



WEST CAP BOARD OF DIRECTORS MEETING

Monday, June 8, 2026

6:15 PM

BOARD MEMBERS PRESENT IN PERSON: Phil Verges, Greg Tellijohn, Pam Kohnen, Vaughn Hedlund, Sandy Wright, Randy Dean, Andrew Winkler, Amy Johnson, Tammy Kincaid, Aliesha Crowe, Dennis Jenkins, and Alice Moris

BOARD MEMBERS PRESENT VIRTUALLY: Dawn Christie, Angie McIlquham, Anne Claflin, and Heidi Roettger

BOARD MEMBERS ABSENT: Tara Robinson, Jessica Thomason, Jodie Anderson, Nina Eisold, and Kwase Golliday

STAFF/GUEST PRESENT: Tim Mather, Lisa Smith, Jessica Rudiger, Kristen Curvello, and Cathy Mianecki.

BOARD TRAINING: Community Voices, Community Action event was held prior to meeting in lieu of training

Business Meeting

1. **Call To Order:** President Vaughn Hedlund called the meeting to order at 6:15 P.M.
2. **Action on the Agenda:** President Hedlund asked Board members to review the agenda.

Phil Verges made a motion to accept the agenda; Sandy Wright seconded. Motion carried.

3. **Action on the Minutes:** President Hedlund asked Board members to review the minutes from the May 11, 2026, West CAP Board of Directors Meeting.

Pam Kohnen made a motion to accept the minutes; Greg Tellijohn seconded. Motion carried.

4. Updates

- a. **Program Highlights** – Tim Mather, Executive Director, provided information from the ROMA report.

HIP has been working hard at mitigating damages to rental units and negotiating with landlord to be sure we are getting security deposits back. The new Youth Homeless Demonstration Project System Navigator role we started in February is working with youth aging out of foster care, especially with May being graduation month. Working with Workforce Resource on wraparound services has sparked interest in Glenwood Commons Student Housing in Rice Lake for housing and continued education. Christy Bowers was voted again as the chair for the local homeless coalition for West Central Wisconsin. Tim also shared some photos of the HIP team supporting Mission Restoring Hope in Wheeler to organize their store.

Core team, who field all of the incoming calls for the agency, had a spike in April nearly doubling calls due to the end of the heating moratorium.

JumpStart opened up on May 14th and is already working on 4 applications and 2 approved shopping for vehicles.

Nursing Skills is wrapping up this month. Since July 2022, there have been 41 participants, 26 completing their training, increasing their hourly wages on average by \$17/hour, or about \$38,000 annually.

Melissa noted in the Food Access & Resources report that she is paying close attention to the Food Share policy changes. While we do not administer Food Share, the federal program has increased working requirements and narrowed refugee eligibility, as this can affect the demand on local food pantries. She also shared a picture of beef purchased with Farm to Family funding, and another of the local Stamp Out Hunger postal carrier food drive.

Housing Stability has helped 53 households through May with Rapid Response funds, issuing around \$110,000 in short-term assistance. We have also contracted with the Foundation for Rural Housing in Madison to help provide up to \$4,000 in mortgage assistance and property tax assistance with funding to support up to 12 households.

Tim shared a photo of our new WZN staff person, Kent Schutts. Currently recruiting for Master Electrician. In April we had 20 houses that were weatherized and 8 emergency heating system replacements.

Our Asset Management portfolio is currently at 82% occupied – goal is 90%.

Tim shared a photo of Tammy, Dunn County Housing Authority Coordinator, accepting a check from the Community Foundation of Dunn County.

The Family Self Sufficiency (FSS) program, which is a function of the Housing Choice Voucher (HCV) programs, is available to voucher holders. Typically, if their income increases, the amount of rent that they owe would also increase, and the value of the voucher decreases. Households that enroll in FSS, this income increase is put into an escrow account which slowly grows over time. We just had a DCHA participant graduate after four years on the program with almost \$30,000 in her account.

HCV waiting list for Pierce, Polk, and St. Croix counties is still closed with 747 households on that list.

EA completed 8,272 applications so far this heating season, which is 93% of their goal. They are working on cleaning up open applications which can still be processed. Beginning next season we will be responsible for processing all online applications as well, which will add about 4,000 applications, so they will be hiring.

- b. Financial Report** – Lisa Smith, Chief Financial Officer, provided the financial report included in the board packet and overview of the current financial information through April 2026.

Budget adjustments have been made since our last meeting. We received additional Energy Assistance funding of \$125,000, partly due to taking on Ashland County and additional online application processing.

Three programs that are over budget include Asset Management, Housing Development, and Admin.

The property development is due to the agreement with the development company where they oversee the management of the properties we have developed and although we didn't budget for this we also didn't budget for the amount we received related to this which was \$93,000.

