

EXECUTIVE BOARD OF DIRECTORS

*** IN PERSON Annual Board Meeting***

Agenda – Monday, August 14th, 2023

Quorum Required

Merrill (715)536-9581

Wisconsin Rapids (715)424-2581

Wausau (715)842-0681

Marshfield (715) 387-2626

FINANCE COMMITTEE: 5:45pm

AGENDA: 1. Review June/July Expenses;

6:00 P.M. – Community Partners Campus – Dinner provided

360 Grand Avenue, Wausau, WI 54403

AGENDA:

- I. **CALL ANNUAL MEETING TO ORDER - President**
 - A. Roll Call
 - B. Introductions of Guests
 - C. Minutes from the June 12th Meeting- **approval required- President to ask for approval**
 - D. Membership
 - E. Public Comments

- II. **COMMITTEE REPORTS**
 - A. Executive Committee – **None, did not meet**
 - B. Target Group Sector Nominating Committee – **Met via on-line to approve Francisco Guerrero’s appt. – Board President to ask full board for approval of appointment of Francisco to the NCCAP Board of Directors**
 - C. Finance Committee – Wendy -- **Recommendation from the Committee Chair to approve expenses/statements**

- III. **POINT IN TIME UPDATE – Executive Director**

- IV. **YOUTH COMMUNITY OUTREACH – Family Keys – Executive Director**

- V. **SUCCESSION PLAN UPDATE – Executive Director** Attachment 1

- VI. **STRATEGIC PLAN UPDATE -- Executive Director** Attachment 2

- VII. **BOARD DUTIES – Board President** Attachment 3

- VIII. **BOARD OF DIRECTORS – General Comments/Discussion on Agency, Staff and/or Board meetings - Everyone**

- IX. **PROGRAM INFORMATION – Weatherization Director**
 - A. Weatherization Program educational session
 - B. Update on close-out of 2022/2023 Weatherization Program year

- X. **BOARD ELECTIONS – President, Vice President, Secretary/Treasurer -- President to ask Board for approval of the slate of officers.**

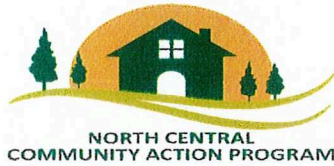
- XI. **EXECUTIVE DIRECTOR EVALUATION PROCESS – Board President**

NEXT MEETING: October 9th, 2023 at 6:00 PM

Zoom Meeting

NCCAP MISSION

The mission of NCCAP is to act as an advocate, provider, and facilitator of programs and services for low-income individuals in Lincoln, Marathon, and Wood Counties (WI). NCCAP seeks to create opportunities for people and communities to obtain skills, identify and utilize resources, and explore innovative options necessary to reduce poverty and increase self-sufficiency.



North Central Community Action Program- Board Meeting Minutes-6/12/23

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, June 12, 2023 via Zoom as individual Board members and staff logged in from their remote locations. The meeting was called to order at 6:02 pm by Vice President Kieper.

Pam took roll:

Present	Absent	Staff
Blaser	Lemmer (ex)	Diane
Kieper	Robinson (ex)	Pam
Rotter	Osness (ex)	Jessica
Breit	Lang (ex)	Stacie
Fischer	McGivern (ex)	Katie
Valenstein	Hebert (ex)	Jake
Ashbeck	West (ex)	Chandra
Nyen		
Van Krey		

Guests: Pam introduced Stephanie Cavadeas, Partner from Wipfli who will be presenting our audit report. Michelle Van Krey, new Board member appointed by Marathon County government, introduced herself. Michelle is the chair of the Health & Human Services Committee and Board of Health for Marathon County. Diane introduced Franciso Guerrero. He is working on signatures to become a Target Group Sector member of our Board of Directors.

Minutes: Holly Kieper asked if there were any changes or questions. A motion was made by Shane Blaser to accept the minutes as presented. Second was made by Michelle Van Krey. Motion carried.

