



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: February 26, 2014
Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Rocky Gilner, Sandy Wormet, Scott Beard, Muriel Harper,
John Wenum, Dave Singer, Charlie Krupa, Renee Greenland, and
John Earl

Absent: John Atkinson, Bob McClyman, Jim Layman

Unexcused Absence: None

Staff Present: Craig Gaetzke, Lisa Williams, and Jim Dahlke

Guests: Larry Anderson

Opening

1. Motion was made by John Wenum to adopt the agenda. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

Motion was made by Sandy Wormet to adopt the October 23, 2013 meeting minutes. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

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. John welcomed guests Craig Gaetzke, Lisa Williams, and Jim Dahlke. Fred introduced our Experience Works employee, Larry Anderson who has assumed a number of responsibilities while working at the agency. Larry expressed sincere appreciation for his time at Community Action.

2. Special Election & Board Membership

John mentioned nominations have been collected from board members for the special election of Board Vice-President, also serving as PBP Committee Chair. John also called three times for nominations from the floor. Nominees included John Wenum, John Atkinson, Dave Singer, and Charlie Krupa. John Wenum and Dave Singer thanked the board for their nominations but respectfully withdrew their names. Donna mentioned that in speaking with John Atkinson on the phone, he did not wish to throw his name in the ring for the position. John Wenum made a motion that nominations be closed and a unanimous ballot be cast for

Charlie Krupa. Seconded by Dave Singer. Passed unanimously.
MOTION CARRIED.

Motion was made by Charlie Krupa to approve Kathy Woock as the new Dodge County Low-Income Representative and Joy Casperson as the new Adams County Special Interest Representative-Education. Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

Motion was made by Dave Singer to change Charlie Krupa's Juneau County Special Interest Representation from Education to Building. Seconded by Muriel Harper. Passed unanimously. **MOTION CARRIED.**

3. **President's Comments**

John mentioned that Jim Layman is not doing well and asked board members to keep him in their prayers; Fred mentioned we will do a Resolution of Appreciation for him. He hoped everyone had a wonderful holiday season. We are moving forward with Rolan's Senior Village in Necedah after receiving the Federal Home Loan Bank grant for the project. We have been experiencing many board changes.

4. **Executive Director's Report**

Fred mentioned that always try to strive keep moving forward with everyday work and upcoming projects. He thanked the board and managers for their role in helping us do what we do. Our 11 year anniversary in our Wisconsin Dells building was February 14th. Our first Golf Committee Meeting will be taking place in a few weeks; the first meeting for the Holiday Train is coming up in July. The United Way Breakfast in Beaver Dam is being held on March 19th.

Motion was made by Scott Beard to approve the Executive Directors Report of February 26, 2014. Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

5. **Budget & Finance Report**

Jim presented a report of our Food Pantries for 2013 reflecting Wisconsin Dells at \$19,943, Adams at -\$6,391, Beaver Dam at -\$7,730, and Rio at \$12,989. The combined 2013 Food Pantry report reflected total revenues at \$129,125 and expenses at \$110,314 with a net of \$18,811. He also presented a report on the Rep Payee Program. Guardianships are currently at \$18,300 annually. We expect the program to grow substantially in the coming year with expansion to other counties in the State of Wisconsin.

Motion was made by Charlie Krupa to accept the Budget & Finance Report of February 26, 2014. Seconded by Kathy Woock. Passed unanimously. **MOTION CARRIED.**

6. Committee Reports

a. Ad Hoc Committee

John Earl asked board members to review the Ad Hoc Committee Meeting minutes of October 23, 2013. Committee Chair Bill Gomoll called the meeting to order and motion passed by unanimous vote approving the agenda and minutes of the October 11, 2013 Ad Hoc committee meeting. The Agency Mission Statement will be reviewed in further detail at the next Ad Hoc Committee Meeting. Committee members continued specific review of the current agency by-laws and will present a final draft for full board approval upon completion. The next meeting will be held on Friday, November 8, 2013.

John Earl asked board members to review the Ad Hoc Committee Meeting minutes of November 8, 2013. John Earl called the meeting to order and motion passed by unanimous vote approving the agenda and minutes of the October 23, 2013 Ad Hoc Committee meeting. Committee members continued specific review of the current agency by-laws and will present a final draft for full board approval upon completion. The next meeting will be held on Friday, December 6, 2013.

