



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: April 24, 2019

Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Dave Singer, Charlie Krupa, John Earl, Ross Curry, and Renee Greenland

Absent: Scott Beard

Unexcused Absence: None

Staff Present: Wendy Schneider and Chris Utley

Guests Present: None

Opening

1. John Earl called the meeting to order. 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. Roll call was taken with 14 members present. John welcomed staff members Wendy Schneider and Chris Utley.

Motion was made by Dave Repinski to adopt the April 24, 2019 meeting agenda. Seconded by Bob McClyman. Passed unanimously.
MOTION CARRIED.

Motion was made by Donna Maly to adopt the February 27, 2019 meeting minutes. Seconded by Ross Curry. Passed unanimously.
MOTION CARRIED.

2. **President's Comments**

John mentioned this is the time of year when projects start gearing up in each of our counties. He hopes everyone had a very blessed Easter and expressed his sincere appreciation to all board members for giving their time and talents to the agency. He mentioned that the Rio Food Pantry Fundraiser was a great success with quite a few board and staff members in attendance. John Atkinson said the event raised approximately \$4,100. We have quite a few motions for approval which will take place toward the end of the meeting.

3. **Executive Director's Report**

Fred welcomed everyone to the meeting and gave a brief history of our board membership. He mentioned that we will be looking at new chairs for the board room. Fred thanked everyone for their attendance and support of him and the agency. He recently attended a Federal Home Loan Bank presentation in Stevens Point. Good news was received - the HUD Complaint for the Eau Claire office was dismissed. Our 20th Annual Golf Outing will be held on June 6th at Trappers Turn in Wisconsin Dells. Our golf committee is comprised of local community members and Ed Czerkas does an outstanding job soliciting prizes for our event. Board Low-Income Representative elections recently took place at our local food pantries; one of the elections will take place in May. As a result of the HUD complaint from one of our Wyona Lake Apartment tenants, we were required to attend Fair Housing Training which took place at our Dells office on April 17th; the trainer was from Milwaukee with 12 of our staff in attendance. The Federal Home Loan Bank grant application for the Charlie Krupa School View Senior Village is due on June 14th; we will be requesting \$165,000. Board members are invited to the WISCAP meeting taking place in Madison on May 22nd & 23rd. Wendy Schneider recently made a legislative presentation regarding our Skills Enhancement Program. Fred will be meeting with a Sauk County pastor regarding their homeless program to see if we might have some involvement.

Motion was made by John Wenum to accept the April 24, 2019 Executive Director's Report. Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.**

4. **Budget & Finance Report**

Fred reported that Kari is busy preparing for the WIPFLI Financial Audit which will begin on Monday. WIPFLI always does an excellent job, and thanks to Kari and her staff, we have had "no finding" audits since 2001.

5. **Committee Reports**

a. **PBP Committee**

John Earl asked board members to review the PBP Committee report of March 8, 2019. Charlie Krupa called the meeting to order. Roll call was taken with nine members present. Motion passed by unanimous vote approving the agenda and minutes of the January 18, 2019 PBP Committee meeting minutes. Charlie welcomed Bobbi Pantaleo, City of Adams Council Member. Bobbi mentioned the Adams Planning Commission approves donation of land to CWCAC for construction of affordable senior housing. The land is near the Adams-Friendship Senior Village, would need laterals installed, and is close to where they are

constructing a new walking path. We are considering an 11 unit senior housing building with an annual PILOT of \$1,100, and will have Kurt Mead view the property to provide input. Committee members discussed possible sale or trade of one of our Bank of Mauston donated lots to David Germann. Motion passed by unanimous vote giving Fred approval to negotiate the sale price of the Mauston lot with a range of \$15,000 to \$13,000; if the buyer is interested at \$13,000, we will ask if he would consider including the 2018 taxes we paid and taxes we would pay for the first three months of 2019. A church group is interested in purchasing Dells Lot #2 for construction of a church and residential units. Ed presented the Buildings Maintenance & Repairs Report with detailed information about each of our buildings. Harvest Church volunteered for another project which could be painting the front of the Beaver Dam building. Donna Maly will approach the city committee and provide us with color options. Renee and Wendy provided an update on the Baraboo Warming Shelter. Meeting Adjourned - The next meeting will be held on-Friday, May 10, 2019.

