

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, December 10, 2018 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 6:00 pm by President Donna Rozar.

Guests: Introductions were made around the table.

Pam took roll:

Present	Absent	Staff
Rozar	Hass (ex)	Diane
Ashbeck	Breit (ex)	Pam
Robinson	Clark (ex)	
McDonald		
Degner		
Rotter		
Kieper		
Merwin		
Panfil		
Yang		
Sippel		
Lemmer		
Fischer		

Minutes: Donna Rozar asked if there were any questions or changes. Donna Rozar declared the October minutes as accepted.

Membership: Donna reported Brian Mach retired from the Board of Directors.

Target Group Sector Nomination Committee: Holly Kieper reported the committee reviewed and approved signatures for Jennifer Lemmer and Wendy Fischer. Motion was made by Holly Kieper from the committee to approve Jennifer Lemmer and Wendy Fischer as Board members representing the low income sector. Motion carried.

Finance Committee: Donna Rozar reported the committee had only 2 members present and decided to approve the financial statements and 2019 budget with the full Board. Pam distributed copies of the reports. Pam reviewed the Balance sheet and Statement of revenue and expenses. Pam discussed the note payable from the City of Marshfield used to replace the roof at Capistray Town Homes. Our last payment is in January, 2019. Motion was made by Peter Rotter to approve the October, 2018 financial statements. Second was made by Steve Robinson. Motion carried.

Election of Secretary/Treasurer: Donna reported we need to elect a new Secretary/Treasurer as well as still needing one more volunteer to participate on the Finance Committee. Jennifer Lemmer volunteered for the Secretary/Treasurer position. Motion was made by Peter Rotter to elect Jennifer Lemmer for Secretary/Treasurer. Second was made by Steve Robinson. Norbert Ashbeck made a motion to close nominations and cast a unanimous ballot for Jennifer Lemmer for Secretary/Treasurer. Second was made by Deb McDonald. Motion carried.

2019 Agency Budget: Pam distributed copies of the 2019 agency budget. Pam reviewed the 2019 agency budget. The budget includes a 3% cost of living wage increase and a 7% pension deposit. Pam discussed the budget changes affected by adding 4 counties to our weatherization program, including additional staff, space, utilities, telephone, supplies, tools & equipment, travel, fuel, vehicle costs, and contractor and material operation costs. Motion was made by Steve Robinson to approve the 2019 budget. Second was made by Norbert Ashbeck. Motion carried.

Conflict of Interest Policy: Pam discussed the annual conflict of interest form and collected those that were completed.

Executive Director Evaluation Process: Donna discussed the evaluation form. Board members are to complete the form and send it to Donna if they haven't already completed it. Donna will review the evaluation and compensation at the February meeting. Sue Sippel asked why the compensation wasn't determined with the budget. Donna stated maybe they could change it going forward. Pam explained Diane was hired in December and officially started in January so the first evaluation wasn't completed until after her first 12 months.

Marathon County Funding in the Future: Diane and Yee Yang discussed their meeting at the Marathon County Board. Diane explained we would receive the same funding allocation for 2019, 75% of our allocation for 2020, 50% of our current funding for 2021, 25% for 2022, and nothing after 2022. Yee Yang reported the State lowered property tax rates and Marathon County is short over 1 million dollars in their budget. Diane reported Marathon County is cutting out \$143,000 of funding to non-profits from their budget of over 43 million.

Weatherization Report: Pam distributed the November weatherization production report. 88 audits were completed in November and 49 (56%) were deferrals. 39 units were completed in November as well as 16 baseload units. YTD July thru November we have completed 162 units and 69 baseload units.

Next Meeting Date: Our next meeting will be February 11, 2019. The United Way office is booked so we will meet at The Great Dane restaurant.

Adjourn: Donna Rozar declared the meeting adjourned at 6:52 pm.