

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, May 8, 2017 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 5:44 pm by President Peter Rotter.

Denis took roll:

| Present | Absent | Staff |
|----------|--------------|-------|
| Rotter | Nikolai (ex) | Diane |
| Woller | Mueller | Pam |
| Sippel | | Tony |
| Burgess | | |
| McDonald | | |
| Hass | | |
| Yang | | |
| Rozar | | |
| Cass | | |
| Kieper | | |
| Degner | | |
| Mach | | |
| Robinson | | |

Roll call: Denis Burgess took roll call.

Introduction of Guests: Pam introduced Stephanie Cavadeas, CPA, Senior Auditor, from Wipfli LLC, who is here to present our 2016 audit. Katie Castern, Community Services Block Grant Coordinator for the Wisconsin Department of Children and Families, who is here to provide ROMA (Results Oriented Management & Accountability) training for the Board of Directors.

Minutes: A motion was made by Patsy Woller to approve the April minutes as printed. Second was made by Deb McDonald. Motion carried.

Annual Audit presentation: Stephanie Cavadeas distributed and presented an audit summary report. Stephanie discussed the different sections of our audit report. There were no findings or questioned costs. Stephanie discussed the differences in a low-risk versus not low-risk auditee. NCCAP is a low-risk auditee. Stephanie reviewed how major federal and major state programs are selected. Stephanie reviewed the differences in our Statements of Financial Position, Net Assets, and Statement of Activities from 2015 and 2016. Stephanie also reviewed a comparison between our agency and 11 other agencies of similar size and funding. Motion was made by Donna Rozar to approve the 2016 Audit report. Second was made by Patsy Woller. Motion carried.

ROMA Training: Katie Castern distributed a training packet. Katie reviewed the slides from how CSBG came about, what led to ROMA, and ROMA requirements, including, focus on services and strategic thinking. Katie discussed outcomes vs. outputs and why we need ROMA. The staff and Board of Directors completed an activity on outcomes and outputs. Katie discussed the benefits of ROMA and why showing results is critical. Donna Rozar asked which Department was ultimately responsible for the requirements. Sue Sippel asked about program bench marks. Katie Castern discussed the

Organizational standards and accountability. Denis Burgess asked how funding was determined and Katie explained the numbers and percentages of low income people in your service area.

Yang asked if we monitor what we do and the changes we make. Diane explained we have goals and monitoring and reporting for every program. Sue Sippel explained some programs want you to serve less people with more intensive services. Donna Rozar discussed some of the reasons she sees people are in poverty. Diane asked if there was something we could do as agency to address those reasons. Sue Hass pointed out some times you assist a family and it breaks the cycle of poverty. Peter Rotter gave examples of outcomes that could possibly be worse without assistance. Diane reported a partner agency refused funding because they didn't want to complete the reporting and monitoring. Steve Robinson asked about a central area to assist people. Diane explained the computer software and Coordinated entry required to serve the most in need.

Next Meeting Date: Our next meeting will be July 10, 2017.

Adjourn: Peter Rotter declared the meeting adjourned at 7:06 pm.