



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: February 27, 2013
Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Bill Gomoll, Rocky Gilner, Sandy Wormet, John Atkinson, Scott Beard, Dave Singer, Charlie Krupa, Joan Smoke, Kristine Koenecke, and John Earl

Absent: Bob McClyman, Jim Layman, Denise Herbst, Muriel Harper, and John Wenum

Unexcused Absence: None

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

Guests: Renee Greenland and Kim Lyga

Opening

1. Motion was made by Bill Gomoll to adopt the agenda with the following revisions: a) Part II-Discussion Items, switch letter C - Budget & Finance Report with letter B - Executive Directors Report and b) add Kim Lyga to present the Representative Payee Program as part of the Budget & Finance Report. Seconded by Joan Smoke. Passed unanimously.
MOTION CARRIED.

Motion was made by Joan Smoke to adopt the December 19, 2012 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 guests Craig Gaetzke, Susan Tucker, Kari Labansky, Jim Dahlke, Lisa Williams, Renee Greenland, and Kim Lyga.

2. **President Comments**

John mentioned we are moving forward with Rolan's Senior Village in Necedah with our State HOME grant application being submitted early this year. He welcomed Rocky Gilner from Adams County to our board. We are not yet sure what is happening with the federal CSBG grant for the coming year, but hopefully full funding will be restored.

3. Budget & Finance Report

Kim Lyga gave a presentation on the Representative Payee Program which she has managed out of our Adams office since July 2012. Our agency has been appointed by the Social Security Administration to provide financial management for clients who are unable to manage their own finances. She acts as a Guardian of Estate appointed by the courts responsible for financial management of assets and bill paying; Conservatorship, a court supervised system allowing management of estate; Federal Fiduciary assigned by the Dept. of Veterans Affairs to manage client benefits; and Trustee who is the court appointed party to oversee the trust while it holds assets. A new brochure and overview of our Representative Payee Program reflected a 50% increase in revenue since acquiring the program. We are currently looking to expand the program out to all counties in Wisconsin.

Jim Dahlke presented the 2013 Budgets for Individual Food Pantries. An overview of each of our food pantries was presented including 2013 budgets which reflected a \$10,050 deficit for the Waushara Food Pantry. He also presented the 2013 Budgets for our Energy Assistance Program reflecting balances in Adams and Juneau Counties and a deficit of \$1,319 in Waushara County.

Kari Labansky presented an overview of our Forward Community Investments loan consolidations including our Beaver Dam and Adams buildings and Wyona Lake Apartments bringing interest rates down and helping out considerably with the monthly payments.

Motion was made by Joan Smoke to approve the Budget & Finance Report with thanks as presented on February 27, 2013. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

4. Executive Director's Report

Fred welcomed Rocky Gilner to the board and thanked Renee Greenland for her attendance. We will be having a 10 year Anniversary Celebration of our Wisconsin Dells office in April. He expressed appreciation to board members for their time on the committees and at the board meetings. There have been a few changes in Community Action Agency Directors around the State; the Director in Ladysmith is vacating for a position with Impact Seven and the Director in Milwaukee has vacated. We're not sure yet what impact the new portable Health Care Act will have on our agency. We have limited space available for rent at our office and apartment buildings.

Motion was made by Charlie Krupa to approve the Executive Director's Report of February 27, 2013. Seconded by Dave Singer. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of January 11, 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 December 14, 2012 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. We plan to submit our next HOME grant application for Rolan's Senior Village to the State sometime in March. The Lot 2 loan application with Forward Community Investments is in process. New guidelines for the Neighborhood Stabilization Program require us to be in the planning process of purchasing additional foreclosures by mid-February. With a recent HUD revision to the Transitional Housing Program, we are unsure the affects this will have on our Homeless Program and personnel. Columbia County was awarded the bid to be the lead agency for the Community Development Block Grant through the State of Wisconsin. Kevin Vesperman, administrator for Dept. of Administration, Division of Energy Services gave a presentation on his background and mentioned he was visiting our Weatherization Department to gather information to make any program changes at the State level to enforce the effectiveness of the program. Bill asked committee members to continue reviewing ideas for Lot 2 development. The next meeting will be held on February 8, 2013.

John Earl asked board members to review the PBP Committee report of February 8, 2013. 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 January 11, 2013 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. The Bank of Wisconsin Dells will be sponsoring our next Federal Home Loan Grant Application. Carla Lafferty, accompanied by her daughter Kelly, gave a presentation highlighting her positive experience with CWCAC, Inc. and how it has helped her become a new homeowner. She has been able to take part in many of our programs and expressed her sincere gratitude to the board, agency, and staff all they have done. The agency received the \$85,000 Federal Home Loan Bank Grant award for Holly Heights. Approximately 50 organizations in the Dells area have been solicited with a Senior Housing Needs Survey requesting input on development of senior housing on Lot 2. An article has also been placed in the Dells Events. We may have the opportunity to

manage the Community Development Block Grant - Revolving Loan Fund for the City of Columbus. Committee members addressed Homeless Prevention & Intervention issues and concerns. The Neighborhood Stabilization Program is on hold for now as Fred continues to search for properties to reinvest the funding in. The next meeting will be held on March 8, 2013.