WIPFLI audit presentation: Stephanie Cavadeas, Partner WIPFLI, presented the 2022 financial audit report. Stephanie reviewed the Statements of Financial Position and Statements of Activities for 2022 and 2021 comparatively, the 2022 Statement of Functional expenses, 2022 Net Assets breakdown, and operating statistics from 2019 – 2022.

Audit approval: A motion was made by Wendy Fischer to approve the 2022 audit report as presented. A second was made by Norbert Ashbeck. Motion carried.

Line of Credit: Diane discussed the line of credit already approved by the Board thru an email vote with Jennifer Lemmer, Board President. We would like another official vote for the minutes. Diane reported our line of credit increase from \$100,000 to \$300,000 at an interest rate of 9.25%. Jake Nyen confirmed that is a good rate. Lenore Breit abstained from the vote as she is an employee of Prevail Bank. A motion was made by Jake Nyen to approve the line of credit increase. Second was made by Shane Blaser. Motion carried.

Finance Committee did not meet as there was not a quorum. Pam reviewed the balance sheet and statement of Revenue and expenses with the full Board. Pam reported the first quarter pension has

been accrued and is listed on the Statement of revenues and expenses as well as the Balance sheet under Other Liabilities. Pam discussed similarities with our audited financial statements regarding the new lease standard, net book value of grant funded equipment, and the in-progress weatherization inventory we are always cash flowing when the State takes back their advances. A motion was made by Laura Valenstein to accept the reports as printed. Second was made by Peter Rotter. Motion carried. Pam reviewed the 2022 990 report and schedules. A motion was made by Norbert Ashbeck to approve the 990 and give Pam permission to sign and submit the electronic reports. Second was made by Jake Nyen. Motion carried.

Program Updates- Serving the needs of our communities:

Katie Schumer, Coordinated Entry Specialist/Case Manager discussed Rapid Re-housing (RRH) and Prevention, Tenant Based Rental Assistance (TBRA), and (CWPR) Central WI Partnership for Recovery Rent ready program. Katie reported we have served 45 Households, 80 individuals in the Prevention program. This is used in conjunction with Coordinated Entry to serve households that are at risk of eviction. Katie discussed RRH and reported we have served 8 households, 13 individuals. It is meant to be a program to rapidly re-house households experiencing homelessness. Because of the way Coordinated Entry currently prioritizes, the top of the list is filled with households that really should be in PSH, but because PSH is filled, we are enrolling them into a program where they are not successful and have a high re-entry rate. The WIBOSCOC is working on a new assessment tool as the previous one was deemed to not be racially equitable or DV sensitive. The hope is with the new assessment tool and looking at Prioritization that we will be able to change the way this works. Lenore Breit asked when the new tool might be ready and Katie thought possibly in a couple months. Katie reported the TBRA program has served 23 Households, 58 individuals. NCCAP wrote this grant with the hopes of ending homelessness in our coalition for households with children. Katie reported there was a point prior to COVID that we had succeeded in doing this. Currently we have 2 households with children from our service area referred to Coordinated Entry, and are working with those families to obtain housing. This program can be used for households without children, but it is rare. The program is meant to mirror section 8 and households are required to pay 30% of their income towards housing. This is a bridge between a housing crisis and a household being able to obtain Section 8. Katie discussed CWPR -NCCAP partnered with Marshfield Family Health Center for this program. The program is designed for individuals that have been in recovery for at least 6 months and do not have stable, secure housing. We do not receive any funding for this program, it is just a partnership. Clients enrolled in this program must be sober and the program gives them a recovery coach, a mentor, a case manager, and housing.

Stacie Bartelt and Jessica Bartelt, Outreach Case Managers, discussed the Section 8 rental assistance program in Lincoln County. The Section 8 program provides assistance for low income families through Housing and Urban Development (HUD). The client is given a voucher and can select a rental unit from the private rental market. The unit must pass inspection to meet Housing Quality Standards and HUD requirements. Participants do not pay more than 30% of their monthly gross income toward rent and utilities. We currently have 35 participants enrolled with a waiting list of approximately 50. Program briefings to enroll additional clients are held on a monthly basis.

