MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date:

June 12, 2013

Place:

CWCAC, Inc. Headquarters

1000 Highway 13

Wisconsin Dells, WI 53965

Board Members:

Present:

Bill Gomoll, Sandy Wormet, John Atkinson, Scott Beard,

Bob McClyman, Muriel Harper, Dave Singer, Joan Smoke,

Renee Greenland, and John Earl

Absent:

Rocky Gilner, Jim Layman, Denise Herbst, John Wenum, and

Charlie Krupa

Unexcused Absence: None

Staff Present:

Craig Gaetzke, Susan Tucker, Kari Labansky, Jim Dahlke,

Lisa Williams and John Jorgensen

Guests:

None

Opening

1. Motion was made by Joan Smoke to adopt the agenda. Seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

Motion was made by Bill Gomoll to adopt the April 26, 2013 meeting minutes. Seconded by Muriel Harper. Passed unanimously. <u>MOTION</u> <u>CARRIED.</u>

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 and John Jorgensen.

2. <u>Board Membership/Elections</u>

Motion was made by Bob McClyman to approve Low-Income and Interest Group Representatives: Adams County - *Bill Gomoll*, Housing Development and *Sandy Wormet*, Low-Income Rep; Columbia County - *John Atkinson*, Low-Income Rep and *Scott Beard*, Major Minority; Dodge County - *Muriel Harper*, Volunteerism; Juneau County - *Charlie Krupa*, Education and *Dave Singer*, Low-Income Rep; and Sauk County - *Renee Greenland*, Low-Income Rep and *John Earl*, Economic Development. Seconded by Joan Smoke. Passed unanimously. <u>MOTION CARRIED</u>.

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 two nominations for Board President; John Earl and Charlie Krupa. Fred stated that Charlie Krupa had called and 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 John Earl as Board President. Seconded by Bill Gomoll. 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 nominee was Bill Gomoll. With no nominations from the floor, motion was made by Joan Smoke that nominations be closed and a unanimous ballot be cast for Bill Gomoll as Board Vice-President. Seconded by Bob McClyman. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

Bill thanked the board for their continued support.

John announced that the nominations for Board Secretary were Muriel Harper and Renee Greenland. With no nominations from the floor, ballots were distributed and counted by Craig Gaetzke and Kari Labansky resulting in the election of Muriel Harper as Board Secretary.

Muriel thanked the board for their continued support.

John announced that nominations for Board Treasurer were John Atkinson, Dave Singer, and Renee Greenland. With no further nominations from the floor, ballots were distributed and counted by Craig Gaetzke and Kari Labansky resulting in the election of Dave Singer as Board Treasurer.

Dave thanked the board for their continued support.

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.

Motion was made to accept election results reflecting John Earl as Board President, Bill Gomoll as Board Vice-President and PBP Committee Chair, Muriel Harper as Board Secretary, and Dave Singer as Board Treasurer. Seconded by Scott Beard. Passed by unanimous vote. MOTION CARRIED.

3. <u>President's Comments</u>

John stated how important elections are each year and the elected officials are thankful to the board for their confidence in them. He encouraged board members to attend our 2013 Golf Outing being held at Trappers Turn on June 13th. We continue to work on grants to support our next building projects.

4. Executive Director's Report

Fred thanked John and extended congratulations to the officers. He commended all nominees and mentioned that all board members are welcome to attend both committee meetings. Fred expressed thanks to the board and managers for support of him in his role as Executive Director. We welcome a special guest today from Florida, John Jorgensen. All board members are welcome to attend the golf outing. Our Community Services Block Grant continues to diminish which means we will be losing money which helps support several of our programs. Weatherization funds have been cut again, however we anticipate additional funding being awarded this winter or early spring.

Motion was made by Dave Singer to approve the Executive Directors Report of June 12, 2013. Seconded by John Atkinson. Passed unanimously. <u>MOTION CARRIED</u>.

5. <u>Budget & Finance Report</u>

Kari Labansky presented the Revenue & Expense Statement for period ending March 31, 2013. Total revenue reflected \$1,180,487.85 and total expenditures reflected \$1,217,115.76. A breakdown of expenses included \$480,319 for personnel, \$242,230 for contract labor, \$205,169 for other, \$191,117 for assistance to clients, and \$98,281 for occupancy. Jim Dahlke presented Cash Balances and Weatherization Billings for period January 2012 to May 2013 which reflected fluctuations due to when contracts begin and expire.

