



North Central Community Action Program- Board Meeting Minutes-6/13/22

The annual meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, June 13, 2022 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 Holly Kieper.

Pam took roll:

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

Guests: Diane introduced Steve Osness, who is replacing Tim Panfil as a representative of the Lincoln County Board, and Mandy Lang, who is representing Mid State Technical College and has replaced Christina Lorge.

Minutes: Holly Kieper 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 Kim West. Motion carried.

Finance Committee: The finance committee did not meet. Pam reviewed the financial statements. Pam reported ytd expenses were on target. Pam reviewed the balance sheet and discussed the weatherization inventory and contractor payments in progress and the issues it causes with cash flow. A motion was made by Laura Valenstein to approve the financial statements. Second was made by Wendy Fischer. Motion carried. Pam reviewed the 2021 990 report and schedules. Annual revenue increased \$700,433 over 2020 and annual expenses increased \$506,297 over 2020. Net assets increased by \$219,637. Pam reported the 990 is reviewed in advance by our Secretary/Treasurer, Wendy Fischer, for approval and followed by Pam's electronic signature required for the electronic filing. A motion was made by Shane Blaser to approve the 2021 990 report and schedules. Second was made by Sue Sippel. Motion carried.

Line of Credit for Agency: Diane is seeking board approval to be able to sign on behalf of the agency for a line of credit for cash flow purposes. The line would be for up to \$100,000.00 to be able to cash flow our grants. This year we've exhausted our full allocation for Emergency Housing Assistance in Marathon County (funded by the United Way of Marathon County) and it isn't even the end of June. Rents, along with everything else have increased. Those with lower incomes are struggling and it is not COVID related

so those funds can't be used. Most of our grants are generally reimbursement grants so we spend the money and then get reimbursement. The State is not always timely in their reimbursements. Diane explained the line of credit would only be used to cash flow grants as needed. June is generally the month that is difficult to cash flow. A big part of this is because of the Weatherization Program and Pam gave details of the payment process, advance funds, and take back of advanced funds. Pam again discussed the weatherization inventory and contractor payments in progress that we cannot invoice the State for until the entire job is completed. Jake Nyen thought it was an excellent idea and asked about the fees. Diane explained the annual fee should be around \$100 and \$250 to close. The interest rate is estimated to be 4 – 7% but we would only be charged as we used the dollars. Sue Sippel recommended the motion include Prevail Bank. Motion was made by Jake Nyen to authorize Diane to obtain a line of credit at Prevail Bank for \$100,000 to be used as needed. Second was made by Wendy Fischer. Lenore Breit abstained. Motion carried.

Youth Housing Demonstration Project (YHDP): - Diane discussed the continuation of the Youth Housing Demonstration Project. The Coordinated Community Plan was completed and we continue to meet with other partners via zoom monthly and weekly with certain partners via e-mail and phone call. As the YHDP committee has met several times, we have decided that NCCAP will not write a grant for more housing dollars at this time. This is because Coordinated Entry must be used to fill the program with youth and young adults aged 18-24 and our lists are not showing very many have been referred. Only three and they are included in family households. Diane reported we do hear all the time from the Schools that there are homeless youth and while there may be some, most are couch surfing. Even though couch surfing isn't the greatest option for some, we find that other youth really get more family support from their friends parents. In addition, the current housing programs we offer can assist those 18-24 years of age. So right now, it doesn't make sense to write a grant for housing dollars. We are in the process of providing some coordinated entry training to CW Solutions and some Social Services folks so that they can refer the young adults they do see to our lists and to further document the need. Milo, our Street Outreach Specialist, has put together our Youth Advisory Board and the youth on the board also state that most of the youth have places to stay. Milo has also said it difficult to find 16-24 year olds to become part of the Youth Advisory Board. He said they just don't show up to meetings regularly and really aren't sure they want to provide any input. Only two coalitions Statewide have Youth Advisory Boards established and we are one of them. Agencies Statewide are having a difficult time recruiting young adults. The youth board is necessary and a requirement to write for funding from HUD for housing programs specifically to house 18-24 year olds. NCCAP will continue to facilitate the Youth Advisory Board meetings to stay eligible for potential funding in the future. NCCAP will be applying for some supportive services dollars through the Balance of State (our HUD arm) because the Balance of State are seeing that it may be more helpful to connect with young adults in helping them apply for food share, counseling services, help them obtain employment, further their education, help them find housing, etc.

Community Needs Assessment: The format is changed a little bit than in prior years. The why, how, and conclusions of the needs assessment are at the front. Diane also wanted to acknowledge and thank the board, staff, and community partners in helping the agency reach our mission. The statistical data is at the very end of the assessment and will be sent out via e-mail so the board can view the data on-line. It is about 100 pages. The statistics are from the US Census Bureau and the American Community Survey and they get their data the same way we collect ours, by survey and census. In 2020 there was a greater push to get people to complete the census data surveys, but it still relies on people accurately completing the surveys and turning them in. That said, our agency does not totally rely on the Community Needs Assessment to offer the appropriate programs or services. We meet with clients daily, our community partners weekly and monthly as well as the many coalitions we are part of. This coupled with the course of our daily business allows us to capture the information we need to tell us

what our communities need. Motion was made by Lenore Breit to approve the Community Needs Assessment. Second was made by Steve Robinson. Motion carried.

Grants Update:

Steve Frodl, AmeriCorps Program Director, gave an update on our AmeriCorps program. Steve recommended reading the essay about our program on our website. Steve discussed the AmeriCorps mission, host sites, living allowance payments, and community capacity building.

Diane reviewed various housing programs. We are still operating 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. TBRA, Prevention, and Rapid Rehousing programs are still serving the needs in our communities. We will be receiving about \$100,000.00 in Prevention Programming beginning in July, the most ever. We have worked with the Correctional and Justice systems to get folks enrolled right now and we have about 14 households currently searching for housing. Once housing is located, payments will begin. Our PSH program is currently full with 10 participants. Our Mental Health Block Grant is still in full swing as well with Milo currently doing street outreach to connect with people who may or may not have mental health issues in addition to being homeless. Diane recently joined a collaboration with Marathon County government called 'Family Keys'. They wanted NCCAP as a partner to help guide families with needed resources and supports during their time in the program. The program provides housing and case management (paid by a grant from Wisconsin Department of Children and Families. Marathon County wrote this grant to assist in family reunification. We hope once families are able to leave the Family Keys program, NCCAP will be able to assist the families for a few more months to guarantee success in housing and growth in self-sufficiency. In addition, the Department of Health Services reached out to Diane and asked if she would be on a team to score PATH applications (Projects for Assistance in Transition from Homelessness). She's agreed and has committed to be on the team with others around the State.

Weatherization Report: Tony discussed the increased costs of contractors, materials, and fuel. We will spend out our contract but complete less homes because of the increased costs. Tony discussed the number of audits and reported our current deferral rate is 51%. Tony and Diane discussed the Weatherization Contract for 2022-2023. Motion to approve the 2022-2023 contract was made by Steve Robinson. Second was made by Lenore Breit. Motion carried.

Holly Kieper declared the meeting adjourned at 7:06 pm.

Next Meeting Date: Our next meeting will be August 8, 2022, in person, at the Great Dane Pub in Wausau.