



## WEST CAP BOARD OF DIRECTORS MEETING

Monday, March 14<sup>th</sup>, 2011  
Country Inn & Suites - Menomonie, WI 54751

**BOARD MEMBERS PRESENT:** Paul Streif, Tom Etmund, Mary Van Norman, Mary Maier-Abel, Donna Cordes, Sheila Stori, Elwin Fedie, Todd Groat, Ben Plunkett, Patrick Milliren, Edna Forrest

**BOARD MEMBERS ABSENT:** Richard Pecha, Dawn Hemm, Sheba Jamison, Phil Verges, Tanya Emery-Denman, Esther Wentz, Kelly Cain, Theresa Russell

**STAFF PRESENT:** Peter Kilde, Lisa Smith, Jessica Rudiger

1. President Paul Streif called the meeting to order at 7:28 p.m. A quorum was present.
2. **Action on the Agenda:** Mr. Streif pointed out the agenda to the Board of Directors.

Todd Groat moved to approve the March 14<sup>th</sup>, 2011 meeting agenda; Tom Etmund seconded. Motion carried.

3. **Action on the Minutes** of February 14th, 2011, Board of Directors Meeting, President Streif asked the Board to review the minutes.

Edna Forrest moved to approve the February 14<sup>th</sup>, 2011 meeting minutes; Donna Cordes seconded. Motion carried.

### 4. Updates

a. **Program Report** – Tom Quinn, Economic Assets Director, reviewed the January Program Report

FIT (Families in Transition) Program – Reviewed all current housing vouchers in use and short and long term housing assistant outcomes in the program for the month of January.

Food Access & Resources – In January we had 260,200 pounds of non-efap food in our pantrys. We had 4245 families access our food pantries, 5940 meals served at food kitchens.

Glenwood Project – We made 2 loans to assist families in the woodlot program and we also had 2 timber sales as well. One repayment of a loan was made in January.

HomeWorks (Community Housing Development and Asset Management) – Tom reviewed all vacancies at all of our properties in the month of January. Excellent vacancy rate at our properties. We had 7 rehab inquires in the month of January.

HomeWorks (Housing Preservation) – 35 units completed in the month of January. 33 were

ARRA funded units. Ken, Director reported in his summary the fatal vehicle accident with one of our trucks involved. No West CAP employee was hurt. The other driver crossed the center line and hit our truck. Newspaper article on the accident was communicated via email by West CAP.

JumpStart – In January we did 2 JumpStart loans with an average savings of \$2000. 4 wholesale, 2 retail sales, and 1 to our Duluth dealership.

Literacy & Skills Enhancement Program – We had one new enrollee in the Skills program and 10 are actively training. Literacy – 2 new enrollees with a total to 14 participants. We are working with 3 participants in the Pierce Co jail. Erika Zillmer has been hired  $\frac{1}{2}$  time to assist in the Skills program.

Local Foods Program – We participated in 4 local food planning meetings in January. Winter Farmers market continued in January and now we are planning for the summer farmers market. Tom passed around information on the Rice Lake Food Summit being held month of March.

**b. Financial Report** – Lisa Smith, Finance Director

Lisa reviewed the January finance report with the Board and explained all the noted items. The current line of credit is at \$78,454 and outstanding checks are \$168,948. Cash/Deposit in transit stands at \$27,824. Accounts payable are \$202,129 with Grants receivable at \$74,498 (which does not include February invoicing).

Patrick Milliren moved to approve the Finance report and Elwin Fedie seconded. Motion carried.

