



North Central Community Action Program- Board Meeting Minutes-2/17/25

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, February 17, 2025, via zoom as individual staff and Board members logged in from their remote locations. The meeting was called to order at 5:30 pm by President Jennifer Lemmer.

Pam took roll:

Present	Absent	Staff
Conway	Lang (ex)	Diane
Nyen	Breit (ex)	Pam
Valenstein	Dorava (ex)	Tony
Robinson	West (ex)	
Zacher		
Guerrero		
McGivern		
Kieper		
Vorpagel		
Rotter		
Lemmer		
Fischer		

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

Finance Committee: Pam reviewed the statements. Pam discussed ytd expenses versus budget estimates and explained the additional beneficiary dollars received, equipment higher due to weatherization program purchasing four vehicles in October, and a review of the larger program services expenses. Pam reviewed balance sheet items including wx inventory and jobs in progress, pension, and accrued payroll and year end PTO. Christine Vorpagel asked what made up the Other asset amount. Pam explained and reviewed the fixed asset, equipment, and depreciation schedule that was included with the financial statements. Motion was made by Bill Conway to approve the financial statements. Second was made by Steve Robinson. Motion carried.

Annual Audit process: Pam reported the audit preliminary documents were all submitted and most of the final audit documents have been submitted. The remaining documents will be submitted by this Thursday. The auditors have already begun audit selections. The full regular audit is scheduled for next week.

Customer Service Satisfaction Surveys 2024 for Housing programs and Outreach: Diane reported 775 surveys were distributed and 121 surveys were returned. 24% of the time people were very satisfied, 55% felt they were adequately helped, and 21% were not satisfied with the service at all. Most who were not satisfied did not receive rental assistance. When we turn a client down for rental assistance,

we either determine that they are over income (above 150% of the poverty level or a household income of \$15,060 (single) \$31,200 (family of 4) or our housing programs are full or funding is depleted. Many thank us in person as well and do not complete a survey.

Expansion of PSH Program, approved by HUD: Diane reported we applied and have been awarded an expansion of our Permanent Supportive Housing Grant (PSH). Diane wanted extra dollars to hire a case manager to provide counseling to our 10 PSH clients in Marathon County and expand to have one unit in Lincoln County and one unit in Wood County. The program will now serve 12 clients and be able to provide direct counseling services. The new case manager will visit clients every day to extend service. Diane reported she also wrote into the grant dollars to provide outpatient counseling services as well since few of our clients seek in-patient treatment. The majority of our clients have addiction issues with methamphetamines and/or alcohol, but we do have a couple with mental health conditions.

Point in Time Recap: Diane reported we are required to do the homeless count called Point in Time, every January and every July. This January the PIT was conducted on January 22nd and 12 Surveys were completed. 2 Surveys were complete and volunteers spoke to these two individual males. One was in his vehicle where he has been staying for the last month at the Community Partners Campus, the other was found under the bridge near Barker Island. The other 10 surveys were observation only and no communication took place. A total of 15 people were observed in 10 vehicles. All people were found in Marathon County, none were found in Wood or Lincoln Counties. None of these individuals found wanted assistance.

Approval of CSBG Year End Expenditure Report: Diane reviewed Attachment 1. Motion was made by Peter Rotter to approve the CSBG Year-end expenditure report. Second was made by Laura Valenstein. Motion carried.

Personnel Policy Review: Diane asked if everyone received the Personnel Policy copy and explained we are required to review our policy every two years. There were no questions.

Weatherization: Tony reported we have completed 251 units and 28 Baseload jobs in this contract, July through January. Our current deferral rate is 38%. We are 30 units behind our production goals but our inspector was out on medical leave so we should be able to make up the units fairly quickly.

Executive Director evaluation- Jenni Lemmer discussed the questions sent out for Diane's evaluation. Several comments were given to Jenni and she will meet with Diane.

Next Meeting Date: Our next meeting will be April 14, 2025, via Zoom at 5:30 p.m.

Jennifer Lemmer declared the meeting adjourned at 5:58 pm.