

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

August 8, 2014

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

Excused Absence: John Earl

Staff: Fred Hebert, Kari Labansky, Jim Dahlke, and Donna Lynch

Guests: John Atkinson and Joy Casperson

1. Charlie Krupa 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 11, 2014 EPF&A Committee Meeting.
3. Fred discussed our Computer & Equipment Use Policy. A local CPA is conducting a review of our Representative Payee/Guardianship Program. Diane Jepson has resigned and is moving to Arkansas.
4. Kari presented the Revenue & Expense Statement for period ending June 30, 2014 which reflected total operating revenue in the amount of \$2,270,722.92 and total expenditures in the amount of \$2,427,645.98. Jim presented the Balance Sheet for period ending June 30, 2014 which reflected total liabilities and net assets in the amount of \$7,863,819.
5. Fred reported the Glenville Timberwrights loan buy-out has taken place. We are waiting to hear back from Wells Fargo regarding our partial release of mortgage and lien position. The money has been deposited in the Bank of Mauston and the intended use is to assist small businesses.
6. Rolan's Senior Village project funding has been solidified through the Bank of Mauston.
7. Fred is reviewing foreclosed properties in Dodge County for purchase of another home through our Neighborhood Stabilization Program.
8. The City of Eau Claire Section 8 Voucher Program is going well with staff now in place.
9. New Beginnings signed an agreement to rent the property that houses the new Women's/Families Shelter; furnishings are being located. The new Men's Shelter will be located at St. Katherine's convent. With the New Beginnings board now solidified, Fred has resigned his position on their Board of Directors.
10. Board training will take place on Wednesday, September 24th. Fred has asked Dick Schlimm to present information on board related policies including board evaluations. Committee members asked for samples of board evaluations from other CAP Agencies.
11. Fred updated committee members on Representative Paul Ryan's poverty plan discussion.
12. Committee members unanimously approved the resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. administers and manages the Representative Payee Program; and **WHEREAS:** Duties and responsibilities regarding Guardianships, Conservatorships, and Trusts are required to be performed by program staff on behalf of program clients; and **WHEREAS:** Program staff include Jim Dahlke and Diane Jepson; **WHEREAS:** With two signatures required on all checks, authorized signers include Fred Hebert and Donna Lynch, or either Jim Dahlke, Diane Jepson, or Jeff Housker; **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 Representative Payee Program regarding their Guardianships, Conservatorships, and/or Trusts.

13. Meeting Adjourned – Next Meeting – September 12, 2014