



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

**Meeting Date:** December 17, 2025

**Place:** CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

**Present:** Scott Pease, Joy Casperson, Laura Reichoff, Neil Shortreed, Liz Miller, Donna Maly, Donna Auchue, John McGinley, Dave Singer, Charlie Krupa, David Bauman, Gaile Burchill (via Zoom), and Ross Curry

**Excused Absence:** Sandy Wormet

**Unexcused Absence:** None

**Staff Present:** Sue Eck, Jeff Housker, Jim Dahlke, Jacob Johnson, Ashley Torres, Kelly Hess, Fred Hebert, and Donna Lynch

**Guests Present:** None

### Opening

1. Donna Maly called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken with 13 members present.

Staff present included Sue Eck, Jeff Housker, Jim Dahlke, Jacob Johnson, Kelly Hess, and Ashley Torres.

Motion passed by unanimous vote to adopt the December 17, 2025 meeting agenda. Passed unanimously. **MOTION CARRIED.**

Motion passed by unanimous vote to approve the October 22, 2025 meeting minutes. Passed unanimously. **MOTION CARRIED.**

2. **President's Comments**

Donna Maly updated board members on recent travel and hopes for things to settle down for the upcoming holidays. She talked briefly about leadership changes possibly coming in the new year for the organization.

3. **Executive Director's Report**

A short video reflecting the meaning of the holiday season was shared. Fred expressed thanks and sincere gratitude to the board and managers for their time and support of him and the agency. He has not picked out an official retirement date yet, but will keep us informed. Agency highlights in 2025 included the loss of former Board President, John Earl; we had a great year financially and plan to continue that in 2026; we

had a change of agency insurance providers for liability coverage; receipt of the Governor's Award for our Youth Program, and we await word on funding for a few programs, especially the Homeless Program. He provided an update on the Beaver Dam shelter houses with interest expressed from a person to rent one for use as a Woman's Shelter, and the other house we discussed putting on the market. He mentioned the possibility of one additional board meeting earlier in the year and no board meeting in December; June would remain the annual board meeting with the WIPFLI audit presentation and officer elections. The Mauston Senior Village transfer is due to take place at the end of the year; he provided detail of our involvement in the project to date. Fred updated the board on our upcoming All-Staff Christmas Gathering. He mentioned the 2023 board directive recognizing him with display of his name on the building which took place this year, along with a stone and plaque near the front door. He expressed sincere thanks and gratitude for this great honor.

4. **Budget & Finance Report**

Jim Dahlke presented the Budget and Finance Report. Board members were presented with a summary of board costs for 2025 for their review. The Statement of Revenues and Expenses for period ending September 30, 2025 reflected total revenues in the amount of \$7,329,378 and expenses in the amount of \$7,192,316. Unrestricted net assets reflected the amount of \$349,999. The Balance Sheet for period ending September 30, 2025 reflected total liabilities and net assets in the amount of \$17,939,852. Total cash and cash equivalents reflected the amount of \$2,431,953. Motion passed by unanimous vote to approve the Finance Report with thanks to Jim. Passed unanimously. **MOTION CARRIED.**

\*\*\*\*\*BREAK\*\*\*\*\*

5. **Committee Reports**

**Program Reports:**

- a. **Rep Payee/Specialty Programs**
- b. **Weatherization**
- c. **Economic Stability/Specialty Programs**
- e. **Homeless**

Sue Eck's report on the Rep Payee/Specialty Program Unit reflected 103 current and five potential Rep Payees, 16 Fiduciaries, one trust, and one Guardianship. The Small Skills Program has limited funding but we are still able to work with CNA's and get their schooling fully funded. The Nursing Program is ramping up again with funding ending in June of 2026. Our Food Pantry numbers have almost doubled in some pantries. Food from the USDA has dropped dramatically and almost no

protein provided most months. The pantries have recently been the beneficiary of some generous and high-quality donations which have increased their ability to support their communities. This is particularly true in Adams County, where the donations have been very steady. We have also been the recipient of many food drives and fundraisers. Wisconsin River Meats made a large donation of venison to the Adams Pantry. A Ho Chunk representative came to our "Business After Five" event and afterwards donated \$5,000 to the Adams and Wisconsin Dells pantries. Bobbers did their "Music for Meals" event on November 30<sup>th</sup>; last year this event generated \$11,203. We were able to supply every one of our food pantry patrons a turkey with all the fixings this year. The Lions Club donated once again and Wilderness Resort dropped off 80 fully packaged Thanksgiving dinners with a very large turkey. Stockbox numbers are still at 270 which is the allowed amount; Adams Food Pantry alone is doing 200 and we remain on a wait list to increase the number of overall boxes. This season has brought on significant difficulties for our pantries and volunteers due to increased demand and limited resources. Despite all of this our coordinators and volunteers have worked incredibly hard and tirelessly to make sure that every family in need received food. Their commitment has been crucial in maintaining support for the communities during this turbulent time and without all of them we would not be able to fulfill our mission.

