

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, April 12, 2021 via Zoom as individual Board members and staff logged in from their remote locations. The meeting was called to order at 6:02 pm by Vice President Holly Kieper.

Pam took roll:

Present	Absent	Staff
Kieper	Lemmer (ex)	Diane
Breit	McGivern (ex)	Pam
Robinson	Yang	Tony
Panfil		
Rotter		
Nyen		
Ashbeck		
Fischer		
Sippel		
Lorge		
West		
Blaser		
Valenstein		
Hebert		

Guests: Diane introduced Kassidy Farrey, Communications and Outreach Manager, from WISCAP. Kassidy will be providing the ROMA training for the Board of Directors.

Minutes: Holly Kieper asked if there were any changes or questions. Motion was made by Norbert Ashbeck to approve the minutes as presented. Second was made by Tim Panfil. Motion carried.

Finance Committee: Wendy Fischer, Secretary/Treasurer, made the recommendation from the Committee to approve the year to date financial statements. Pam reviewed the financial statements. Pam reported Wipfli should have our audit ready to be presented at our June meeting.

ROMA Training: Kassidy Farrey provided ROMA training for the Board of Directors. Kassidy explained she is a certified Roma trainer and has taken the 8 hour training and condensed it into a 15 minute overview for Board of Directors. Kassidy discussed the national goals and the ROMA cycle including Assessment, Planning, Implementation, Achievement of results, and Evaluation. Kassidy discussed the use of the outcome matrix.

CSBG Monitoring Results: Diane reported Anna Sainsbury could not attend tonight but may attend our June meeting. Diane discussed the CSBG monitoring process and the use of ROMA reporting in our program. Diane listed examples of some of the submittals and requests we had to submit such as Civil Rights/Affirmative Action compliance, Financial statements and audit reports, By-laws, Personnel policy, Financial procedures manual, Strategic plan, risk management, agency 990 report, cost allocation plan, CSBG staff timesheets, and our Board orientation manual. Diane reported this comprehensive monitoring is normally conducted every 3 years.

CSBG Annual Report: Diane reviewed Attachment 1. Diane discussed the program categories as well as how we establish the annual goals and calculate the total number of individuals served. Motion was

made by Steve Robinson to approve the CSBG Annual report as presented. Second was made by Peter Rotter. Motion carried.

Weatherization Report: Tony reported 44 units were completed in March, 271 total since the beginning of this contract in September. Tony reported our current deferral rate is 42%, which is higher than it was but not anything to be concerned about.

Next Meeting Date: Our next meeting will be June 14, 2021 via Zoom Meeting.

Adjourn: Holly Kieper declared the meeting adjourned at 6:45 pm.