



North Central Community Action Program- Board Meeting Minutes-10/13/25

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, October 13, 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 Lenore Breit.

Pam took roll:

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

Minutes: Lenore Breit asked if there were any changes or questions. A motion was made by Steve Robinson to accept the August minutes as presented. Second was made by Joe Dorava. Motion carried.

Approval of August/September expenses: Pam reported the finance committee reviews check registers prior to each meeting. Pam reviewed the financial statements. Pam reported our beneficiary costs will increase due to higher PSH and TBRA funding. Our insurance costs have increased with the higher contractor costs as well as the purchase of two new vehicles and MSM contractor bonding insurance. Motion was made by Steve Robinson to approve the financial statements as presented. Second was made by Matt Zacher. Motion carried. Steve Robinson asked if we received the rest of our CSBG funds. Pam explained we did receive the balance of our contract for 2025 and so far the government shut down has not affected us. If it continues it could affect our cash flow but for now we are in good shape.

Housing Program Updates: Diane reported most of our emergency housing assistance dollars are expended. Marshfield United Way is completely expended, Marathon County United Way, Merrill United Way, and United Way of South Wood & Adams Counties are almost expended. Lenore Breit asked when funding is renewed and Diane explained we receive new funding allocations January 1st. Diane reported outreach staff continue to provide budgeting and referrals to other services.

WHEAP applications: Diane reported the State DEHCR staff are very pleased with the work our staff are doing in Lincoln County. Tony discussed how the program works closely with our weatherization program and reported the staff are doing an excellent job in explaining the weatherization program.

Conflict of Interest Forms: Pam discussed the requirement for all Board members as well as staff to complete the annual conflict of interest forms.

Weatherization: Tony reported we are on target with our contract goals. We have completed 118 units and 23 limited jobs from July 1 thru September 30th and our goal was 117 units. Our deferral rate is currently 52% and once the State is able to process new applications we are hoping the deferral rate will come down. Tony reported Program services for emergency furnace and water heater replacements have started up again as of October 1st.

Next Meeting Date: Our next meeting will be December 8, 2025, via Zoom, 5:30 p.m.

Lenore Breit declared the meeting adjourned at 5:51 pm.