



North Central Community Action Program- Board Meeting Minutes-10/10/22

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, October 10, 2022 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
Fischer	Yang (ex)	Diane
Kieper	Blaser (ex)	Pam
Lemmer	Lang (ex)	Tony
Robinson	Breit (ex)	
Valenstein	Hebert (ex)	
Rotter		
Nyen		
McGivern		
Ashbeck		
Osness		
West		

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 Laura Valenstein. Motion carried.

Finance Committee: The finance committee met and Pam reviewed the financial statements. Pam reviewed the balance sheet and discussed weatherization units in progress. Pam discussed the Statement of Revenue and expenses and explained the Emergency furnace budget estimate started at \$650,000 and actual expenses exceeded that by \$300,000. Wendy Fischer reported the finance committee approved all reports. A motion was made by Steve Robinson to accept the reports as printed. Second was made by Holly Kieper. Motion carried.

Annual Report: Diane discussed the 2021 Annual Report. 455 homes received weatherization assistance in 2021 and 466 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. 9,573 households received assistance from area food pantries. 21,359 persons received services, information, and/or referrals in 2021.

Community Services Block Grant: Diane discussed the 2023 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 2023. 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. Page 13 describes the programs, projected numbers served. Motion was made by Holly Kieper to approve the 2023 CSBG Application. Second was made by Peter Rotter. Motion carried.

First Right of Refusal- Property with CAP Services: Diane reviewed the Corporate resolution regarding right of first refusal for the River City Village in Wisconsin Rapids. This project was put together by CAP Services using tax credits and they no longer want to manage the project. North Central CAP does not want to purchase and operate the River City Senior Village in Wisconsin Rapids. A motion was made by Jake Nyen to approve the Corporate Resolution. Second was made by Peter Rotter. Motion carried.

Housing Program Updates: Diane discussed the WERA Wisconsin emergency rental assistance program and WHH Wisconsin Help for Homeowner program. Diane reported we have taken 333 applications for WHH, 110 applications were denied because they were not covid related. Approximately \$820,000 has been paid out for property taxes and utilities. Diane also discussed working closely with Social Services child protective services department to assist households with rent thru our Homeless prevention program. This is an excellent example of collaboration in the communities we serve and what community action agencies strive to do. In this example, we are able to save the County some of their funding by entering these households into one of NCCAP's housing programs.

Conflict of Interest Forms: Pam 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 is not employed by one of our vendors, or if so, giving 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.

Weatherization Report: Tony reported our contract goal thru September was 100 units, actual homes completed were 119. The current deferral rate is 54%. Tony also discussed using radio ads for the program as well as putting the weatherization application on our website.

Jennifer Lemmer declared the meeting adjourned at 6:36 pm.

Next Meeting Date: Our next meeting will be December 12, 2022, via Zoom.