Motion was made by Ross Curry to accept the PBP Committee Report of March 8, 2019. Seconded by Dave Repinski. Passed unanimously. **MOTION CARRIED.**

b. **EPF&A Committee**

John Earl asked board members to review the EPF&A Committee report of March 8, 2019. Charlie Krupa 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 February 15, 2019 EPF&A Committee meeting. Fred provided an update on the Eau Claire office HUD complaint with our attorney submitting a response letter to HUD. An applicant has been hired to assist with the Guardianship Program. Fred reported that the WIPFLI Financial Audit has been rescheduled for mid-April. Committee members discussed the Mauston Lot proposed sale. After discussion, the committee accepted the PBP Committee recommendation of giving Fred approval to negotiate the sale price of the Mauston lot with a range of \$15,000 to \$13,000; if the buyer is interested at \$13,000, we will ask if he would consider including the 2018 taxes we paid and taxes we would pay for the first three months of 2019. The committee reviewed and discussed By-Law 5.04 as it relates to the PBP Committee appointment process. By consensus, no action was taken and Fred will recommend wording to be reviewed at the next committee meeting. As a result of our Community Services Block Grant monitoring last November, recommendations were made for changes to our bylaws. After discussion of Bylaw 2.02B, motion passed by unanimous vote approving the following addition, **"Meetings will be conducted at designated food pantries in each of our five counties every odd numbered year. Selection will be based on a democratic voting process afforded to each low income resident attending the meeting. Nominations will be solicited and open to any resident of that county. Voting will be conducted by individual ballots. Candidates selected will be based on majority of**

votes.” Motion was approved by unanimous vote to approve spending in excess of \$5,000 for Beaver Dam building electrical repairs with the \$13,000 ATC funds to be used with approval from Forward Community Investments. Fred recently met with the Mayville Community Food Pantry regarding their involvement in receiving TEFAP Commodities. Fred is working on coordinating a meeting between the Sauk and Dodge County Human Services Directors regarding expansion of the Sauk County Rapid Re-Housing Program into Dodge County. The Energy Assistance Program is moving toward a competitive bid process which may give us an option to win some of our other Counties. Meeting Adjourned - The next meeting will be held on Friday, April 12, 2019.

John Earl asked board members to review the EPF&A Committee report of April 12, 2019. 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 March 8, 2019 EPF&A Committee meeting. Fred mentioned that we haven't heard back from the State regarding our Wyona Lake Apartments complaint or from HUD on the Eau Claire Office complaint. Jaime Olson has been hired to assist with the Guardianship Program. Kari provided a summary of Cash Accounts as of February 2019 and a copy of the Community Services Block Grant Year End Report for 2018. Fred reported that we accepted an offer of \$14,500 for Lot #3 in the City of Mauston from David Germann. Fred recently met with a church group interested in purchasing Dells Lot #2. Harvest Church has again offered to volunteer their services to our agency, so we are working with the Beaver Dam Landmark Commission on acceptable colors for painting the exterior of our Beaver Dam building. Committee members reviewed the 2019 Low-Income Board Representatives Election Schedule. Committee members reviewed By-Law 5.04(D) relating to PBP Committee Appointments. After discussion, motion was passed by unanimous vote to approve revising By-Law 5.04(D) to now read, **“Board members not on the Executive, Personnel, Finance & Audit (EPF&A) Committee are encouraged to serve on the Planning, Buildings, & Programs (PBP) Committee. Appointments to the PBP Committee shall be made by the Board President. The PBP Committee shall have no less than six members including the Board Vice Chair who will serve as the PBP Committee Chair.”** Board Training has been postponed until our October Board Meeting. HUD required training for Property Management Staff will take place on Wednesday, April 17th. As a result of our Community Services Block Grant monitoring last November, recommendations were made for changes to our bylaws. After discussion of Bylaw 2.02B, motion passed by unanimous vote approving the following addition, **“Meetings will be conducted at designated food pantries in each of our five counties every odd numbered year. Selection will be based on a democratic voting process afforded to each low income resident attending the meeting. Nominations will be solicited and open to any resident of that county. Voting will be conducted by individual ballots. Candidates selected will be based on majority of votes.”** Motion passed by unanimous vote approving and submitting for full board approval a

Land Sale Resolution with Adams County which reads, **"Central Wisconsin Community Action Council, Inc. Board of Directors by recommendation of the Executive, Personnel, Finance, & Audit Committee approves and endorses the land sale of property with the City of Adams as described in a draft Resolution (Resolution 2019-04R Sale of Land); and authorizes our Executive Director, Fred Hebert, to sign the Resolution of Land Sale with the City of Adams for the purpose of developing an affordable apartment building for seniors."** Motion passed by unanimous vote approving and submitting for full board approval a Developers Agreement with Adams County which reads, **"Central Wisconsin Community Action Council, Inc. Board of Directors by recommendation of the Executive, Personnel, Finance, & Audit Committee approves and endorses the Developer's Agreement with the City of Adams for payment of services in lieu of property taxes for a proposed affordable apartment building for seniors. Central Wisconsin Community Action Council, Inc. Board of Directors by recommendation of the Executive, Personnel, Finance, & Audit Committee authorizes the Executive Director, Fred Hebert, to sign a Developers Agreement with the City of Adams to pay a fee of \$100.00 per year, per unit, a total of \$1,100.00 for services in lieu of paying property taxes for a proposed affordable apartment building for seniors to be constructed within three years from the date of this agreement."** Meeting Adjourned - The next meeting will take place on Friday, May 10, 2019.

