



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: October 22, 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, John Wenum, Dave Singer, Charlie Krupa, Renee Greenland, David Moore, and John Earl

Absent: Muriel Harper

Unexcused Absence: None

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

Opening

1. Motion was made by David Moore to adopt the agenda. Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

Motion was made by Lori Djumadi to adopt the August 27, 2014 meeting minutes. Seconded by Charlie Krupa. 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.

2. **President's Comments**

John Earl invited everyone to attend the Grand Opening of Rolan's Senior Village in Necedah on October 31st. We will be moving forward with development of Lot 2 in the coming year. The board still has a vacancy for the Low-Income Representative in Dodge County; suggestions for filling the vacancy are encouraged. Adjustments are being made due to funding cuts the agency experienced in the last year.

3. **Executive Director's Report**

Fred invited all board members to attend agency monthly committee meetings. We are searching for someone to fill the Dodge County Low-Income Representative board vacancy. He expressed his gratitude to the board members and managers for all their support. Fred

shared an article reflecting the great work of non-profit agencies. We have assumed the City of Eau Claire Section 8 program increasing our budget by \$1.6 million. There was discussion about the closing of a Minneapolis Community Action Agency due to mismanagement of funds. Fred mentioned the importance of board members and the critical role they play in overseeing the agency.

4. Budget & Finance Report

Jim Dahlke presented the 2015 Projected Budget. Total revenues and expenses reflected \$7,009,400; with Employment & Training at \$80,206, Housing, Energy Assistance & CDBG at \$2,545,468, Food Pantry & Section 8 at \$2,977,992, Homeless Unit at \$532,878, Corporate at \$718,394, and CSBG/Admin at \$154,462.

Motion was made by David Moore to accept the Budget & Finance Report of October 27, 2014. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. Ad Hoc Committee

John Earl asked for volunteers to conduct the 2014 Executive Director Performance Evaluation & Compensation. Volunteers included John Wenum, Donna Maly, Dave Singer, Renee Greenland, Muriel Harper, and John Earl.

b. PBP Committee

John Earl asked board members to review the PBP Committee report of September 26, 2014. Charlie Krupa 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 August 8, 2014 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Motion passed by unanimous vote approving the Buildings Maintenance & Repairs Report. On September 17th, we purchased a foreclosed property in Randolph using our Neighborhood Stabilization Program funds. We have 11 applications for Rolan's Senior Village and the Grand Opening has been planned for Friday, October 31st. The HOME Program has been suspended due to lack of program funds and Community Services Block Grant supporting funds. Fred mentioned a newspaper article highlighting our Jobs & Business Development Program. Renee mentioned the homeless shelter in Baraboo will be opening in November. Muriel mentioned the new Women's/Families Shelter in Beaver Dam is ready to go. The next meeting will be held on October 10, 2014.

John Earl asked board members to review the PBP Committee

report of October 10, 2014. Charlie Krupa 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 September 26, 2014 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report. Motion passed by unanimous vote approving the Buildings Maintenance & Repairs Report. The Randolph home purchased through our Neighborhood Stabilization Program may already have a qualified buyer. Rolan's Senior Village is progressing well. Chuck Moran presented two Jobs & Business Development Plans for committee approval. After discussion, motion passed by unanimous vote approving a \$10,000 loan to Generations Dance Academy, LLC. Motion also passed by unanimous vote approving a \$10,000 loan to Bio-Interlink, LLC. Renee mentioned the "Empty Bowls" created at our August board meeting were being sold at Fermentation Fest in Reedsburg over the weekend. Committee members mentioned it would be helpful to have ID Badges so people can identify them as members of CWCAC. Raffle tickets are now available for the Holiday Train which will take place in early December. The Turkey Raffle will take place in November. The next meeting will be held on Friday, October 31, 2014.