Chandra Wakefield, Outreach Case Manager in Marathon County, discussed the Emergency Housing Assistance Fund (EHAF) program and the (PSH) Permanent Supportive Housing program. EHAF is a once per year assist with a financial crisis so that individuals do not need to worry about choosing between a car repair or medical bill or other financial crisis and paying rent. Chandra reported we have seen an increase in need especially with rent increases as well as those with fixed incomes such as disability and retirement. We have been seeing an increase in amounts requested because of the high rent in this area. The assistance is from \$500 to 1 month of rent for an individual. After initial assistance we also complete follow-ups at 4, 8, & 12 weeks to check in and see if additional resources or referrals are needed. PSH program is a longer term program that assists the chronically homeless that have at least

12 months of homelessness in a 3 year period. This program is for individuals that struggle with homelessness in addition to having barriers such as mental health, substance use, and physical disabilities. Chandra discussed the qualifications and the Housing-First model. Currently there are 8 individual single men and women and there are 2 more planning to enter the program for a capacity of 10 total. Due to the Housing First model we cannot mandate treatment and supportive services, however, we can offer multiple times and hope that one of those times they are ready and willing to address those barriers that may have contributed or exacerbated the homelessness to begin with. There has been some success with individuals in this program and the results can be over 2-4 years into the program.

Jake Prichard, Youth Community Outreach Case Manager, discussed Youth programs and the Family Keys program in Marathon County. Jake described his position as a Youth Community Outreach/YHDP Case Manager/Youth Advisory Board (YAB) Facilitator, and Family Keys Case Manager through Marathon County. In the YHDP program, he discussed his main focus is finding and identifying youth in the Marathon, Lincoln, and Wood County area that would be able to benefit from our various housing assistance programs so he could then work with them to get them enrolled in whatever program is most appropriate. He provides case management for them as they navigate the program. Youth is defined by the State as 18-24 year olds. He described his work with all of the school districts across the three counties to establish connections as they are a valuable resource for being able to identify youth who would be able to benefit from our program. He discussed being the facilitator for the Youth Advisory Board or the YAB, covering Marathon, Wood, Lincoln, Waupaca, Portage, Marquette, and Waushara counties. The YAB was founded to gather youth, which can be under 18, to provide them with an opportunity to discuss and collaborate about their experiences of homelessness. The purpose being to provide that outlet to share their experiences and discuss potential ideas to help address the issue of youth homelessness. He discussed being the single case manager for the Family Keys program that is ran in tandem with the Marathon County Social Services Department. This program began at the beginning of this year and there are currently six families enrolled in the program. Families enrolled are provided residence at a property that is paid for by the County and the families only financial responsibilities are any utilities that are not covered by the landlord. The program is designed for families in the ongoing child protective services department that are close to reunification with their children, however the barrier towards reunification of the family is housing. The program helps bridge that barrier with the end goal of the family obtaining their own independent housing within a 6-9 month time frame. They are not responsible for paying rent with the purpose saving money for living on their own. In addition, they are required be working or looking for work, as well as putting 30% of their paycheck into a separate bank account that is not touched while in the program and they gain access to at the end of the program. Again, the reasoning being that when they leave the program, they will have that nest egg of money that will help with them living on their own. While in the program, he provides weekly hands on case management for a number of different areas, such as budgeting, classes on renting on their own, job seeking if they are unemployed, or working on their individual goals such as child care, sobriety, mental health, or whatever it may be. With the program beginning 6 months ago, we have one of our six families successfully transitioned out of the home into their own property and beginning final wrap around care for the next month or two as she is at the end of the program.

Weatherization Report: Tony could not make the meeting. He will give a full report at the August meeting.

Holly Kieper declared the meeting adjourned at 7:12 pm.

Next Meeting Date: Our next meeting will be August 14, 2023, at the Community Partners Campus in Wausau.