

EXECUTIVE BOARD OF DIRECTORS

REVISED AGENDA

***Via ZOOM ***

Agenda – Monday, February 12, 2024

(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: 5:30 P.M.

- AGENDA:
1. Review YTD expenses
 2. Review and Approve December 2023/January 2024 expenses

6:00 P.M.

AGENDA:

- I. **CALL MEETING TO ORDER -- President**
 - A. Roll Call – **Director of Administration**
 - B. Introduction of Guests-
 - C. Minutes from December 2023 Meeting – **President-Approval needed**
 - D. Membership – Anything from other board members?
 - E. Public Comments
- II. **COMMITTEE REPORTS**
 - A. Executive Committee – Nothing at this time
 - B. Target Group Sector Nominating Committee – Nothing at this time
 - C. Finance Committee— **Finance Chair**
- III. **ANNUAL AUDIT PROCESS-UPDATE ON PRE-AUDIT – Director of Administration**
- IV. **CUSTOMER SERVICE SATISFACTION SURVEYS 2022-Outreach/Housing – Executive Director**
- V. **APPROVAL OF CSBG YEAR-END EXPENDITURE REPORT – Executive Director/President**
- VI. **PROGRAM REPORTS – HOUSING PROGRAMS SERVING THE NEED -Executive Director**
 - A. **United Way- Marathon County**
 - B. **United Way- South Wood County**
 - C. **United Way- Marshfield Area**
 - D. **United Way-Merrill Area**
 - E. **Permanent Supportive Housing - HUD, Rapid Re-housing - DEHCR, Prevention, and WHH COVID Programs**
- VII. **DISCUSSION OF SPACE AT THE WAUSAU OFFICE - President**
- VIII. **WEATHERIZATION INFORMATION – Director of Weatherization**
 - A. Weatherization –
 1. YTD Production Report
- IX. **EXECUTIVE DIRECTOR EVALUATION –Discussion with full Board – President**

NEXT MEETING:

April 8, 2024 via ZOOM at 6:00 PM

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-12/04/23

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, December 4, 2023, via Zoom as individual Board members and staff logged in from their remote locations. The meeting was called to order at 6:00 pm by President Jennifer Lemmer.

Pam took roll:

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

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

Finance Committee: Mandy Lang reported the finance committee met and reviewed the expenses and approved the financial statements. Pam reviewed the Balance sheet and the Statement of Revenue and Expenses for October. Pam discussed the increase in sub-contractor and measure expenses due to an increase in emergency furnace and water referrals. Pam reported our 2023 agency audit is scheduled to start 2/26/24. A motion was made by Steve Osness to approve the financial statements. Second was made by Peter Rotter. Motion carried.

2024 Agency Budget: Pam reviewed the 2024 agency budget. There were large increases in our Weatherization and Americorps grants and a reduction in the amount remaining in our TBRA grant. In addition to an increase in the anticipated amount of emergency furnace referrals the State also added an emergency water referral program during 2023 that will continue in conjunction with our weatherization contract. Pam reported 2 additional contracts that were added in 2023 and will continue into 2024, FHC Rent ready program and the Marathon County Family Keys program. Pam reviewed the anticipated expenses for 2024. Michelle Van Krey asked about the training dollars and Pam and Tony both discussed the separate training budget through the weatherization program. A motion was made

by Steve Robinson to approve the 2024 agency budget. Second was made by Holly Kieper. Motion carried.

Housing/WERA/WHH Program Updates: Diane discussed our housing programs. Prevention, TBRA, and PSH housing programs are full. Our Rapid Rehousing clients are having difficulty finding available housing. There just aren't a lot of one bedrooms available right now.

Our rental assistance funding is completely out in Wausau and Marshfield, Wisconsin Rapids and Merrill have a small amount left. Outreach staff are still seeing clients to provide referrals, budgeting assistance, and screening for Coordinated Entry. CE (Coordinated Entry) allows us to place people on our housing programs lists so when openings do exist, we can fill the openings.

WERA is officially done now, and we are just providing housing stability to clients in the form of referrals and budgeting.

Wisconsin Help for Homeowners is still available and to date the State has paid out on 352 cases on behalf of NCCAP clients in the amount of \$3,328,337. 319 cases have been denied for a number of reasons, most of the time the client fails to send the required documentation to facilitate payment.

Diane reported she made updates to our agency website. Housing was changed to Rental Assistance to prevent people from assuming we could find them housing.

Discussion on Wausau Office Location at the CPC- Jennifer Lemmer discussed her phone calls and meeting with the President and Director of the CPC and one of their Board members which happens to be an attorney. Jennifer invited Diane and she also attended the meeting which was held in her office. Jennifer and Diane discussed issues with confidentiality and safety concerns. Jennifer Lemmer reported remodeling options given to them however they would want us to cover some of the costs, total amount unknown. Jennifer asked the Board to consider these questions- Do you want us to help pay for remodeling costs? Do you want to support Diane in looking for new space? Do you want to form a committee to review options? After much discussion Board members are to email Jennifer by December 15th if they are interested in being a part of a committee. The committee will report back at the February meeting.

Weatherization: Tony reported 64 audits were completed in November and 28 units were completed. We are short about 7 usable audits and 11 completed units to date. The current deferral rate is back up to 50%.

Jennifer Lemmer declared the meeting adjourned at 6:58 pm.

Next Meeting Date: Our next meeting will be February 12, 2024, via Zoom.