019. She also presented the Cash Balances of our Revolving Loan Funds grants; \$99,000 received for Jobs & Business Development and \$400,000 received for Flood Assistance. Motion passed by unanimous vote approving the Finance Report with thanks to Kari.
5. Kenwood Properties recently had a HUD on-site monitoring visit with a positive review of files and physical property. We will be installing brick around the lower portion of the building and raised flower beds for tenants.
6. The date of our 21<sup>st</sup> Annual Golf Event has been changed to Thursday, May 21, 2020, which we hope will increase golfer participation.
7. After discussion of board training topics, the committee agreed that they will travel on a bus to Adams, Mauston, and Necedah to visit each of northern apartment building projects. If a meeting is needed, they will convene at the Necedah Library Community Room. They will take another trip to view our southern apartment building projects at a later date.
8. Committee members reviewed the condensed version of the Board Self-Evaluation. After discussion, motion passed by unanimous vote to enclose the new condensed version of the Board Self-Evaluation in board packets indicating that board members complete and bring with to the August Board of Directors meeting; the board agenda will allow a 5-10 minute break in case board members have questions prior to final completion. Fred mentioned that our agency has received a positive review and is in good standing with the State regarding compliance with the National Performance Standards; the Board Self-Evaluation is one of the components of the Standards.
9. Fred asked committee members to review our current Staff Position Classifications & Job Titles; this will appear on the September EPF&A agenda. He will also have managers review for additions or deletions. Next to positions marked "Vacancy", we will indicate "Vacancy/Not Funded".
10. Fred updated the committee on a Loganville former bank building available for purchase which we would rent to a Jobs & Business Development Client for an accounting business. After discussion, motion passed by unanimous vote approving purchase of the Loganville former bank building in the amount of \$20,000 with \$500 in earnest money being provided up front.

11. Motion passed by unanimous vote approving the Guardianship Corporate Resolution 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, Judith Kaye, 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." This will be passed along to the full board for approval.
12. Fred mentioned we received a payment of \$7,500 on a Promissory Note from Tom and Sue Holmes of Glenville Timberwrights. We originally loaned them \$400,000 of Revolving Loan Fund Flood Assistance money; after they financed their loan, they still owed CWCAC approximately \$30,000 with the Promissory Note recently coming due.
13. Federal Home Loan Bank of Chicago contacted us at the end of July with a question on our application submitted in June for the Charlie Krupa project. It's not a guarantee of funding, but it's a good sign that we're in the running. Notifications will be made in early December.
14. Fred will be working on a priority list of our next building projects for PBP Committee review.
15. A new agency vehicle has been purchased, a 2016 Buick Encore with very low miles.
16. Meeting Adjourned - Next Meeting - Friday, September 13, 2019 @ 11:00 am