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## EXECUTIVE BOARD OF DIRECTORS

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**\*\* Zoom meeting \*\***

Agenda – Monday, December 4<sup>th</sup> 2023

(Please telephone the office nearest you if unable to attend): **Quorum Required**

Merrill (715) 536-9581 | Wisconsin Rapids (715) 424-2581 | Wausau (715) 842-0681 | Marshfield (715) 387-2626

**FINANCE COMMITTEE: 5:45 P.M. (Meeting via Zoom)**

- AGENDA:
1. Review YTD Financial Report
  2. Review September/October/November Expenses

**6:00 P.M. (Meeting via Zoom)**

AGENDA:

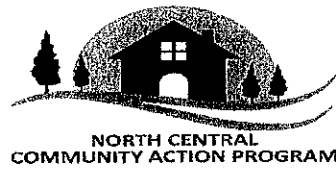
- I. **CALL MEETING TO ORDER**
  - A. Roll Call
  - B. Introduction of Guests
  - C. Minutes from October 2023 Meeting
  - D. Membership
  - E. Public Comments
- II. **COMMITTEE REPORTS**
  - A. Executive Committee –
  - B. Target Group Sector Nominating Committee –
  - C. Finance Committee - Finance Chair – Dr. Mandy Lang
- III. **REVIEW OF PROPOSED AGENCY BUDGET FOR 2024 / APPROVAL REQUIRED - Director of Administration/Board President**
- IV. **HOUSING / WERA/WHH UPDATES – Executive Director**
- V. **DISCUSSION ON WAUSAU OFFICE LOCATION AT THE CPC - Board President**
- VI. **PROGRAM INFORMATION – Director of Weatherization**
  - A. Weatherization -
    1. YTD Production Report

**NEXT MEETING:**

**February 12<sup>th</sup>, 2024 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-10/09/23

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, October 9, 2023, via Zoom as individual Board members and staff logged in from their remote locations. The meeting was called to order at 6:01 pm by President Jennifer Lemmer.

Diane took roll:

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

Minutes: Jennifer Lemmer asked if there were any changes or questions. A motion was made by Steve Robinson to accept the minutes as presented. Second was made by Shane Blaser. Motion carried.

Finance Committee: The finance committee did not meet. Diane reviewed the balance sheet and the Statement of Revenue and Expenses for August. August, September, and October will be presented for approval at the December 4<sup>th</sup> board meeting.

Annual Report: Diane discussed the 2022 Annual Report. 425 homes received weatherization assistance in 2022 and 428 homes received Emergency furnace services. Even though NCCAP does not operate a food pantry, we write the grant that funds 4 food pantries in Marathon County, so NCCAP captures those statistics as well to report to the funder. 105,725 individuals received assistance from area food pantries. In 2024, there will be no grant written for food purchases because Feeding America and local grocery stores have plenty of food to donate as they have the last few years. 18,632 persons received services, information, and/or referrals in 2022.

Community Services Block Grant: Diane discussed the 2024 CSBG application for \$285,200. Without this grant we would not be able to operate our housing programs along with our advocacy and referrals in the communities we serve. Page 4 outlines our anticipated funding for 2024. Page 5 identifies the need in our communities via the 2022 community needs assessment. Affordable housing, employment, and mental health are the top three needs and barriers identified. Pages 6 & 7 list our board members and compliance with the board requirements as outlined in our bylaws. Pages 8 and 9 address our compliance with CSBG requirements regarding use of the CSBG funding received. Page 10 lists the types of programs we have collaborative relationships with. Page 12 shows directly how CSBG funding will be

used in our organization. Motion was made by Laura Valenstein to approve the 2024 CSBG Application. Second was made by Shane Blaser. Motion carried.

Housing Program Updates: Diane briefed the board that NCCAP still has Rapid Rehousing, Homeless Prevention and Permanent Supportive housing programming in place. She also discussed working closely with Marathon County Social Services and the child protective services department with the Family Keys Program. It was originally thought that only four families would be in the program at any point in time, but there are currently 11 families. It has been very successful due to program requirements, case management, and weekly drug testing. TBRA, tenant based rental assistance (operates much like Section 8 programs) is also very helpful for families and individuals getting back on their feet. TBRA is quite successful and has helped the communities we serve.

Conflict of Interest Forms: Diane discussed the annual conflict of interest forms. This is a requirement of our funding sources. It is the way we ensure a Board member, or their spouse are not employed by one of our vendors, or if so, gives us the knowledge to make sure there is not a conflict of interest. The form can be completed and mailed or scanned back to Pam or dropped off at one of our offices. Our Auditors do look for these forms to be in our files, so it is important to return them completed.

Approval of 2023/2024 Weatherization Contract. Motion was made by Steve Robinson to approve the contract, second was made by Peter Rotter. Motion Carried. Tony reported our contract goal thru September was 120 units, actual homes completed were 113. The current deferral rate is 37%.

Jennifer Lemmer declared the meeting adjourned at 6:44 pm.

Next Meeting Date: Our next meeting will be December 4, 2023, via Zoom.