Chris Utley's report on the Weatherization Unit reflected that they are currently at 117% of their planned expenditures for the year and 140% of their planned unit completions, so they are on track for another successful contract year. The State conducted on-site Quality Assurance inspections on eight completed units in November and will do eight more in early December; additionally, State staff will be coming to our agency in mid-December for in-progress field inspections. Quality Assurance inspections are rated on a percentage basis with 100% being the highest score. The cumulative score for the eight completed jobs that were reviewed by the State's independent QA contractor for our agency was 99%. Chris is very proud of our auditors, crews, sub-contractors, final inspectors and Quality Control inspectors, as well as all the office staff that do the outreach, customer contacts, and reporting that make this program a success. The high level of quality work results in energy efficiency and cost savings for our customers. This is reflected in annual Energy Savings studies published by the State reflecting CWCAC leading the State in every category of energy savings for as many years as the study has been done. Another aspect of the program that is worth noting is the very high level of customer satisfaction that is expressed by our customers at the completion of the work. We have surveyed customers at the completion of jobs for many years and the level of satisfaction is outstanding and a direct result of how our staff treat our customers. Although the government shutdown ended on November 19<sup>th</sup>, the State has not extracted any new Energy Assistance applications. The State has not received the LIHEAP (Energy Assistance awards) from the federal government and is not expecting to receive them until the end of November. Then the State will

process the applications and provide monetary awards to the fuel vendors. In a normal year, this can take several weeks to process. We may be looking at the end of the year before we see any new extractions from which we select weatherization customers. These new applications are very important to us, as they are our perspective client database. We are unable to see any new Energy Assistance applicants that have applied since October 1<sup>st</sup>. We depend on these applications, especially at this time of year as we have exhausted the applications that were approved prior to October 1<sup>st</sup>.

Kelly Hess' report on Economic Stability/Specialty Programs report reflected Fundraising highlights including \$1,296 raised to date and outstanding engagement and generosity from staff and spouses. Two events held included Harvesting Connections on November 6<sup>th</sup> and a Culver's Share Night on December 2<sup>nd</sup> with Culvers donating 15% of all sales to CWAC during the event. PayPal donations received to date include Adams Food Pantry-\$1,779.54, Beaver Dam Food Pantry-\$301.43, Dells Food Pantry-\$100, New Beginnings Shelter-\$676.03, General Programs-\$678.35, and Fundraising/General-\$100. We received \$8,000 from the J.P. Morgan Donor Advised Fund (National Philanthropic Trust) with funding supporting the launch of the Silver Ride Pilot Program providing transportation for seniors and individuals with disabilities (non-employment-based transportation). Total 2025 revenue through December for the Wheels 2 Work Program reflected the amount of \$47,506 which includes payments, admin fees, late fees, repair payments, and UCC lien fees. The Prosperity Task Force completed six months of meetings focused on a pilot program for Unpaid Adult Caregivers. The Economic Security Project has expressed interest in supporting this work again in 2026.

Jacob Johnson's Homeless Unit Report included information on each of the Homeless Unit Programs. The Project Chance Rapid Re-Housing Program currently has 17 active households and we are contracted for 17. The Tenant Based Rental Assistance Program currently has 39 active households and we are contracted for 33; the extra clients being served will be rolled into next year's contract. The Tenant Based Rental Assistance (TBRA) grant was awarded in the amount of \$309,100. The HOME American Rescue Plan currently has five vouchers out with clients and four currently housed. This grant in the amount of \$250,000 assists with security deposits and rental assistance for eight households at risk for homelessness. Baraboo United Fund monies were spent and we applied for additional. They received the Wisconsin Dells United Fund monies in the amount of \$4,000 to assist with rent, utilities, motel vouchers, and transportation. Adams County United Way Funding was spent out, however more will be awarded in 2026. National Exchange Bank Crisis Funding is still available to assist clients in Columbia and Dodge Counties with rent, utilities, car repairs, motels, and medical. Scott Construction funding is still available to assist youth and adults for emergency rental assistance or motels. We have scattered site housing

through The Next Door Rapid Rehousing Program with eight currently housed; we are contracted for 10 with nine housed and one voucher out with a client looking for housing. In the new Notice of Funding Opportunity grant application, funds have been cut for Project Chance Rapid Rehousing and our Youth Programs and only 30% of projects in the application can be for permanent housing. By eliminating Permanent Supportive Housing and Rapid Rehousing, the State of Wisconsin would immediately return 2,772 people back to the streets. They are moving toward more Transitional Housing and one requirement would be to have an AODA/Mental Health Therapist on site and access to 24/7 detox. We are getting new information weekly and hopefully will have more clear updates soon.

6. **Unfinished Business**

Motion passed by unanimous vote approving the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2025 Client Data System & Demographic Results Report as presented. This report reflects compliance with National Organization Standard 9.3 providing an analysis of the Agency's outcomes and any operational strategic program adjustments and improvements identified as necessary." Passed unanimously. **MOTION CARRIED.**

Motion passed by unanimous vote approving the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2025 Client Satisfaction Survey Results Report as presented. This report reflects compliance with National Organizational Standard 1.3 providing an analysis of feedback from our clients regarding our services." Passed unanimously. **MOTION CARRIED.**

7. **New Business**

Motion passed by unanimous vote approving the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves buying out the BMO mortgage that CAP Services has for Mauston Senior Village in the amount of \$88,380.79 as we will assume ownership of the property by the end of 2025." Passed unanimously. **MOTION CARRIED.**

Motion passed by unanimous vote approving the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves Executive, Personnel, Finance, & Audit Committee recommendation of keeping board member meeting reimbursements at \$60 per meeting and increasing mileage reimbursements in 2026 to the federal mileage rate. This will be effective for our Low-Income and Special Interest Group board representatives." Passed unanimously. **MOTION CARRIED.**

8. **Next Meeting**

Wednesday, February 25, 2026 @ 10:00 a.m.

9. **Adjourn**

Motion passed by unanimous vote to adjourn the meeting. Passed unanimously. **MOTION CARRIED.**

*Signed by:*

  
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*Fred Hebert, Executive Director*

*December 18, 2025*  
\_\_\_\_\_  
*Date*