North Central Community Action Program- Board Meeting Minutes-6/8/26

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, June 8, 2026, via zoom, as individual staff and Board members logged in from their remote locations. The meeting was called to order at 5:32 pm by Vice President Jennifer Lemmer.

Pam took roll:

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

Wipfli Audit Presentation: Vice-President Jennifer Lemmer announced Wipfli was here to present our 2025 Audit report. Pam thanked Mike Webber, Partner and Braeden Sucharski, Manager for being here today. Board members received the final 2025 Audit report and letter from Wipfli in their Board packets. Mike thanked the Board and staff for their hard work. Mike reviewed the Board of Directors Presentation on our audited financial statements. Mike reviewed the summary of auditor's results including major programs tested and required communications. Mike reviewed our statement of financial position, statement of activities, and statement of functional expenses for 2024 and 2025. Mike reviewed the uniform guidance requirements and the difference between being a low risk and not low risk auditee. There were no findings or questioned costs. Jennifer Lemmer thanked Wipfli for their presentation.

2025 Audit approval: A motion was made by Joe Dorava to approve the 2025 audit report as presented. Second was made by Matt Zacher. Motion carried.

Vice-President Jennifer Lemmer asked that we amend the agenda to add approval of the 2025 990 report to the agenda after reviewing expenses. A motion was made by Wendy Fischer to amend the agenda to add approval of the 2025 990 report. Second was made by Holly Kieper. Motion carried.

Minutes: Jennifer Lemmer asked if there were any changes or questions. A motion was made by Joe Dorava to accept the April minutes as presented. Second was made by Michelle Kearns. Motion carried.

Approval of expenses and Financial statements: Pam reviewed the April financial statement of revenue and expenses and balance sheet. Pam discussed calendar year expenses versus grant year expenses. Current year to date expenses are on target and Pam reported we may need to adjust our budget with the addition of the larger weatherization program. Pam will discuss this at the August Board meeting. Motion was made by Steve Robinson to approve the financial statements as presented. Second was made by Joe Dorava. Motion carried.

2025 990 Report and schedules: Pam reviewed the 990 Summary. We have 16 active Board members and we issued 37 W-2's for 2025 (versus 97 with AmeriCorps for 2024). Pam reviewed comparison of Revenue, expenses, assets, and Liabilities with prior year. A motion was made by Steve Robinson to approve the 990 as presented. Second was made by Matt Zacher. Motion carried.

Line of Credit: Diane discussed the need to renew our line of credit and increase the available amount to $500,000. Diane explained we are still waiting for the State's decision on advancing weatherization dollars for the new contract starting July 1st. We are hopeful the State will issue some type of advance even if it is lower than in past years. Pam reported we did not need to draw any of our $300,000 in 2025. We are very good at managing our cash flow, however, with the increase in weatherization funding anticipated to double, we will be looking at carrying double the jobs and contractor payments in progress. A motion was made by Peter Rotter to approve renewing the line of credit and increasing the limit to $500,000. Second was made by Joe Dorava. Motion carried.

Weatherization: Tony reported we are on target with our contract goals. We have completed 415 units from July 1 through May 31st and we have exceeded our baseload unit goals. Our current deferral rate is 50%. We are anticipating completing 40 units in the last month of our contract. Tony discussed the difficulties we have encountered waiting for our contract expansion. We have secured a location for the additional 7 counties so we can start setting our warehouse up but we are still waiting for a contract.

Next Meeting Date: Our next meeting will be in person at the Community Partners Campus in Wausau on August 10, 2026, 6:00 p.m. Vice-President Jennifer Lemmer would like to discuss moving the meeting start time back to 6:00 pm from 5:30 pm.

Jennifer Lemmer declared the meeting adjourned at 6:08 pm.