



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

**Meeting Date:** April 23, 2014  
**Place:** CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

***Present:*** Sandy Wormet, Joy Casperson, John Atkinson, Bob McClyman, Muriel Harper, John Wenum, Dave Singer, Charlie Krupa, Renee Greenland, and John Earl

***Absent:*** Rocky Gilner, Scott Beard, and Kathy Woock

***Unexcused Absence:*** None

**Staff Present:** Craig Gaetzke, Susan Tucker, Jim Dahlke, and Lisa Williams

**Guests:** Becky Hovde

### Opening

1. Motion was made by Bob McClyman to adopt the agenda with the change under New Business Action Items, #1 to now read, "Motion to Approve - Beaver Dam *Women's/Families* Shelter Home Purchase..." Seconded by Muriel Harper. Passed unanimously. **MOTION CARRIED.**

Motion was made by Charlie Krupa to adopt the February 26, 2014 meeting minutes. Seconded by Sandy Wormet. 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 staff Craig Gaetzke, Susan Tucker, Jim Dahlke, Lisa Williams, and guest Becky Hovde from Second Harvest.

2. **President's Comments**

John mentioned we are gearing up for our busy season. Groundbreaking for Rolan's Senior Village took place in March and construction began this week. Officer elections will take place at our June Board Meeting. John thanked Fred, the managers, and staff who are all working hard. John introduced each of the managers who gave a short description of their units for guest Becky Hovde.

3. **Executive Director's Report**

Fred thanked all board members for giving their time to serve on

our Board of Directors; he also thanked managers and staff for their hard work. He shared an article written by a board member of another Community Action Agency reminding us all of the poverty that still exists so close to home. Fred invited board members to our 15<sup>th</sup> Annual Golf Classic being held on June 12<sup>th</sup> at Trappers Turn. Our annual board meeting will take place in June; waiting for word on county board appointments for Sauk and Dodge. Board members agreed to invite Dick Schlimm back to present board training in September.

Motion was made by Bob McClyman to approve the Executive Directors Report of April 23, 2014. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Jim presented the Budget & Finance Report. The report included total increase in equity for each of our buildings in 2013 which reflected \$64,842. Total increase in equity for each of our properties since purchase reflected \$337,715. Total mortgages as of December 31, 2013 reflected \$2,362,893. Our equity will increase in 2014 with the development of Rolan's Senior Village. He mentioned that some of our properties have been refinanced and all properties are currently at reasonable interest rates. We secured a contract with Outagamie County for guardianship referrals, and have had a few referrals from Sauk and Columbia Counties.

Motion was made by Dave Singer to accept the Budget & Finance Report of April 23, 2014 with thanks to Jim. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. Ad Hoc Committee

John Earl asked board members to review the Ad Hoc Committee Meeting minutes of April 11, 2014. John Earl called the meeting to order and motion passed by unanimous vote approving the agenda and minutes of the February 14, 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, May 30, 2014.

Motion was made by Charlie Krupa to accept the Ad Hoc Committee Report of April 11, 2014. Seconded by Dave Singer. Passed unanimously. MOTION CARRIED.

b. PBP Committee

John Earl asked board members to review the PBP Committee report of March 21, 2014. John Earl called the meeting to order. Roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the February 14, 2014 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Motion passed by unanimous vote approving the Buildings Maintenance & Repairs Report with thanks to Ed. Fred provided a progress report on Rolan's Senior Village and introduced our new Construction Manager, Kurt Mead. A house may have been located for the new Beaver Dam Men's Shelter. Since we have not heard from Glenville Timberwrights regarding the loan buy-out offered in December 2013, Fred asked board members to consider recovery of funds by assuming ownership of the building. The next meeting will be held on Friday, April 11, 2014.