Motion was made by John Wenum to accept the PBP Committee Reports of September 26, 2014 and October 10, 2014. Seconded by Scott Beard. Passed unanimously. MOTION CARRIED.

c. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of September 26, 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 August 8, 2014 EPF&A Committee Meeting with the revisions of changing the word "Rep" to "Representative" in numbers 3 and 12. The committee went into Closed Session by unanimous roll call vote for the purpose of discussing Personnel Issues. The committee resumed in Open Session. Kari presented the Finance Report which reflected Weatherization and Section 8 as our largest programs and also a summary of funding for Rolan's Senior Village. On September 17th, we purchased a foreclosed property in Randolph using our Neighborhood Stabilization Program funds. The HOME Program has been suspended due to lack of program funds and Community Services Block Grant supporting funds. Community Action Agency boards may soon be required by the government to receive Results Oriented Management & Achievement (ROMA) training. The Grand Opening for Rolan's Senior Village will be held on Friday, October 31st. The next meeting will be held on October 10, 2014.

John Earl asked board members to review the EPF&A Committee report of October 10, 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 September 26, 2014 EPF&A Committee Meeting. Fred reported we received correspondence

from the Weatherization staff member who was recently laid off and replied specifying the layoff was due to budget considerations. Jim presented the 2015 Projected Budget. A copy of the Strategic Plan was distributed for review prior to the next meeting and a copy of the Organizational Standards of Excellence which all Community Action agencies should be complying with. Fred presented a newspaper article reflecting negative notoriety of a Community Action Agency in the Minneapolis area. John Earl mentioned how important our board members are and the excellent job they do at our agency. Rolan's Senior Village Grand Opening will take place on October 31st. Dave Singer volunteered to lead an Ad Hoc Committee for the Executive Director's Annual Performance Evaluation & Compensation; John Earl will put a team together. The next meeting will be held on November 21, 2014.

Motion was made by Charlie Krupa to accept the EPF&A Committee Reports of September 26, 2014 and October 10, 2014. Seconded by Joy Casperson. Passed unanimously. MOTION CARRIED.

6. Program Reports

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

Craig Gaetzke presented the Weatherization report reflecting the beginning of the 2014 Weatherization contract. Total clients served were 38 including 153 audits done and a service goal of 202. To date 20 freezers/refrigerators, 9 furnaces, and 9 water heaters were installed. Susan Tucker presented the Homeless Unit Report. From January through September of 2014 we served 426 clients compared to 576 in 2013; and number of motel vouchers given out was 56 with the cost of motel stays at \$2,851. The new Women's/Families Shelter in Beaver Dam is up and running. The Men's Shelter in Beaver Dam opened its doors on October 1st. We continue to be busy with the Project Chance Transitional Housing Program. Susan was instrumental in our agency receiving additional funding to assist three to four transitional housing clients and ten to twelve rapid re-housing clients in Sauk County expanding the number of people we can assist. Lisa Williams presented the Hunger Reduction Program Report. She continues to be very busy spending most of her time on the City of Eau Claire Section "8" Housing Choice Voucher Program. To date all 16 Food Pantries have served 53,124 households including 97,541 adults, 46,179 children, and 143,720 individuals with 2,297,327 pounds of non-USDA commodities. We currently have 172 Section 8 vouchers; we also administer 8 port-ins totaling 180 vouchers over six counties, Adams, Columbia, Jefferson, Marathon, Rusk and Taylor Counties. There are currently 324 Section 8 vouchers leased out for the City of Eau Claire.

Motion was made by Donna Maly to accept the Weatherization, Homeless, and Hunger Reduction reports of October 22, 2014. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by John Wenum to approve the proposed motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves submission of the 2015 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." After discussion, seconded by Renee Greenland. Passed by unanimous vote. MOTION CARRIED.

Motion was made by Dave Singer 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 of approving the 2015 Proposed Budget." Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

9. Next Meeting

Wednesday, December 17, 2014 @ 10:00 a.m.

10. Adjourn

Lori Djumadi made a motion to adjourn. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

Signed by:



Fred Hebert, Executive Director

October 24, 2014

Date