



North Central Community Action Program- Board Meeting Minutes-8/14/23

The annual meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, August 14, 2023, at the CPC office in Wausau. The meeting was called to order at 6:00 pm by President Lemmer.

Pam took roll:

Present	Absent	Staff
Lemmer	Blaser (ex)	Diane
Kieper	Valenstein (ex)	Pam
Rotter	Van Krey (ex)	Tony
Breit	Osness (ex)	
Ashbeck	West	
Nyen	Fischer	
Robinson	Hebert	
Lang		
McGivern		
Guerrero		

Minutes: Jennifer Lemmer asked if there were any changes or questions. A motion was made by Holly Kieper to accept the minutes as presented. Second was made by Lenore Breit. Motion carried.

Target Group Sector Nominating Committee- met online via Zoom to approve Francisco Guerrero's appointment to the Board. Motion was made by Mallory McGivern to approve Francisco Guerrero's appointment to the Board. Second was made by Steve Robinson. Motion carried.

Finance Committee- Pam reviewed the balance sheet and statement of revenue and expenses. Pam reported the staff pension has been accrued for the first half of the year and the June weatherization staff wages and PTO were accrued to the weatherization contract ending June 30th. They are included on the Balance sheet under Other Liabilities. Pam reviewed cash flow, including Grants receivable and inventory in progress. Pam reported our line of credit has been repaid. A motion was made by Mallory McGivern to accept the reports as printed. Second was made by Steve Robinson. Motion carried.

Point In Time Update- Diane gave a point in time update: 37 unsheltered persons were found in Wausau; none were found in Lincoln or Wood County. HUD will only recognize 19 of these as complete surveys were not done on the other 18, meaning enough information was not captured by the volunteers to prove homelessness. Diane also reported there were 28 people at Catholic Charities and 17 at the Salvation Army. This is the most ever found in Wausau. In addition, Catholic Charities is open year-round now as well since moving to the Community Partners Campus. This shows that our homeless population is indeed growing, and people are migrating here because of the shelters and services provided in Marathon County.

Youth Community Outreach- Diane discussed the Family Keys program. NCCAP entered into a contract with Marathon County Government in January 2023. This contract is for the program Family Keys,

where parents going through the court system are trying to get their children back. Child Protective Services makes the referral to NCCAP. NCCAP is responsible for finding properties to rent, signing the lease, insuring the property, and providing case management for the clients. So far 10 families have entered the program, one has successfully been reunited with her children and has exited the program. We still have 9 families in the program and the program has been very successful. Jake Prichard, our Youth Community Outreach case manager, is the person working with Family Keys. Diane also reported Jake has been successful connecting youth, age 18 and above, to other programs such as TBRA our Tenant Based Rental Assistance program.

Succession Plan Update- Diane reported the Succession Plan has been updated in June to include verbiage that any interested Board member may be included in the search for a new executive director. Plan was shared with the Board. There was much discussion. Jake Nyen asked if there was anyone on staff Diane thought would be interested in the position going forward. Diane did not think there were any staff interested in her position. The Board would need to go outside the agency for recruitment. Diane mentioned herself and management staff were all around the same age but did not plan on retiring any time soon.

Strategic Plan Update- As part of our CSBG we are required to review our strategic plan. Diane reviewed the components of our plan and reported it has been updated to include verbiage about assessing operations regularly as this is a key element of a Strategic Plan.

Board Duties- President Lemmer discussed board duties to make sure all members had a clear understanding and to identify concerns or questions.

Board of Directors general comments discussion- Diane wanted the Board to have a discussion about prior board evaluations and the confusion that exists with this tool. She thought it would be good to have an open discussion about their thoughts on their involvement and oversight with NCCAP. There was much discussion. Holly Kieper suggested providing an updated list of acronyms. Lenore Breit suggested adding it to the back of the agenda possibly with a small program synopsis. Steve Robinson suggested having some type of mental health training with NCHC or Social Services to assist us in our role of working with those types of issues.

Weatherization Report: Tony discussed the weatherization program for new Board members. Tony discussed the application process thru Energy Assistance, searching applicants for energy usage and fuel types, and the computerized NEAT audit. Lenore Breit asked about the Green Energy initiatives and Tony discussed Solar panels and heat pumps and explained the issues in a rural area. Tony reported we completed 429 units in the 22/23 weatherization contract plus an additional 50 limited weatherization units. We expended \$5,356,831. The 2023 Emergency furnace program has completed 392 furnace repairs and replacements and the Emergency Water program completed 44 emergency water repairs and replacement measures. The 2023-2024 weatherization contract plan is for \$6,370,951 to complete 521 units and 50 limited weatherization units.

Board Elections- Jennifer Lemmer asked if there were any nominations or any volunteers for the Secretary/Treasurer position. Mandy Lang asked about the responsibilities. Pam explained the check review process, finance committee reports, and audit review process. Mandy Lang stated she would take the position. Steve Robinson made a motion to close nominations and cast a unanimous ballot for Jennifer Lemmer as Board President, Holly Kieper as Vice President, and Mandy Lang as Secretary/Treasurer. Second was made by Lenore Breit. Motion carried.

Executive Director Evaluation process- President Jennifer Lemmer asked the Board if they would be willing to have a separate meeting to evaluate the Executive Director together in a group discussion instead of the format we were using in the past. Board members agreed and Jenni will set a time after the October Board of Directors meeting.

President Jennifer Lemmer declared the meeting adjourned at 7:12 pm.

Next Meeting Date: Our next meeting will be October 9, 2023, via Zoom. There will not be a finance committee meeting. The December meeting will be on December 4, 2023, via Zoom.