John Earl asked board members to review the PBP Committee Meeting minutes of April 11, 2014. John Earl called the meeting to order. Roll call was taken with six members present. Motion passed by unanimous vote approving the agenda and minutes of the March 21, 2014 PBP Committee meeting minutes. Committee members shared positive comments about Rolan's Senior Village Groundbreaking event. Ed presented the Buildings Maintenance & Repairs Report. George Thompson presented a positive inspection report on the possible new Women's/Families Shelter house located at 407 Beaver Street, Beaver Dam. After discussion, motion passed by unanimous vote supporting the EPF&A Committee recommendation requesting full board approval of the Resolution for purchase of the house. Committee members discussed the Federal Home Loan Bank grant application and made recommendations for the amount of funding to request. Please let Donna know if you are interested in attending the WISCAP Meeting & 40<sup>th</sup> Anniversary celebration in Madison on May 8<sup>th</sup> & 9<sup>th</sup>. Committee members discussed names for our new senior affordable housing project located on Lot 2 in Wisconsin Dells. Renee reported the Baraboo warming shelter is closing at the end of April and still no word on the non-profit organization trying to develop a homeless shelter in the Baraboo area. The next meeting will be held on Friday, May 30, 2014.

Motion passed by unanimous vote to call the note due for the Glenville Timberwrights "buy-out" option as of June 24, 2014 or legal action will be taken. MOTION CARRIED.

Motion was made by John Atkinson to accept the PBP Committee reports of March 21, 2014 and April 11, 2014. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

c. *EPF&A Committee*

John Earl asked board members to review the EPF&A Committee report of March 21, 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 February 14, 2014 EPF&A Committee Meeting. Committee members recognized Charlie Krupa as Bill Gomoll's replacement as Board Vice President and Chair of the PBP Committee. Committee members discussed the appointment of a fifth member to the EPF&A Committee in the absence of Jim Layman. Motion passed by unanimous vote approving Sandy Wormet as fifth member of the EPF&A Committee. Jim Dahlke presented an overview of funding sources and budgeted costs for Rolan's Senior Village with the total project cost of \$696,159. Motion passed by unanimous vote approving the Finance Report as presented with thanks to Jim. Motion passed by unanimous vote approving scheduling Board Training and New Board Member Orientation in September with a date to be determined. The next meeting will be held on Friday, April 11, 2014.

John Earl asked board members to review the EPFA Committee Meeting minutes of April 11, 2014. 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 March 21, 2014 EPF&A Committee Meeting. Jim Dahlke presented the Finance Report including the equity increase for each of properties. Motion passed by unanimous vote to accept the Finance Report as presented. Sandy Wormet and Charlie Krupa were officially welcomed to the EPF&A Committee. Glenville Timberwrights received word from their bank and are hoping to have an answer to us by the end of May regarding our loan buy-out option. Fred reported a house has been located for purchase of a Beaver Dam Men's Shelter. The plan is to purchase the house for \$123,500 with a loan of \$111,115 from Forward Community Investment, Madison, WI, \$5,000 from New Beginnings, \$5,000 from CWCAC, Inc., and \$2,500 from Beaver Dam community donations. The Women's Shelter would be moved to the new house and the Men's Shelter would go into St. Michael's Convent (current location of the New Beginnings Women's Shelter). Motion passed by unanimous vote to approve the Corporate Borrowing Resolution from Forward Community Investments and the borrowing resolution for purchase of the Beaver Dam shelter property. Motion passed by unanimous vote recommending full board approval of the Resolution of Appreciation for Jim Layman. Motion passed by unanimous vote recommending full board approval of a lending resolution for Rolan's Senior Village which approves borrowing an amount no greater than \$185,200 and a construction loan, if necessary, in an amount no greater than \$100,000 from the Bank of Wisconsin Dells, Wisconsin Dells, WI to complete the funding necessary for the project.

Motion was made by Muriel Harper to accept the EPF&A Committee reports of March 21, 2014 and April 11, 2014. Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.**

6. Program Reports

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

The Weatherization report reflected total clients served being 169 including 279 audits done and a service goal of 186. To date 121 freezers/refrigerators, 46 furnaces, 41 water heaters, and 49 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. We received an additional \$75,000 from the state for our Weatherization contract. Susan Tucker presented the Homeless Unit Report. For January and February 2014 the agency served 185 clients compared to 109 in 2013. The percentage of clients served was 89% compared to 96% in 2013. Susan mentioned that FEMA funds have finally been received within the last few weeks; funds were not spent for Dodge and Juneau Counties until we knew the funds were in. Lisa Williams presented the Hunger Reduction Program Report. There was a 9% increase in households served in January 2014 over 2013 corresponding with a 3% increase in donated and/or purchased foods. There was a 13% increase in households served in February 2014 over 2013 corresponding with a 20% decrease in donated and/or purchased food and an 18% increase in USDA commodities received. We currently have 152 Section 8 vouchers; we also administer 10 port-ins totaling 162 vouchers over six counties, Adams, Columbia, Jefferson, Marathon, Rusk and Taylor Counties. The State is conducting audits of our TEFAP outlets.

