



## MEETING MINUTES

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

**Meeting Date:** June 25, 2014  
**Place:** CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

**Present:** Lori Djumadi, Joy Casperson, Sandy Wormet, John Atkinson, Scott Beard, Bob McClyman, Donna Maly, Muriel Harper, John Wenum, Dave Singer, Charlie Krupa, Renee Greenland, David Moore, and John Earl

**Absent:** Kathy Woock

**Unexcused Absence:** None

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

**Guests:** Jean Christensen

### Opening

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

Motion was made by John Wenum to adopt the April 23, 2014 meeting minutes. Seconded by Bob McClyman. 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, Kari Labansky, Jim Dahlke, Lisa Williams, and guest Jean Christensen from WIPFLI.

John welcomed Jean Christensen of WIPFLI who presented our 2013 Financial Audit results. The report on compliance of our major programs included Weatherization Assistance, Low-Income Home Energy Assistance, Public Benefits, and WETAP. The audit reflected no findings which is a great accomplishment for our agency. Operating statistics reflected comparison of data to other Community Action Agencies across the United States. Our revenues decreased 11% and expenses decreased 3.1%. The agency only spends 4.4% on management and general expense; which is lower in comparison to other Community Action organizations. This means that 95.6% of funding goes out to serve clients. We currently operate 14 programs with Weatherization being the largest at

39.64% of total expenses. Total revenue in 2013 was \$5,251,429 and total expenses were \$5,296,923. Net assets at the beginning of 2013 were \$5,905,363; net assets at the end of 2013 were \$5,859,869. The Statement of Financial Position reflected a slight decrease in total assets of \$8,913,943 compared to \$9,087,686 in 2012. Our 2013 expenditures were approximately \$5.2 million. Unrestricted net assets reflected \$80,862. WIPFLI suggests we continue to find ways to increase this amount. New OMB Circulars become effective December 26, 2014 ensuring grants are awarded based on merit, increasing focus on performance outcomes, streamlining rules, and better focusing audit oversight to reduce waste, fraud and abuse. The financial staff and the agency did an excellent job and was well prepared for the audit.

Motion was made by Renee Greenland to accept the 2013 Financial Audit report as presented by Jean Christensen of WIPFLI with thanks for all their work on our audit. Seconded by Lori Djumadi. Passed unanimously. MOTION CARRIED.

2. Board Membership/Elections

Motion made by John Wenum to approve new board members: Donna Maly - Dodge County Elected Official, David Moore - Sauk County Elected Official, and Lori Djumadi - Adams County Elected Official. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

John Earl asked board members to review Officer Nominations presented in the board packets, reminded them that nominations could be accepted from the floor, and turned the meeting over to Fred. Fred thanked John and mentioned that we received three nominations for Board President; John Earl, Charlie Krupa and Dave Singer. Fred asked three times for nominations from the floor. Charlie and Dave thanked the board for the nomination but respectfully declined. With no nominations from the floor, motion was made by Charlie Krupa that nominations be closed and a unanimous ballot be cast for John Earl as Board President. Seconded by John Wenum. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

Fred congratulated John and passed the meeting back to him. John thanked the board for their continued support and allowing him to assume the role of Board President for another year.

John continued with the Board Vice-President election. The three nominees were Charlie Krupa, Muriel Harper, and John Earl. John asked three times for nominations from the floor. Muriel and John thanked the board for the nomination but respectfully declined. With no nominations from the floor, motion was made by Bob McClyman that nominations be closed and a unanimous ballot be cast for Charlie Krupa as Board Vice-President. Seconded by Donna Maly. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John announced that the nominations for Board Secretary were Muriel Harper and Renee Greenland. John asked three times for nominations from the floor. Renee thanked the board for the nomination but respectfully declined. Motion made by David Moore that nominations be closed and a unanimous ballot be cast for Muriel Harper as Board Secretary. Seconded by Dave Singer. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John announced that nominations for Board Treasurer were Dave Singer, John Wenum, Renee Greenland, Sandy Wormet and Muriel Harper. Sandy, Renee, John, and Muriel thanked the board for the nomination but respectfully declined. John asked for three times for nominations from the floor. Motion made by Charlie Krupa that nominations be closed and a unanimous ballot be cast for Dave Singer as Board Treasurer. Seconded by John Wenum. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John reminded board members that one person will be asked to serve as fifth member of the EPF&A Committee and declared the elections complete.