John Earl asked board members to review the Ad Hoc Committee Meeting minutes of December 6, 2013. Bill Gomoll called the meeting to order and motion passed by unanimous vote approving the agenda and minutes of the November 8, 2013 Ad Hoc Committee meeting. Committee members continued specific review of the current agency by-laws and will present a final draft for full board approval upon completion. The next meeting will be held on Friday, January 10, 2014.

John Earl asked board members to review the Ad Hoc Committee Meeting minutes of January 10, 2014. Dave Singer called the meeting to order and motion passed by unanimous vote approving the agenda. Committee members conducted specific review of Executive Director performance based on Fred's 2012 Goals and 2013 Agency Goals. Motion passed by unanimous vote that Dave Singer will coordinate with Donna in preparing a summary and report of Fred's performance evaluation for presentation to the EPF&A Committee and full board. After review and discussion of Executive Director compensation, motion passed by unanimous vote recommending full board approval of giving Fred a \$1,500 performance incentive award retroactive to January 1, 2014 with a note of commendation expressing thanks and appreciation for all his hard work. Bill Gomoll announced his resignation from the board as he will be moving out of State. The next meeting will be held on Friday, January 24, 2014.

John Earl asked board members to review the Ad Hoc Committee Meeting minutes of January 24, 2014. John Earl called the meeting to

order and motion passed by unanimous vote approving the agenda and minutes of the December 6, 2013 Ad Hoc Committee meeting. Committee members continued specific review of the current agency by-laws and will present a final draft for full board approval upon completion. The next meeting will be held on Friday, February 14, 2014.

John Earl asked board members to review the Ad Hoc Committee Meeting minutes of February 14, 2014. John Earl called the meeting to order and motion passed by unanimous vote approving the agenda. Motion passed by unanimous vote approving the January 24, 2014 Ad Hoc Committee meeting minutes. Committee members continued specific review of the current agency by-laws and will present a final draft for full board approval upon completion. The next meeting will be held on Friday, April 11, 2014.

Motion was made by John Wenum to approve the Ad Hoc Committee Reports of October, 23, 2013, November 8, 2013, December 6, 2013, January 10, 2014, January 24, 2014, and February 14, 2014. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

b. PBP Committee

John Earl asked board members to review the PBP Committee report of November 8, 2013. Bill Gomoll called the meeting to order and roll call was taken with six members present. Motion passed by unanimous vote approving the agenda and minutes of the October 11, 2013 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. Committee members discussed Rolan's Senior Project. Fred updated the committee on a National Community Stability Trust Application. Committee members discussed the Dells Senior Project and reviewed a site plan with the possibility of 30 units provided by Bill Gomoll. Motion passed by unanimous vote to pursue construction of a 12-unit building to start with a number of the units being market rate which will be determined through review of the HOME grant requirements and what would be most advantageous for the agency. Renee provided the homeless issues update. The next meeting will be held on Friday, December 6, 2013.

John Earl asked board members to review the PBP Committee Meeting minutes of December 6, 2013. Bill Gomoll called the meeting to order and roll call was taken with eight members present. Motion passed by unanimous vote approving the agenda and minutes of the November 8, 2013 PBP Committee meeting. Committee members discussed the Senior Housing Project on Lot 2 with the City of Wisconsin Dells representatives, Nancy Holzem and Dave Holzem. We will provide Chris

Tollaksen with our site plan and plan of individual units. Ed presented the report on buildings maintenance and repairs. Social Security has been transferring some of our Rep Payee Program clients to Kim Lyga who has formed her own Rep Payee Agency. We will be assuming management of the Section 8 Rental Housing Voucher Program in Jefferson County. Fred reported he was contacted by WHEDA for possible management of the Voucher Program for Veterans out of the Tomah VA. The agency was awarded three Federal Home Loan Bank Grants; Rolan's Senior Village - \$48,000, Home Rehab - \$120,000, and WX Deferrals - \$180,000. Renee updated the committee on homeless issues. The next meeting will be held on Friday, January 24, 2014.

John Earl asked board members to review the PBP Committee Meeting minutes of January 24, 2014. Bill Gomoll called the meeting to order and roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the December 6, 2013 PBP Committee meeting. We are considering replacement option for our Beaver Dam roof which is leaking. Fred is in the process of viewing properties for location of a Beaver Dam Men's Shelter. Bill Gomoll updated the committee on progress of Rolan's Senior Village. We were not chosen to manage the Juneau County Sponsored Community Development Block Grant. Bill provided us with an updated sketch for development of senior housing on Lot 2. We will be applying for grants from the State in April and Federal Home Loan Bank in June. Renee updated the committee on homeless issues. Committee members expressed their sadness at Bill Gomoll's departure, their immense amount of respect for Bill and his expertise displayed in all of our housing projects, and concluded with a huge round of applause for Bill. The next meeting will be held on Friday, February 14, 2014.