Motion was made by Dave Singer to accept the Weatherization, Homeless, and Hunger Reduction Reports of April 23, 2014. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by John Wenum approving the borrowing resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. was approached and became involved with a non-profit group interested in development of a Men's Shelter in the Beaver Dam area; and **WHEREAS:** The non-profit group is committed to fundraising efforts towards purchase of property and support of the Men's Shelter; and **WHEREAS:** New Beginnings Homeless Shelter of Dodge County has agreed to provide management and support of the new shelter; and **WHEREAS:** CWCAC, Inc. has offered to purchase property located at 407 Beaver Street in Beaver Dam based on contingencies listed in attached Addendum "A"; and **WHEREAS:** CWCAC, Inc. is committed to its mission of providing services which help low-income individuals and families within our service area achieve self-sufficiency and independence; **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. will purchase the home located at 407 Beaver Street, Beaver Dam, WI with a loan in the amount of no greater than \$111,115 from Forward Community Investments, Madison, WI for the purpose of

developing the Beaver Dam Women's/Family Shelter based on the contingencies listed in attached Addendum "A", and further *Resolve*, that authority be vested in the President and/or Executive Director to sign all closing documents necessary and required. Seconded by Joy Casperson. Passed by unanimous roll call vote. MOTION CARRIED.

Motion was made by Charlie Krupa approving the borrowing resolution which reads, "*WHEREAS*: Central Wisconsin Community Action Council, Inc. in their pursuit to develop Affordable Senior Housing has received grant funding to support construction of an eight unit Apartment Complex, Rolan's Senior Village, in the County of Juneau, Village of Necedah; and *WHEREAS*: Grant funds will support approximately 75% of development and construction costs; and *WHEREAS*: Property for the proposed building site is owned by Central Wisconsin Community Action Council, Inc.; and *WHEREAS*: All building plans have been completed and approved by the Building Committee and Board of Directors. Now there for let it be resolved: That Central Wisconsin Community Action Council, Inc. Board of Directors approves borrowing an amount no greater than \$185,200 and a construction loan, if necessary, in an amount no greater than \$100,000 from the Bank of Wisconsin Dells, Wisconsin Dells, WI to complete the funding necessary for the project; and further *Resolve*, that authority be vested in the President and/or the Executive Director to sign all closing documents necessary and required." Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

Motion was made by Muriel Harper to approve the resolution which reads, "*WHEREAS*: James Layman recognizes the needs of the less fortunate in Dodge County; and *WHEREAS*: James assists those in need by volunteering his time at countless CWCAC, Inc. meetings and events; and *WHEREAS*: James extends his commitment to ensure that the less fortunate have access to all available programs by serving as a Board of Director for CWCAC, Inc.; and *WHEREAS*: CWCAC Board of Directors, sensing James' leadership, appointed him as 5<sup>th</sup> member of the Executive, Planning, Programs, & Audit Committee; and *WHEREAS*: James graciously offers his unlimited knowledge and talents in the creation and development of our Affordable Housing Projects and leadership of the agency in its mission to provide services which help low-income individuals and families within our service area achieve self-sufficiency and independence; and *WHEREAS*: James applies 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 JAMES' 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, April 23, 2014, and signed by the Board President & Agency Executive Director. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

Board members discussed the name for our Lot 2 senior housing project in Wisconsin Dells. After discussion, motion was made by Muriel Harper to adopt the name "Gomoll's Senior Village" for our Lot 2 senior housing project. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

9. Next Meeting

Wednesday, June 25, 2014 @ 10:00 a.m.

10. Adjourn

Bob McClyman made a motion to adjourn. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

Signed by:

  
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Fred Hebert, Executive Director

May 1, 2014  
\_\_\_\_\_  
Date