



North Central Community Action Program- Board Meeting Minutes-6/10/24

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, June 10, 2024, 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 President Jennifer Lemmer.

Pam took roll:

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

Guests: Two new Lincoln County board members, Joe Dorava and Christine Vorpagel introduced themselves. Matt Zacher, Wisconsin Rapids Mayor was unable to attend tonight. Mike Webber, partner from Wipfli, introduced himself as well as audit manager Braeden Sucharski.

Wipfli Audit Presentation: Mike Webber, Wipfli Partner, presented the audit summary. Mike reviewed the sections of our audit, our financial statements, and reviewed the breakdown of net assets with and without donor restrictions.

Annual Audit approval: A motion was made by Steve Robinson to accept the audit as presented. Second was made by Joe Dorava. Motion carried.

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

Finance Committee: Pam reviewed the Balance sheet and the Statement of Revenue and Expenses. Pam reviewed the balance sheet expenses – Other liabilities is the amount accrued for the 1st quarter 2024 staff pension. Pam discussed the items that only change at year end such as ROU assets and liabilities, Deferred revenue, and Grant funded equipment. Pam discussed agency cash flow including the weatherization inventory and contractor payments in progress. Pam reported we have drawn down our line of credit today in anticipation of the weatherization costs we will need to cash flow into the new contract. Pam reported the sub contractor and measures expenses are already over 50% of what we

budgeted due to weatherization and emergency furnace contractor expenses. A motion was made by Steve Robinson to approve the financial statements. Second was made by Lenore Breit. Motion carried.

Pam reviewed the agency 990- including the cover page summary of 2023, the 3 largest program service areas, summary of agency policies, board of director information, and revenue and expense breakdowns as well as the balance sheet comparison- all of which matches the agency audit report. A motion was made by Steve Robinson to approve the 990 and give Pam permission to sign and submit the electronic reports. Second was made by Mandy Lang. Motion carried.

Discussion of Board meetings- Time of Day: Jenni Lemmer discussed the possibility of changing our meeting times. Joe Dorava stated the 6:00 meeting conflicts with another meeting he has at 7:00. After discussing a few options Jenni Lemmer suggested everyone think about it and we can discuss it, as well as election of officers, at the August meeting. Diane stated she could send out some options in advance.

Risk Assessment: Diane reported the Risk Assessment report will need to be deferred until the August meeting as our IT contractor wasn't able to meet with Diane to properly assess the agency as a whole.

Housing Program Updates: Diane gave an update on our housing programs. NCCAP is currently operating these housing programs: **Section 8 in Lincoln County**. This program still has some openings as people drop off here and there due to a variety of reasons. **Homeless Prevention Program, Rapid Rehousing, and Tenant Based Rental Assistance** are full at the moment and are operating in all Counties and these programs assist our clients for a longer period of time, anywhere from three months up to 24 months. **Permanent Supportive Housing** is operating only in Marathon County, is also full and supports our clients for 1 to 4 years depending on the individual's circumstances. Our **Emergency Rental assistance** which is a one-time assistance in a one-year period is operating in Lincoln, Wood, and Marathon Counties and we still have funding left in all three counties. Diane will send out a synopsis of each of these programs for a greater understanding since we have several new board members. Wisconsin Help for Homeowners ends on June 30, 2024, for us and many agencies. Diane will send out information on dollars provided to our clients in all Counties served.

Weatherization: Tony reported we have completed 798 audits in this contract and our current deferral rate is 43%. Thru May we have 441 completed units and 45 limited wx units. Our quality assurance reviews have been excellent from the high 90's to 100%.

Next Meeting Date: Jenni Lemmer reminded everyone again about the election of officers at our August meeting. Our next meeting will be August 12, 2024, at the Community Partners Campus in Wausau. 6:00 PM Dinner will be provided.

Jennifer Lemmer declared the meeting adjourned at 6:45 pm.