John Earl asked board members to review the PBP Committee Meeting minutes of February 14, 2014. John Earl called the meeting to order and Scott Beard volunteered to be Interim Chair. Roll call was taken with six members present. Motion passed by unanimous vote approving the agenda. Committee members discussed the vacancy of Bill Gomoll with election of a new chair taking place at the February Board Meeting. Motion passed by unanimous vote approving the January 24, 2014 meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Motion passed by unanimous vote accepting the Buildings Maintenance & Repairs Report. Fred is in the process of viewing properties for location of a Beaver Dam Men's Shelter. With Bill Gomoll's departure and George Thompson having limited time available due to Weatherization responsibilities, Fred proposed hiring Kurt Mead (owner of Mead Construction as a temporary employee for the duration of the building period. Ed Czerkas, George Thompson, and Dale Casperson will assist and the PBP Committee will continue active involvement. After discussion, motion passed by unanimous vote approving Kurt Mead as our

Building Construction Manager. Renee updated the committee on homeless issues. The next meeting will be held on Friday, March 21, 2014.

Motion was made by Sandy Wormet to accept the PBP Committee reports of November 8, 2013, December 6, 2013, January 24, 2014, and February 14, 2014. Seconded by Muriel Harper. Passed unanimously.
MOTION CARRIED.

c. *EPF&A Committee*

John Earl asked board members to review the EPF&A Committee report of November 8, 2013. 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 October 11, 2013 and October 23, 2013 EPF&A Committee Meetings. Fred updated the committee on Personnel issues. Jim Dahlke presented a Food Pantry update. Kari Labansky presented the draft Form 990 overview received from WIPFLI. Motion passed by unanimous vote approving both reports with thanks to Kari and Jim for their hard work. Fred mentioned possible cost saving measures for 2014. John Earl presented an update on the By-Laws revision work of the Ad Hoc Committee. Fred mentioned the TEFAP meeting held on October 30th which included all 16 participating Food Pantries. We expect the Federal Home Loan Bank Grant announcements the first week of December. Committee members reviewed a brief summary of Community Action Agencies Standards for Excellence. Committee members requested a brief narrative from Fred regarding the Executive Directors Performance Evaluation. Motion passed by unanimous vote to create an Ad Hoc Committee for the purpose of consideration of the Executive Directors Performance Evaluation and Compensation. Motion passed by unanimous vote tabling approval of the Strategic Plan until the next EPF&A Committee meeting. The next meeting will be held on Friday, December 6, 2013.

John Earl asked board members to review the EPFA Committee Meeting minutes of December 6, 2013. 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 November 8, 2013 EPF&A Committee Meeting. Motion approved by unanimous roll call vote to go into Closed Session for the purpose of discussing personnel issues. Motion approved by unanimous roll call vote to resume in Open Session. Kari Labansky presented preliminary health and dental insurance renewal. Motion approved by unanimous vote to accept the Finance Report with thanks to Kari. Fred updated committee members on

Glenville Timberwrights. The original Resolution offered them a loan "buy-out" of \$245,000; \$225,000 right away and \$20,000 payable within 3-5 years. Glenville has contacted their bank and offered a buy-out of \$215,000 with \$30,000 payable within 3-5 years. Motion approved by unanimous vote recommending full board approval of revision to original Resolution which will now read, "*Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. will accept a "buy-out" from TS Holmes Properties, LLC of \$245,000 (\$215,000 within 60 days and \$30,000 collected in escrow to be paid back in not more than 8 years) which will release them from the mortgage and mortgage note signed on November 13, 2008. A term of the "buy-out" would be a cash settlement, and further...". We will be assuming management of the Section 8 Rental Housing Voucher Program in Jefferson County beginning February 1, 2014. Fred reported he was contacted by WHEDA for possible management of the Voucher Program for Veterans out of the Tomah VA; this would include 40 new vouchers. Social Security has been transferring some of our Rep Payee Program clients to Kim Lyga who has formed her own Rep Payee Agency. Representatives Ed Brooks and Keith Ripp have been invited to our December Board Meeting. Fred mentioned a group that is trying to get a Men's Shelter up and running in Beaver Dam. The Strategic Plan was distributed for review and discussion at the next EPF&A Committee Meeting. The next meeting will be held on Wednesday, December 18, 2013.

