

Central Wisconsin Community Action Council, Inc.
EPF&A Committee Meeting Minutes
September 13, 2019

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

Excused Absence: None

Staff: Fred Hebert, Kari Labansky, and Donna Lynch

Guests: John Atkinson

1. John Earl called the meeting to order and roll call was taken with five members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the August 9, 2019 EPF&A Committee meeting.
3. Motion was made by Dave Singer to go into Closed Session. Seconded by Charlie Krupa. Passed by unanimous roll call vote. The committee resumed in Open Session by unanimous show of hands.
4. Kari presented the Finance Report which included Cash Balances at the end of August 30, 2019 and Charlie Krupa Building Expenses as of September 12, 2019. Motion passed by unanimous vote approving the Finance Report with thanks to Kari.
5. Committee members reviewed the 2018 Board Annual Self Evaluation Results. After discussion, motion was passed by unanimous vote to forward the 2018 Board Annual Self Evaluation Results to the full board for approval at their October meeting. Committee members requested that the questions marked "No" and "Not Sure" appear on the October EPF&A Committee Agenda for further discussion.
6. Fred presented the Staff Position Classification which will be discussed further at the next committee meeting. A suggestion was made to review job descriptions to aid in proper classifications and update wage scale from 2006. Motion passed by unanimous vote to forward the Staff Position Classification, excluding names, to the full board as an FYI for their review.
7. Committee members discussed replacement of the agency telephone system. Motion passed by unanimous vote approving the new agency telephone system and also checking on adding a Bluetooth option.
8. Fred mentioned that our boardroom chairs are in need of replacement; we have 12 that are up for bids. Until a suitable replacement is found we will utilize chairs provided by one of our building renters.
9. Committee members discussed a procedural correction of the PBP Committee Meeting minutes approval process. Currently the PBP Committee Meeting minutes are being approved at the Board Meeting prior to the PBP Committee approving them. The PBP Committee Meeting minutes will be distributed in board packets and items can be brought up that need to be acted on, however they will not be approved by the full board until the PBP Committee approves them at their meeting.
10. Board Training will take place on Wednesday, October 9th. Board members who would like to, can meet at the Dells at 10:00 am that morning and ride-share in an agency vehicle. We will meet in the Shopko parking lot in Adams and proceed with visiting each of our northern affordable apartment buildings with lunch at the Necedah library community room. A detailed itinerary will be sent out soon.

11. Motion was unanimously passed approving the motion which reads, "The Board of Director's of Central Wisconsin Community Action Council, Inc. approves submission of the 2020 Community Services Block Grant Application recognizing CSBG dollars as base and core sources of funding with continued use of those funds to develop and strengthen programs that assist local communities in their pursuits to combat and reduce poverty.", and forwarding to the full board for approval at their October Board Meeting.
12. Fred mentioned that the Staff Advisory Committee has been called to address and recommend needed Personnel Policy Manual revisions. Any policy recommendations would be brought before the full board.
13. Meeting Adjourned - Next Meeting - Friday, October 11, 2019 @ 10:30 am