Motion was made by Renee Greenland to accept the EPF&A Committee Reports of March 8, 2019 and April 12, 2019. Seconded by Stacy Ewert. Passed unanimously. **MOTION CARRIED.**

6. **Program Reports**
 - a. **Weatherization**
 - b. **Homeless**
 - c. **Hunger Reduction**

Chris Utley reported on the Weatherization Unit. The current Weatherization contract with the State ends on June 30, 2019. Production suffered in January and February due to unusual weather conditions, so staff are working on Fridays to bring our production into line with contract goals. Our State Quality Assurance Reports have reflected very positive results. Two Weatherization contractors and two electrical contractors were hired through the bid process to assist with the Weatherization program, however one of the Weatherization contractors and one of the electrical contractors did not work out, so the other companies have stepped in to help out. A representative from the State gave a presentation at WISCAP on a Risk Assessment created by the State to closely monitor all the WX programs throughout the state. Those chose our agency as the example since we have the lowest risk in the State. We may have an opportunity for the program to upgrade one of the crew trucks. To date our Weatherization Program has served 170 households, with a goal of 253 and 254 audits done. We have installed 170 freezers/refrigerators, 34 furnaces, and 102 water heaters.

Wendy Schneider reported on the Homeless Unit. Of the \$15,000 WHEDA grant we received to assist those affected by the flooding, we have \$2,000 left. We receive approximately \$100,000 from Sauk County for the Rapid Rehousing program which assists families referred from schools and social services with security deposit and first months' rent. She recently attended a meeting with Dan Brattset, Sauk Human Services Director, and Becky Bell, Dodge Human Services Director regarding extending the Sauk program into Dodge County. This short-term assistance is very positive and helps people so they don't go into homelessness. We have approximately \$10,000 left of the National Exchange Bank grant assisting those in Columbia, Dodge, and Adams Counties. These funds help us assist clients with utilities and other things we can't use with regular housing funds. Wendy gave a legislative presentation in Madison regarding our Skills Enhancement Program. She mentioned a client we recently helped, a waitress working 16-22 hours per week making \$7,000 per year; after 120 hours of training she received her CAN certificate and is now making \$15.00 per hour making over \$30,000 per year. Besides Wendy, the Executive Directors for WISCAP and the Balance of State Continuum of Care, and an actual client spoke at the event making a huge impact. We applied for and received a \$144,788 Tenant Based Rental Assistance grant to help assist clients with less barriers who we are not usually able to assist. Desk monitoring is due on Monday. The Homeless Unit report reflected 270 individuals served and a cost of services at \$78,273.46 from January through March 2019. The Project Chance Rapid Rehousing Program reflected 48 individuals served and \$31,972.29 spent in leasing dollars. The New Beginnings Family Shelter had a total of 159 shelter nights and New Beginnings Men's Shelter had a total of 120 shelter nights. A total of \$20,159.35 was spent on rents and security deposits for the Sauk County Rapid Re-housing program. Funds expended for the National Exchange Bank Grant were at \$18,563.34.

Lisa Williams was unable to be present at the meeting, however Fred reported on the Section 8/Hunger Reduction Unit. We received a call from WHEDA regarding our agency taking over Burnett County which gives us another 33 vouchers; we may need to hire at least one more staff for the Eau Claire office. We will then have close to 650 Section 8 vouchers. We currently have 605 Section 8 vouchers providing 1,140 individuals with rental assistance, 5 voucher holders that have ported in, and 49 Veterans VASH vouchers providing 49 veterans with rental assistance. Of the individuals, 208 are elderly (18%), 427 are disabled (37%), and households include 402 children (35%). The monthly payables come to \$235,626.00; an average of \$364.00 per unit cost. In March 2019, the food pantries served a total of 3,595 households, 8,411 individuals, and received 335,443 pounds of USDA commodities.