Admin is over budget due to the 60th Anniversary event, we didn't budget for the costs of the event, but overall it generated \$7,050 net for the food pantry. Other contributing item to the admin overage is the monthly bank fees are trending higher than anticipated and Lisa is in conversation with Associated Bank to discuss lowering these.

Asset management to date this fiscal year has a negative \$175,000 cash impact. Glenwood Commons Student Housing is 52% of this. Tim and Sam have talked about trying to house YHDP students or those aging out of foster care. There is also another entity that is interested in looking at the property to see if it could meet their transitional house needs, so maybe more to come on this. Heritage House in Phillips has also had a negative impact due to the lightning strike and elevator insurance claim that we are still trying to get resolved. St. Croix Falls has had some higher dollar turnover costs, a couple vacancies, and higher bad debt, which means less cash. Cedar Meadows had some new renovations earlier this year.

Weatherization will possibly not be able to spend some of their contract due to the housing mix and parameters around the DOE bill money and how we can spend that. Our Master Electrician leaving has created issues closing jobs, so we are working with a contractor that can help us until we hire someone.

Lisa has been reaching out to a few banks to get quotes on CD's and money market accounts that don't have risk involved with them, as well as additional sweep accounts to get a higher interest rate. A sweep account is when banks at night sweep out your money to other banks keeping you under the federal insured rate on your cash, so you can sweep out that money, plus you get a higher combined average interest rate.

Santa Clara, we are still receiving some additional bills as well as have some questions around HUD's final reporting requirements, so we are not done calculating the overall impact. We hope to provide some detailed information on this next meeting.

- c. **Executive Director's Report** – Tim Mather, Executive Director, talked about our first “Community Conversation” presentation and our first board meeting at a county location. He would like to do this maybe twice a year.

The Stageline housing project - footings have been poured. This is a 38-unit development with 8 units designated for homeless. Tim shared some pictures of what it looks like currently.

Somerset project was denied by WHEDA. They underestimated the value of the tax credit equity in the project and was essentially due to a rounding error. They appealed to WHEDA; however it was denied. Gerrard plans to resubmit it in December along with another project possibly.

Tim participated in a housing task force in Eau Claire. He was on a panel of experts to discuss issues surrounding housing availability and affordability.

Tim also participated in Chippewa Valley Partnership Summit last Friday in Chippewa Falls put on by UW Extension. There were 75 participants. Representative Dave Armstrong from Barron district was there. Tim met with keynote speaker, Dr. Sarah Halpern-Meekin from the Institute for Research on Poverty at UW-Madison.

Tim was appointed to Impact 7 Board of Directors in Rice Lake.

Tim reported that Operations Team reviewed the last Risk Assessment in May and is continuing to make good progress on outstanding items. The next Risk Assessment will be done in February 2027.

Funding seems to be ok right now with no significant direct cuts

Tim welcomed all the new board members and gave sincere gratitude to Vaughn for his leadership, mentorship, and friendship to West CAP over the years.

5. Committee Reports:

- a. **Executive/Board Affairs:** Vaughn Hedlund shared that they met on June 3rd. The Ad Hoc committee, Amy Johnson and Kwase Golliday, made a recommendation to the committee on officer appointments. Approval from the full Board will be under New Business.

They reviewed board membership and we currently have 100% of the positions filled.

The August board meeting will be a picnic at Glen Hills Park.

No regular meeting in July. New Board member orientation will be held on July 13th.

- b. **Finance Committee:** no report

- c. **Program Committee:** no report

6. New Business:

- a. Grant Tracker Review and Grant Applications:** Tim Mather shared grant decisions since the last board meeting.

New Applications for Approval: Samantha applied to UW St. Croix & Red Cedar Valley Otto Bremer Trust Fund for \$75,000 to support housing programs that support people with physical/cognitive disabilities.

Amy Johnson made a motion to approve the Request for Approval funding request and Grant Tracker; Phil Verges seconded. Motion approved.

- b. Other New Business:** Election of Officers for all positions.

Amy Johnson shared the nominations for officer positions; President - Greg Tellijohn, Vice President - Phil Verges, Treasurer - Pam Kohnen, and Secretary - Angie McIlquham.

President Hedlund opened the floor for other nominations, for which there were none. Randy Dean made a motion to close the Officer position nominations; Amy Johnson seconded. Motion approved.

Amy Johnson made a motion to approve the Officer positions as nominated; Tammy Kincaid seconded. Motion approved.

- 7. Executive Session:** None.

- 8. Announcements:** Phil recognized Vaughn and Kwase for their hard work and service in their officer positions.

- 9. Adjournment:** President Vaughn Hedlund adjourned the meeting at 7:17 P.M.

Respectfully Submitted by Kristen Curvello
Recording Secretary for Kwase Golliday, Board Secretary