3. President's Comments

John mentioned we are progressing well on our new senior housing project in the Village of Necedah, Rolan's Senior Village. Proposed by-law changes from the work of the Ad Hoc Committee will be presented at the August board meeting. With elections complete, John expressed congratulations to all elected members and thanked them for their work. He also expressed appreciation for our new board members. All board members are welcome and encouraged to attend the committee meetings.

4. Executive Director's Report

Fred congratulated all elected board members. Board members and staff introduced themselves including a short presentation of experience and background from new board members Lori Djumadi, David Moore, and Donna Maly. Board training will take place on September 24<sup>th</sup>. He expressed appreciation to the board and staff for their support.

5. Budget & Finance Report

Jim Dahlke presented the Budget & Finance Report including a report on Golf Classic Results from 2011 to 2014 which reflected an increase in net income from \$11,840 in 2013 to \$13,743 in 2014.

Motion was made by Donna Maly to accept the Budget & Finance Report of June 25, 2014 with thanks to Jim. Seconded by Dave Singer. 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 May 30, 2014. John Earl called the meeting to order and motion passed by unanimous vote approving the agenda and minutes of the April 11, 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, June 13, 2014.

John Earl asked board members to review the Ad Hoc Committee Meeting minutes of June 13, 2014. John Earl called the meeting to order and motion passed by unanimous vote approving the agenda and minutes of the May 30, 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, July 11, 2014.

Motion was made by David Moore to accept the Ad Hoc Committee reports of May 30, 2014 and June 13, 2014. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

b. PBP Committee

John Earl asked board members to review the PBP Committee report of May 30, 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 April 11, 2014 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Glenville Timberwrights has changed banks from Baraboo National to Wells Fargo and expects a closing of the buyout option within a few weeks. Groundbreaking for Rolan's Senior Village took place in March, site clearing began in April, and completion is expected in October. The State Home Grant for our Lot 2 senior project has been submitted. The Federal Home Loan Bank Grant is due June 20<sup>th</sup>. Fred met with the Dells Planning Commission which approved zoning for the Lot 2. Renee reported the warming shelter in Baraboo closed at the end of April. Fred reported a grant is being submitted to administer Section 8 vouchers in the City of Eau Claire. The next meeting will be held on June 20, 2014.

John Earl asked board members to review the PBP Committee Meeting minutes of June 20, 2014. John Earl called the meeting to order. Roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the May 30, 2014 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Glenville Timberwrights has not yet contacted us regarding a closing. Fred will notify them that we must know

prior to our Wednesday board meeting or legal action will be taken. Rolan's Senior Village is progressing and Kurt Mead is doing a great job managing the project. Closing for the new Women's/Families shelter house in Beaver Street took place on June 2<sup>nd</sup>; a house manager is needed, smoke detectors and a handicap ramp will be installed. The hours for the Adams Food Pantry will be posted on our big sign in front of the Adams building. Renee reported on an article from the State Journal about a couple living in one of the tiny homes developed by Occupy Madison. We were awarded the Section 8 Rental Voucher Program for the City of Eau Claire. Although our State RHD grant application was submitted for Gomoll's Senior Village in the City of Wisconsin Dells, we were unable to submit our Federal Home Loan Bank AHP grant application which will delay our project by one year. The next meeting will be held on July 11, 2014.