Motion was made by Bill Gomoll to accept the PBP Committee reports of January 11, 2013 and February 8, 2013. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of January 11, 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 14, 2012 EPF&A Committee meeting. Fred reported on personnel issues. Kari and Jim presented the Finance Report. Motion passed by unanimous vote accepting the Finance Report as presented with thanks. Fred presented a framework for a Strategic Plan based on Agency Goals and asked committee members to review for future discussion. Motion passed by unanimous vote accepting the Strategic Plan framework as a working document in progress. The committee went into Closed Session to review the 2012 Executive Directors Performance Evaluation & Compensation. The committee resumed in Open Session. Motion was passed by unanimous vote to accept Fred's letter of review. Motion passed by unanimous vote recommending full board approval of a performance incentive award for the Executive Director effective January 1, 2013 subject to review at the end of June 2013. Fred reported a donation from The Del Bar in Lake Delton on December 19th in the amount of \$1,703 in support of our local food pantry. We will be submitting five Federal Home Loan Bank applications with awarded funding being used to supplement assistance for clients on Weatherization and Home Rehab projects. The next meeting will be held on February 8, 2013.

John Earl asked board members to review the EPF&A Committee report of February 8, 2013. 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 11, 2013 EPF&A Committee meeting. No personnel issues to report. Jim presented the Finance Report. An overview of each of our food pantries was presented including 2013 budgets which reflected a \$10,050 deficit for the Waushara Food Pantry. After discussion, motion was passed by unanimous vote approving a gradual withdrawal of CWCAC, Inc. from operation of the Waushara Energy Assistance Program and Waushara Food Pantry with the assurance of a smooth transition and continuation of the programs. Fred presented a draft Board Assessment/Evaluation and

asked committee members to review and consider for future discussion. A summary of our Revolving Loan Fund Activities was presented. Committee members discussed the ten year anniversary of the Wisconsin Dells building including a rededication event. Motion passed by unanimous vote approving the board meeting date be moved to Friday, April 26, 2013 and an appropriate ceremony be assembled which will be held immediately after. The next meeting will be held on March 8, 2013.

Motion was made by Sandy Wormet to accept the EPF&A Committee reports of January 11, 2013 and February 8, 2013. Seconded by Jim Layman. Passed unanimously. MOTION CARRIED.

6. Program Reports

- a. Weatherization
- b. Homeless
- c. Hunger Reduction
- d. Employment & Training
- e. Business Development

Craig Gaetzke reported we on track with the Weatherization contract. Total clients served were 126 including 282 audits done and a service goal of 193. To date 81 freezers/refrigerators, 43 furnaces, 26 water heaters, and 31 windows were installed. Susan Tucker presented the Homeless Unit Report. We continue to operate with the limited funding received. Project Chance numbers have been fluctuating with clients coming and going from the program. The Beaver Dam Homeless Shelter continues to be busy. We continue to assist clients by connecting them to resources and helping them become self-sufficient. Lisa Williams presented the Hunger Reduction Program Report. The 15 food pantries are operating well; they had an influx of frozen chicken and pork from USDA.

Motion was made by Bill Gomoll to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Reports of February 27, 2013. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by Charlie Krupa 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 a gradual withdrawal of CWCAC, Inc. from operation of the Waushara Energy Assistance Program

and Waushara Food Pantry with the assurance of a smooth transition and continuation of the programs." After discussion, seconded by Bill Gomoll. Passed unanimously. **MOTION CARRIED.**

Board members reviewed 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 \$1,000 effective January 1, 2013 and subject to review the end of June 2013 with a note of commendation expressing thanks to Executive Director Fred Hebert for his great work." After discussion, motion was made by Joan Smoke to amend the motion to remove "...and subject to review the end of June 2013...". Seconded by Kristine Koenecke. Motion to amend approved by show of hands. Motion was made to approve the motion as amended and passed unanimously. **MOTION CARRIED.**

9. **Next Meeting**

Wednesday, April 26, 2013 @ 10:00 a.m.

10. **Adjourn**

Kristine Koenecke made a motion to adjourn. Seconded by Dave Singer. Passed unanimously. **MOTION CARRIED.**

Signed by:



Fred Hebert, Executive Director

Date

April 15, 2013