Motion was made by Bill Gomoll to approve the Budget & Finance Report of June 12, 2013. Seconded by Muriel Harper. Passed unanimously. <u>MOTION CARRIED</u>.

6. Committee Reports

a. PBP Committee

Bill Gomoll asked board members to review the PBP Committee report of May 10, 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 April 12, 2013 PBP Committee meeting. Ed presented the report on buildings

maintenance and repairs. Fred is working with Glenville Timberwrights to possibly refinance through a WHEDA lender to generate \$50,000 for our agency to invest in our business development program. The Adams County Clerk is researching the status of our payment in lieu of taxes for Pine Grove Apartments. The HOME grant has been submitted for Rolan's Senior Village and Federal Home Loan Bank Grant due June 28th. A Senior Housing Survey for Lot 2 was completed on April 30th with 100% favorable responses. Ed and George gave an informative presentation on the steps it takes to weatherize a home. We are currently working on Federal Home Loan Bank grant applications to supplement our weatherization deferral and home rehab programs. Renee reported the Baraboo homeless shelter closed on May 1st and is due to open again around the 1st of November. The annual board meeting including election of officers will take place on June 12th. The next meeting will be held on June 7, 2013.

Bill Gomoll asked board members to review the PBP Committee report of June 7, 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 May 10, 2013 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. Motion was approved by unanimous vote to replace the awning at the Portage Office building. Rolan's Senior Village HOME grant was submitted to the State; we're working with them on project details. Fred asked committee members to consider senior housing market rate units and addition of a senior center component for our Lot 2 project with anticipation of groundbreaking in March of 2015. We may be experiencing changes to some of our programs (CDBG, Home Rehab, Rental Voucher Assistance, etc.) depending on our budgets. Fred has been working with Waushara County ensuring a smooth transition to a local shelter workshop by August or September. Renee reported she is still gathering information from a church in Baraboo regarding status of the shelter. She also described her positive experience working with Linda Faivre in the Transitional Housing Program. John Atkinson announced a \$10,000 donation to the Rio Food Pantry by the Rio Area FFA Student Leadership Program. The next meeting will be held on July 12, 2013.

b. *EPF&A Committee*

John Earl asked board members to review the EPF&A Committee report of May 10, 2013. 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 April 12, 2013 and April 26, 2013 EPF&A Committee meetings. Fred reported that we

may have some preliminary staff changes after review of the budget. Kari reported on 2012 unrestricted gains and losses with a major loss in the Home Rehab Program. Jim reported on cash balances from January 2012 through April 2013. The financial audit took place last week; Jean from WIPFLI will be presenting results at the August board meeting. Motion passed by unanimous vote approving the Finance Report with thanks to Kari and Jim. Committee members had many positive comments regarding our 10 Year Wisconsin Dells Building Anniversary Celebration. Committee members discussed the annual board meeting coming up in June including the officer elections process. Motion passed by unanimous vote changing the annual Board Meeting date to June 12, 2013. Fred is recruiting for a Low-Income Representative for Dodge County. With possible changes coming to the Community Services Block Grant we are moving forward with standardizing procedures and creating an annual plan to ensure compliance. The next meeting will be held on June 7, 2013.

John Earl asked board members to review the EPF&A Committee report of June 7, 2013. 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 10, 2013 EPF&A Committee meeting. Fred reported on Personnel issues. Dennis Friend, one of our food pantry employees passed away. We may be experiencing staff layoffs or reduction of hours at the end of June. Jim Dahlke presented a positive report on our Representative Payee Program which has doubled and revenues increased by 62% in one year. Motion passed by unanimous vote to approve the Finance Report with thanks to Jim for his great work. Fred updated the committee on our involvement with "Toys for Tots" and "Kops for Kids". Motion was passed by unanimous vote to approve the Resolution of Appreciation for Retired Lieutenant Colonel John Jorgensen which will be presented at the June 12th board meeting. Letty knows someone who may be interested in becoming our Low-Income Representative for Dodge County. Fred updated the committee on a food drive being held by Paul Bunyan for our food pantry here in the Dells. The next meeting will be held on July 12, 2013.