**c. Executive Director's Report** – Peter Kilde, Executive Director

Peter would like to acknowledge the passing of Cliff Grohn, a long time, dedicated board member who passed away in February. He passed around a thank you letter from his widow and a copy of Cliff's obituary. Peter shared that he spent the past week in Washington D.C. and would like to touch on some of the current issues occurring on a federal level. One of key funding sources we are currently tracking is the Community Services Block Grant. This core funding that provides support for all of our programs and helps West CAP operate these programs through one integrated agency. The current federal government is managing on a continuing resolution through March 18<sup>th</sup>. The expectation is that there will be another short term continuing resolution with some additional cuts. Peter met with Ron Kind and Sean Duffy in our districts in Washington D.C. Ron Kind supports our organization and is willing to sign a dear colleague letter. Peter had a good meeting with congressmen Duffy as well. Earlier in the year Peter attended a town meeting hosted by the congressman in Amery. Mr. Duffy was supportive of our local, private non-profit, support to low income families in our area. The President proposed cutting CSBG in half and putting this up for competitive bid. Peter believes this is a winnable fight, but will be won only if we work hard. They are less interested in hearing from staff, but rather from board members, community, etc... We are making some progress in the NSP program. Currently completed 2 units and people are seeing significant energy savings in the work done on our units. In our weatherization program we have experienced several budget changes with this current contract. We are preparing for a production ramp down of the program this summer. The Colfax Nursing Home signed an

extension to their offer of purchase on our land. Homestead II is moving forward. They had a meeting with the developer that went very well and we were able to maintain our developer fee. The Pinkerton Group would like to work with us in future housing development projects. The Phillips, WI, property counter offer was accepted. Peter shared photos of the facility with the board. We contacted the weatherization program in this service area to perform these services on this facility. Peter encouraged the Board to please attend the March 24<sup>th</sup> Board & Staff Retreat in Menomonie. Our State Association WISCAP Director, Dick Schlimm, is retiring this spring. The National Community Action Foundation annually recognizing two community action leaders and this year Dick was selected as the only honoree. Peter shared that Community Action Partnership had initially provided him with a budget of \$5000 to work on the topic of resource depletion and NCAF recently raised the amount to \$10,000. Peter stated he would try to keep everyone up to date on all of the local, state and national activities surrounding Community Services Block Grant and other West CAP related funding.

**d. Committee Report:** Finance Committee – Mary Maier-Abel, Chair, shared that the committee reviewed the 2<sup>nd</sup> quarter report. Mary shared that Lisa, Finance Director presented the committee with 3 different loan options with Bremer for the Phillips, WI property for rehab projects. The committee recommended to the board the option of a 5 year balloon, 4.79% interest with 25 year amortization.

Sheila Stori made a motion to accept the recommendation of the Finance Committee; Larry Jepsen seconded. Motion carried.

**e. No Judicare report.**

**5. New Business:**

**a. Grants and Planning**

- 1) Grant Tracker - Jessica Rudiger, Human Resource Manager, reviewed the 2010 Grant Tracker and noted that we received \$423,500 from HOME for the Phillips, WI property. This amount is more than what is noted on the “applied total” based on additional admin funds. On the 2011 Grant Tracker we received \$5000 from the Community Foundation of Dunn County.
- 2) Grant Applications – Jessica reviewed 2 grants that were submitted:
  1. United Way of Rice Lake for housing assistance - \$5,000
  2. ESG/HPP/THP for housing assistance - \$371,470

Patrick Milliren made a motion to approve submitted grant applications; Mary Maier-Abel seconded. Motion carried.

**b. Borrowing Resolution** - Peter presented a borrowing resolution to establish a loan to cover the energy efficient project costs on NSP funded properties. It is a 5 year balloon, 4.79% interest with 25 year amortization. The loan will be secured using the E4043 550<sup>th</sup> Ave., Menomonie and 251 ½ Magnolia Dr., Glenwood City, properties. The Board of Directors authorizes Peter Kilde as the authorized signor for the note.

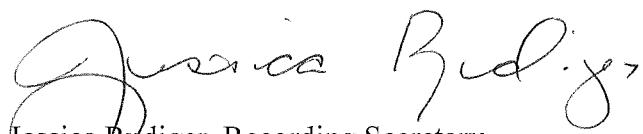
Larry Jepsen made a motion to approve the borrowing resolution; Ben Plunkett seconded. Motion carried.

**c. Other New Business:**

President Paul Streif wanted to remind the Board of the Menomonie Winter Farmers Market and to attend the Board & Staff Retreat coming up on March 24<sup>th</sup>.

6. President Streif announced the meeting adjourned by unanimous consent at 8:51 p.m.

Respectfully Submitted by



Jessica Rüdiger, Recording Secretary  
For Todd Groat, Board Secretary