John Earl asked board members to review the EPF&A Committee Meeting minutes of December 18, 2013. 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 6, 2013 EPF&A Committee Meeting with the revision of #11 adding Jim Layman and Muriel Harper to the Ad Hoc Committee conducting the Executive Director Performance Evaluation & Compensation. Fred reported we are waiting for word from Juneau County on the possible award of Community Development Block Grant management. Motion approved by unanimous vote to combine the December 11th board meeting agenda with the February 26, 2014 board meeting agenda. Committee members discussed the Glenville Timberwrights buy-out Resolution which reflects a buy-out of \$245,000 (\$215,000 within 60 days and \$30,000 collected in escrow to be paid back in not more than 8 years). The question was raised wondering if the \$30,000 collected in escrow is subject to interest; Fred will pursue. Motion approved by unanimous vote to approve the Glenville Timberwrights buy-out Resolution. Fred updated the committee on the Beaver Dam Men's Shelter developments. A house was located and we submitted an offer to purchase in the amount of

\$70,000 contingent upon many conditions, one of which was full board approval. After further discussion regarding condition of the house, motion was approved by unanimous vote to table the issue for further review. Attendance at the Buddy Lee Event on December 8th at the Wintergreen was limited due to the weather conditions, however they raises \$790 and many toys for donation. Motion approved by unanimous vote to thank Donna for all her work and also wish her a happy birthday. The next meeting will be held on Friday, January 24, 2014.

John Earl asked board members to review the EPF&A Committee Meeting minutes of January 24, 2014. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda (with the revision of adding under #12 - Bill Gomoll's departure) and minutes of the December 18, 2013 EPF&A Committee Meeting. Fred reported that Kathy Radcliff is back working reduced hours for the Home Rehab Program. Jim Dahlke presented a report on Weatherization payments received from January 2012 to January 2014. He also presented a positive report on the Rep Payee Program. Motion passed by unanimous vote to accept the finance report as presented with thanks to Jim for his hard work. We are waiting to hear back from Glenville Timberwrights regarding the buy-out Resolution. Fred is in the process of viewing properties for location of a Beaver Dam Men's Shelter. Committee members reviewed the 2014-2016 Strategic Plan. After discussion, motion passed by unanimous vote recommending full board approval of the 2014-2016 Strategic Plan. The EPF&A Committee went into Closed Session by unanimous roll call vote for the purpose of discussing the Executive Director's Performance Evaluation and Compensation. The committee resumed in Open Session. Committee members discussed the departure of Bill Gomoll from our board. Motion passed by unanimous vote recommending full board approval of a motion sincerely thanking Bill for all his time and work, and for sharing his great talents with the agency. Bill expressed his sincerest appreciation and how much he will miss the agency. The next meeting will be held on Friday, February 14, 2014.

John Earl asked board members to review the EPF&A Committee Meeting minutes of February 14, 2014. John Earl called the meeting to order and roll call was taken with three members present. Motion passed by unanimous vote approving the agenda and minutes of the January 24, 2014 EPF&A Committee Meeting. Fred reported that with the propane shortage, Energy Assistance Programs in all counties have been unusually busy. Kari Labansky presented a CWCAC Cash History report from January to October 2013 which reflected a decrease in cash mid-year due to the end of the Weatherization contract. She also presented

information on financial audit requirements and information she needs to provide to the auditors. Motion passed by unanimous vote approving the Finance Report as presented with thanks to Kari and Jim for their hard work. Committee members discussed the process for replacement of Bill Gomoll's position as Board Vice President/PBP Committee Chair which will take place at the February Board Meeting. Fred presented the board member application for Joy Casperson replacing Bill Gomoll as Adams County Special Interest Group Rep - Education. He also mentioned changing Charlie Krupa, Juneau County Special Interest Group Rep - Education, to Building. We are waiting to hear back from Glenville Timberwrights regarding the buy-out Resolution. Committee members discussed succession planning for replacement of the Executive Director position when needed in the very distant future. Motion passed by unanimous vote directing Fred to develop options for a process to hire or replace the Executive Director position. Board of Directors Annual Training will be discussed at the next EPF&A Committee Meeting. Fred reported we are renting the boardroom to two churches on the weekends generating an additional \$10,000 income for the agency per year. WISCAP is planning a 50th Year Anniversary Celebration of the Economic Opportunity Act. The next meeting will be held on Friday, March 21, 2014.