Motion was made by Muriel Harper to accept the PBP and EPF&A Committee reports of May 10, 2013 and June 7, 2013. Seconded by Bill Gomoll. Passed unanimously. <u>MOTION CARRIED</u>.

7. 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 234 including 449 audits done and a service goal of 225. To date 156 freezers/refrigerators, 76 furnaces, 51 water heaters, and 67 windows were installed. Our Weatherization contract has decreased for the coming year, however we expect another funding award sometime in winter or early spring. Susan Tucker presented the Homeless Unit Report. Direct client benefits included \$55,398.03 compared to \$45,985.23 in 2012 and amount of rental assistance paid was \$6,777.25 compared to \$7,305.64 in 2012. The transitional housing program is completely full right now. New Beginnings Homeless Shelter has been almost filled; anyone we can't serve is offered a motel voucher. Lisa Williams presented the Hunger Reduction Program Report. There was a 2% increase in households served in 2013 over 2012 corresponding with a 13% increase in donated and/or purchased foods and a 19% increase in the USDA commodities. There was a less than 7% increase in households served in 2013 over 2012 corresponding with a 16% decrease in donated and/or purchased food and a 67% increase in USDA commodities received. We currently have 102 Section 8 vouchers in place and are fully leased up according to our budget appropriation. We have applications for two new TEFAP outlets in Dodge and Juneau Counties.

Motion was made by Joan Smoke to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Reports of June 12, 2013. Seconded by John Atkinson. Passed unanimously. <u>MOTION CARRIED</u>.

8. Old Business

None

9. New Business

Motion was passed by unanimous vote to approve the Resolution of Appreciation which reads, "WHEREAS: The Board of Directors of CWCAC, Inc. expressly demonstrates their recognition of our military force serving in harm's way at each formal board meeting; and WHEREAS: The Board of Directors of CWCAC, Inc. has a unique opportunity to personally thank and express gratitude to a soldier who served his country; and WHEREAS: This soldier, John Jorgensen, a special guest at today's meeting, a native of the State of Vermont, who received his commission as a Second Lieutenant from the ROTC program at Norwich University as an Armor Officer; and WHEREAS: Second Lieutenant John Jorgensen was promoted to the senior officer rank of full (bird) Colonel after thirty (30)

years of devoted and unconditional commitment in the United States Army serving two (2) tours of duty in Vietnam at the height of the war receiving, among many other awards, a CIB (Combat Infantry Badge) for courage and display of warrior tenacity with a rifle in hand; and WHEREAS: Colonel Jorgensen provided decisive leadership in various capacities, particularly as both a Battalion Commander and Brigade Commander of Tank Units; and WHEREAS: Colonel John Jorgensen also served as a Senior Advisor during the war against terrorism, Desert Storm; NOW THERE FOR LET IT BE RESOLVED THAT: "THE BOARD OF DIRECTORS, HAS THE HONOR TO OFFER GRATITUDE AND APPRECIATION TO RETIRED COLONEL JORGENSEN FOR THIS LONG AND ILLUSTRIOUS CAREER AS TANK COMMANDER AND LEADER OF OUR MEN AND WOMEN WHO SERVE, AND HAVE SERVED, IN OUR ARMED FORCES, UNITED STATES ARMY, AND IN DEFENSE OF OUR COUNTRY, THE UNITED STATES OF AMERICA. 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, June 12, 2013 and signed by the Board President & Board Vice-President." Passed by unanimous vote. MOTION CARRIED.

This award was presented to retired Lieutenant Colonel John Jorgensen who graciously accepted on behalf of all soldiers, sailors, airmen, and marines who have served and are currently serving. He stated he was honored to attend our meeting today and expressed his confidence in Fred as our Executive Director.

Renee announced there is a Madison Non-Profit Day celebrating the awareness of non-profits being held on October 29th if anyone is interested in attending. She also gave a short presentation on how inspired she is by CWCAC, what the agency means to her, and the positive experience she's had with the agency which summed up reads, "Committed to working with the Community to Alleviate the Challenges of Poverty".

Next Meeting

Wednesday, August 28, 2013 @ 10:00 a.m.

11. Adjourn

Signed by.

Dave Singer made a motion to adjourn. Seconded by Bob McClyman. Passed unanimously. <u>MOTION CARRIED.</u>

Fred Hebert, Executive Director

Date