Motion was made by John Wenum to accept the PBP Committee reports of May 30, 2014 and June 20, 2014. Seconded by John Atkinson. Passed unanimously. **MOTION CARRIED.**

c. *EPF&A Committee*

John Earl asked board members to review the EPF&A Committee report of May 30, 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 April 11, 2014 EPF&A Committee Meeting. The Rep Payee Program is being reviewed for financial feasibility and a grant is being submitted to administer Section 8 vouchers in the City of Eau Claire. Kari and Jim presented the Finance Report. Motion passed by unanimous vote to approve the Finance Report as presented with thanks to Kari and Jim. Glenville Timberwrights has changed banks and expects a closing of the buyout option within a few weeks. The agency is purchasing a home located at 407 Beaver Street in Beaver Dam on June 2<sup>nd</sup> which will be the site of the new women's/families shelter. A copy of the 2012 Annual Report was distributed. Board training will be held on Wednesday, September 24<sup>th</sup> at 10:00 am. Fred reported we are conforming to the Standards of Excellence and expect to be reviewed sometime in the future. Officer elections will be held at our annual board meeting in June. New board appointments include Donna Maly, Elected Official from Dodge County and David Moore, Elected Official from Sauk County. Motion passed by unanimous vote recommending full board approval of the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. recognizes the commitment to duty by our staff by declaring July 7, 2014 a paid holiday as an expression of our appreciation." The next meeting will be held on June 20, 2014.

John Earl asked board members to review the EPFA Committee Meeting minutes of June 20, 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 and minutes of the May 30, 2014

EPF&A Committee Meeting. We were awarded the Section 8 Rental Voucher Program for the City of Eau Claire. Heather Showers has left the agency; Kim McClelland is back in the Dells office helping with Section 8; Stephanie Ragan is helping the Rep Payee Program and Section 8; Rose Merrett and Gina Gray are staffing the reception desk as well as new hire Sofia Sanchez. Kari presented the Finance Report. Motion passed by unanimous vote to approve the Finance Report as presented with thanks to Kari. The Rep Payee Program is being monitored to determine viability. Glenville Timberwrights has not yet contacted us regarding a closing. Fred will notify them that we must know prior to our Wednesday board meeting or legal action will be taken. Our 15<sup>th</sup> Annual Golf Classic was a success with a profit of just under \$23,000 and netting approximately \$13,000. Closing for the new Women's/Families shelter house on Beaver Street took place on June 2<sup>nd</sup>. A house manager is needed; smoke detectors and a handicap ramp will be installed. Committee members reviewed officer nominations for our Board Meeting on Wednesday. The next meeting will be held on July 11, 2014.

Motion was made by Muriel Harper to accept the EPF&A Committee reports of May 30, 2014 and June 20, 2014. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

7. Program Reports

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

The Weatherization report reflected total clients served being 242 including 411 audits done and a service goal of 186. To date 177 freezers/refrigerators, 67 furnaces, 62 water heaters, and 56 windows were installed. With one month to go on our Weatherization contract, we are right where we need to be. 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. FEMA funds were received and have been spent out. The Project Chance Program has remained steady with clients coming in and leaving the program for stable permanent housing. There was an increase in hotel vouchers given out from New Beginnings funding as there was not a house manager at the shelter in Beaver Dam. Lisa Williams presented the Hunger Reduction Program Report. She announced we were awarded the City of Eau Claire Section "8" Housing Choice Voucher Program and is meeting with the City of Eau Claire Housing Authority to ensure a smooth transition. There was an 8% increase in households served in March 2014 over 2013 corresponding with a 4% increase in donated and/or purchased foods. There was a 10% increase in households served in April 2014 over 2013 corresponding with a 41% decrease in donated and/or purchased food and a 3% increase in USDA commodities received. We currently have 157 Section 8 vouchers;

we also administer 10 port-ins totaling 167 vouchers over six counties, Adams, Columbia, Jefferson, Marathon, Rusk and Taylor Counties.

Motion was made by Dave Singer to accept the Weatherization, Homeless, and Hunger Reduction reports of June 25, 2014. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

8. Old Business

None

9. New Business

Motion was made by Charlie Krupa to approve motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2013 Financial Audit as presented by Jean Christensen of WIPFLI, LLP." Seconded by Scott Beard. Passed by unanimous vote. MOTION CARRIED.

Motion was made by Donna Maly to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. recognizes the commitment to duty by our staff by declaring July 7, 2014 a paid holiday as an expression of our appreciation." Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

10. Next Meeting

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

11. Adjourn

Renee Greenland made a motion to adjourn. Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

Signed by:

  
Fred Hebert, Executive Director

July 1, 2014  
Date