



North Central Community Action Program- Board Meeting Minutes-8/8/22

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, August 8, 2022 at the Great Dane in Wausau. The meeting was called to order at 6:00 pm by President Jennifer Lemmer.

Wendy Fischer took roll:

Present	Absent	Staff
Fischer	Yang	Diane
Kieper	West	Pam
Breit	Hebert (ex)	
Robinson	Blaser (ex)	
Valenstein	Osness (ex)	
Rotter		
Nyen		
Sippel		
McGivern		
Lang		
Lemmer		
Ashbeck		

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

Finance Committee: The finance committee met and Pam reviewed the financial statements. Pam reported several ytd expenses are exceeding our projections due to large increases in costs. Example: Weatherization and Emergency furnace contractor costs, fuel costs, and Insurance costs. Pam reviewed the balance sheet and discussed the weatherization inventory and contractor payments in progress and the issues it causes with cash flow. Pam reported the agency used the line of credit for about 10 days and paid \$351.39 in interest. A motion was made by Holly Kieper to approve the financial statements. Second was made by Peter Rotter. Motion carried. Pam reviewed the Financial Procedures manual and the policies we added to the manual. We had all these policies for years they were just always separate. Pam also discussed the addition of the Line of Credit section. Steve Robinson asked about replacing names with job titles. Pam explained some funding sources require a staff name to ensure separation of duties. Pam will review the policy thoroughly before the next review to update names and titles accordingly. Steve Robinson asked about accounts payable invoices and recommended we keep contractor certificates of insurance indefinitely. A motion was made by Steve Robinson to approve the Financial Procedures Manual with changes as discussed. Second was made by Peter Rotter. Motion carried.

Update on Various Housing Programs, Point in Time, and alignment with the Strategic Plan: -Diane reported our top two strategic issues were and still are assisting individuals to be more self-sufficient and being able to maintain services with current staffing.

Our housing programs continue to help those households who have struggled with paying their rent due to a number of crisis related reasons. We work with our many partners in the communities we serve on the educational piece of the financial budgeting component and setting priorities with our clients. We have rent smart and rent ready programs we work with and yet sometimes feel we struggle with moving the needle on getting households to be more self-sufficient. We have made a difference in the lives of many, but have more work to do in this area. As the Community Needs Assessment points out, rising rent costs, transportation issues and costs, and child care options and costs are truly pushing the standard household budget increasingly higher. COVID exacerbated these issues over the last two years.

We were fortunate to be able to help those households who were negatively impacted by COVID with the additional COVID funding for rent and home mortgage assistance and also, we were able to hire two new staff to assist current staff with running those programs. The additional funding addressed the second strategic issue of being able to continue to maintain services with current staff. Again, we were fortunate the funding provided for hiring staff to meet with clients, however the administrative burden of the additional funding was picked up by current fiscal staff.

We are currently running the Wisconsin Emergency Rental Assistance program for renters and the Wisconsin Help for Homeowners program for households with mortgages. These are COVID related programs where people self-attest they have COVID related issues to receive assistance.

In 2022 NCCAP has served 72 households in Lincoln County, 129 households in Marathon County, 310 households in Wood County and 14 households in Rusk, Sawyer, and Taylor counties with WERA (rental/utility assistance).

Since March 7, 2022 we've served a total of 127 households in Lincoln, Marathon, and Wood Counties with Wisconsin Help for Homeowners and have approved payments in the amount of \$590,604.00. Laura Valenstein asked about the average amount per household and Diane explained it varies by household from a smaller amount to a very large amount.

TBRA, Prevention, Rapid Rehousing, and Supportive Housing programs are still serving the needs in our communities. We recently were awarded another renewal of TBRA, (Tenant Based Rental Assistance) to run through June 30, 2024. With all of our housing programs, we do work with our community partners to receive referrals and assist their clients as well as our own.

At our Board meeting in June Diane discussed working with Marathon County Social Services and their new program called Family Keys. It is a program to help those individuals going through the family court system who have made significant steps toward getting their children back. The program was to assist households in obtaining sufficient housing and set goals toward interactive family behavior and household sufficiency. Since then, the Marathon County Board decided to not approve Social Service's application for funding from the State to operate this program. NCCAP is still working with Social Services to assist where our agency can. Fortunately, we do have TBRA, a program that we use to assist families with housing. This is one of the many ways Community Action Agencies work collaboratively in the communities we serve. NCCAP has another meeting scheduled with Social Services this week to see where we are at with working to potentially hire a case manager to assist the Social Services staff further with these families working to get their children back.

Diane reported our bi-annual Point in Time count was conducted on July 27th. This is a nationwide requirement of HUD where all agencies who receive HUD funding must make an effort to find and count all homeless people who are living in the streets or in a place not meant for human habitation. This

count must occur after 11:00 PM and end by 6:00 AM. In Wood and Lincoln County no persons were found. In Marathon County, 33 persons were found. Mandy Lang stated she was surprised Wood County had zero homeless found. Diane explained there were actually 2 people found in separate areas but both claimed they were not homeless. Sue Sippel discussed HUD's definition of homeless and not being able to count those that are couch surfing or just staying with random friends or family.

Agency Wide Risk Assessment: Diane reviewed the Risk Assessment Summary. Diane explained our Community Services Block Grant requires we do an assessment every two years. Not too much has changed since the last one. In 2022, in the financial area, we did establish a business line of credit to be able to help with cash flow issues that arise as our grants are reimbursement in nature and at times, funders can be slow to process reimbursement requests. In the human capital area, agency wages were increased for every position to remain competitive with the other CAP agencies and in the private sector. In the technology area, we recognized now that our world is utilizing technology at a significantly higher rate, we had to put measures in place to protect our data, client data, and information systems. Lastly, we updated the pandemic plan to reflect reduced quarantining time for those with positive COVID tests.

Weatherization Report: Pam reported our contract goal was 476 units, actual homes completed were 436. This is mainly due to the increased cost of materials and labor. The average cost per unit was higher than anticipated, therefore, less homes could be completed. The 2022-2023 contract goal is 425 units at an average cost of \$10,766 per unit. The 2022 Emergency furnace program has completed 246 furnace repairs and 181 furnace replacements to date. The contract technically ends 9/30, however, the actually heating season end date is 5/15.

Board Elections: Jennifer Lemmer asked if there were any nominations for President. Peter Rotter recommended a nominating committee for next year. Mallory McGivern asked if officers would be willing to serve another year. Sue Sippel made a motion to close nominations and cast a unanimous ballot for current officers- Jennifer Lemmer as Board President, Holly Kieper as Vice President, and Wendy Fischer as Secretary/Treasurer. Second was made by Lenore Breit. Motion carried.

Jennifer Lemmer declared the meeting adjourned at 6:52 pm.

Next Meeting Date: Our next meeting will be October 10, 2022, via Zoom.