

The annual meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, June 14, 2021 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 Vice President Holly Kieper.

Pam took roll:

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

Guests: Stephanie Cavadeas from WIPFLI is going to present our audit report.

Minutes: Holly Kieper asked if there were any changes or questions. Holly Kieper declared the minutes as accepted.

Finance Committee: Wendy Fischer, Secretary/Treasurer, made the recommendation from the Committee to approve the year to date financial statements. Pam reviewed the financial statements. Pam reported our miscellaneous revenue includes pay pal donations from stimulus dollars received by former program recipients.

Annual Audit Approval: Stephanie Cavadeas reviewed a summary of our 2020 audit report. Stephanie discussed additional housing funds such as WRAP and CSBG Covid funds, shortage of PPE, and disruption of normal services and an extension of our weatherization grant. Stephanie reviewed the audited financial statements, explained the footnotes, and discussed major programs. There were no findings or questioned costs and no deficiencies in internal control. Motion was made by Laura Valenstein to approve the 2020 audit report. Second was made by Peter Rotter. Motion carried.

Personnel Policy Update: Diane discussed the Personnel policy review process. To comply with CSBG Organizational standards we are required to have our Personnel policies reviewed by an attorney at least every 5 years. Diane hired Ruder Ware to review our policy. Diane reported most of the changes were to add clear legal terminology to the policy. We tightened the electronic media usage verbiage, added terminology to the Drug and Tobacco free work place under conditions of employment, added the unscheduled absences, and added an acknowledgement form. No employee benefits were added or deleted with any of the changes. Motion was made by Tim Panfil to approve the updated personnel policies as presented. Second was made by Norbert Ashbeck. Motion carried.

Grant update: Diane discussed the new street outreach program and position added. Our street outreach staff person, James, goes out to find homeless people on the street. He provides case management and also works with the Mental Health Block Grant. Steve Robinson asked how we measure success in the grant. Diane explained we measure by number of people and number of services offered which is entered into a software system. Lenore Breit asked if it was possible to collaborate with the Wausau PD liaison. Diane explained we collaborate with the Wausau PD as well as North Central Health Care as they do not have the resources our agency has.

Weatherization Report: Tony reported 49 units were completed in May, 350 total since the beginning of this contract in September. Tony reported our current deferral rate is 45%, which is higher than it was previously. Tony has been asked to participate on a State committee regarding deferrals. Tony reported the admin and financial reviews are completed and we had no issues. Pam discussed the new weatherization contract. The contract period is for 7/1/2021 – 6/30/2022. The total contract is for \$4,649,714. Total units goals are 476 weatherization units and 50 baseload units. Motion was made by Peter Rotter to accept the 2022 weatherization contract. Second was made by Steve Robinson. Motion carried.

Next Meeting Date: Our next meeting will be August 9, 2021 at the Great Dane in Wausau.

Adjourn: Holly Kieper declared the meeting adjourned at 6:42 pm.