Motion was made by John Wenum to accept the Weatherization, Homeless, and Section 8/Hunger Reduction reports of April 24, 2019. Seconded by Dave Singer. Passed unanimously. **MOTION CARRIED.**

7. **Unfinished Business**

Board members reviewed the proposed addition to By-Law 2.02(A) regarding Elected Office Vacancy as recommended by the Executive, Personnel, Finance, & Audit Committee. The proposed addition to Bylaw 2.02(A) would read, **"Five (5) members, one (1) from each county, shall be elected public officials or their representatives. If the number of elected public officials who are reasonably available and willing to serve on a governing board is insufficient to meet the requirement, appointed public officials may be substituted. The County Board Chair of each respective county shall appoint these members. These appointments shall be for a term of two (2) years from the date of the annual meeting. Appointments or reappointments are usually made immediately after the spring general elections. At the discretion of the County Board, appointments may be changed and vacancies filled accommodating the best interests of the Corporation. If an elected public official vacates the position as a county board supervisor, for any reason, his or her position on CWCAC, Inc. Board of Directors will be declared vacant."** Motion was made by Donna Maly to approve the motion as written. After discussion, seconded by Ross Curry. Passed unanimously. **MOTION CARRIED.**

Board members reviewed the Proposed By-Law Change of Addition to By-Law 2.02(B) regarding Food Pantry Low-Income Elections as recommended by the Executive, Personnel, Finance, & Audit Committee. The Proposed Addition to By-Law 2.02(B) would read, **"Five (5) members, one (1) from each county, shall represent low-income persons in the community to be served by CWCAC. Representatives shall be chosen by democratic procedures ensuring that they are elected by and represent low-income persons. Each person voting at a county meeting shall attest to his/her low-income status and county residency. The President of the Board of Directors or delegated staff shall call a meeting of the low-income residing in the county in which the opening occurs and shall announce this meeting by published notice. Election to membership on the Board of Director shall be for a two (2) year term from the date of the annual meeting. Reappointments are permitted. Meetings will be conducted at designated food pantries in each of our five counties every odd numbered year. Selection will be based on a democratic voting process afforded to each low income resident attending the meeting. Nominations will be solicited and open to any resident of that county. Voting will be conducted by individual ballots."** After discussion, motion was made by John Wenum to send this back to the EPF&A Committee for further discussion and presentation to the full board at the April Board Meeting. Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

Board members reviewed the Proposed By-Law wording change to Bylaw 5.04(D) regarding PBP Committee Appointments as recommended by the Executive, Personnel, Finance, & Audit Committee which would read, ~~“The President shall accept nominations and the Board approve committee members so that equitable representation of counties and membership categories on the committees is maintained to the greatest extent possible. In the event a vacancy on a committee occurs, the Board of Directors may elect another member to the committee from the same membership category in which the vacancy occurs.~~ **Board members not on the Executive, personnel, Finance & Audit (EPF&A) Committee are encouraged to serve on the Planning, Buildings, & Programs (PBP) Committee. Appointments to the PBP Committee shall be made by the Board President. The PBP Committee shall have no less than six members including the Board Vice Chair who will serve as the PBP Committee Chair.”** Motion was made by Donna Maly to approve the motion as written. After discussion, seconded by Ross Curry. Passed unanimously. **MOTION CARRIED.**

Motion was made by Bob McClyman to approve the motion which reads, **“Central Wisconsin Community Action Council, Inc. Board of Directors by recommendation of the Executive, Personnel, Finance, & Audit Committee approves and endorses the land sale of Lot #3 (Bank of Mauston donated property) to David Germann in the amount of \$14,500; and authorizes our Executive Director, Fred Hebert, to sign any paperwork necessary to complete the transaction.”** After discussion, seconded by Joy Casperson. Passed unanimously. **MOTION CARRIED.**

Motion was made by Stacy Ewert to approve the Land Sale Resolution which reads, **“Central Wisconsin Community Action Council, Inc. Board of Directors by recommendation of the Executive, Personnel, Finance, & Audit Committee approves and endorses the land sale of property with the City of Adams as described in a draft Resolution (Resolution 2019-04R Sale of Land); and authorizes our Executive Director, Fred Hebert, to sign the Resolution of Land Sale with the City of Adams for the purpose of developing an affordable apartment building for seniors.”** After discussion, seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

Motion was made by John Wenum to approve the motion which reads, **“Central Wisconsin Community Action Council, Inc. Board of Directors by recommendation of the Executive, Personnel, Finance, & Audit Committee approves and endorses the Developer’s Agreement with the City of Adams for payment of services in lieu of property taxes for a proposed affordable apartment building for seniors. Central Wisconsin Community Action Council, Inc. Board of Directors by recommendation of the Executive, Personnel, Finance, & Audit Committee authorizes the**

Executive Director, Fred Hebert, to sign a Developers Agreement with the City of Adams to pay a fee of \$100.00 per year, per unit, a total of \$1,100.00 for services in lieu of paying property taxes for a proposed affordable apartment building for seniors to be constructed within three years from the date of this agreement." After discussion, seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

8. **New Business**

None

9. **Next Meeting**

Wednesday, June 26, 2019 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

April 25, 2019

Date