Motion was made by Muriel Harper to accept the EPF&A Committee reports of November 8, 2013, December 6, 2013, December 18, 2013, January 24, 2014, and February 14, 2014. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

7. Program Reports

- a. Weatherization
- b. Homeless
- c. Hunger Reduction

The Weatherization report reflected total clients served being 149 including 260 audits done and a service goal of 186. To date 106 freezers/refrigerators, 42 furnaces, 36 water heaters, and 41 windows were installed. Craig reported that our agency led the State in overall contract performance thanks to the expertise of our Weatherization Program Manager, Chris Utley. Susan Tucker presented the Homeless Unit Report. In 2013 the agency served 589 clients compared to 657 in 2012 and number of motel vouchers given out were 55 in 2013 compared to 19 in 2012. The percentage of clients served was 87.1% compared to 85.8% in 2012. Lisa Williams presented the Hunger Reduction Program Report. There was a 13% increase in households served in November 2013 over 2012 corresponding with a 26% increase in donated and/or purchased foods. There was a 13% increase in households served in December 2013 over 2012 corresponding with a 51% increase in donated and/or purchased food and an 8% decrease in USDA commodities received. We currently have 145 Section 8 vouchers; we also administer 10 port-ins totaling 155 vouchers over five counties, Adams, Columbia,

Jefferson, Rusk and Taylor Counties.

Motion was made by Dave Singer to accept the Weatherization, Homeless, and Hunger Reduction Reports of February 26, 2014. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

8. Old Business

Fred reported that Glenville Timberwrights is still waiting for word from their bank regarding our buy-out option offer; our resolution may be outdated and have to be addressed at the next EPF&A Committee Meeting. Due to recommendation from the PBP Committee, we are not pursuing the house on Washington Street for the men's homeless shelter.

9. New Business

Motion was made by Muriel Harper to accept the Resolution of Appreciation for Bill Gomoll (with the revision of changing the wording of "poor people" to "the less fortunate") which will now read, "*WHEREAS: Bill Gomoll recognized the need of the less fortunate in Adams County; and WHEREAS: Bill volunteered his time to assist those in need by volunteering his time at countless CWCAC, Inc. meetings and events; and WHEREAS: Bill extended his commitment to ensure that the less fortunate had access to all available programs by serving as a Board of Director for CWCAC, Inc.; and WHEREAS: CWCAC Board of Directors, sensing Bill's leadership, elected him as an officer serving as the Vice-President and head of the Planning, Building, & Programs Committee; and WHEREAS: Bill graciously offered his unlimited talents through craftsmanship, innovation, and leadership in the creation and development of our Affordable Housing Projects; and WHEREAS: Bill applied his skills as a board member influencing change and progress for those in need; NOW THERE FOR LET IT BE RESOLVED THAT: "THE BOARD OF DIRECTORS, MANAGEMENT, AND STAFF OF CENTRAL WISCONSIN COMMUNITY ACTION COUNCIL, INC. EXPRESS THEIR SINCEREST GRATITUDE AND TOTAL APPRECIATION FOR BILL'S YEARS OF UNCONDITIONAL DEDICATION, COMMITMENT AND EXCEPTIONAL PERFORMANCE OF SERVICE" And Further Resolve, that this Resolution of Appreciation will be displayed in the Board Room of Central Wisconsin Community Action Council, Inc., Wisconsin Dells, WI. Unanimously approved by roll call vote on this date, February 26, 2014 and signed by the Board President & Agency Executive Director.*" Seconded by Renee Greenland. Passed by unanimous roll call vote. MOTION CARRIED.

Board members reviewed the 2014-2016 Strategic Plan. Motion was made by Charlie Krupa to accept the motion which reads, "The Board of Director's of Central Wisconsin Community Action Council, Inc. approves the 2014 - 2016 Strategic Plan as presented on February 26,

2014." Seconded by Dave Singer. Passed unanimously. MOTION CARRIED.

The Board of Directors went into Closed Session by unanimous roll call vote for the purpose of reviewing the Executive Director Performance Evaluation & Compensation review. The board resumed in Open Session. Motion was made by Renee Greenland to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance & Audit Committee recommendation approving a Performance Incentive Award in the amount of \$1,500 effective January 1, 2014 with a note of commendation expressing thanks to Executive Director Fred Hebert for his great work." Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

10. Next Meeting

Wednesday, April 23, 2014 @ 10:00 a.m.

11. Adjourn

Kathy Woock made a motion to adjourn. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

Signed by:



Fred Hebert, Executive Director

March 1, 2014

Date