

## EXECUTIVE COMMITTEE MEETING

5:30 PM Thursday, February 9, 2023

J.P. Coughlin Center

## MEETING MINUTES

### **PRESENT**

Connie Anderson, Jay Myrechuck, Joe Gonyo, Paulette Feld, Shawn Ross, Donna Blend, S Joyann Repp

### **STAFF**

Tanya Marcoe, Tony Beregszazi, Tanya Biermann, Pam Ziegler

### **CALL TO ORDER**

The meeting was called to order at 5:31 PM by President, Connie Anderson. A quorum of 7/7 was present.

### **AGENDA**

Tanya Marcoe requested the addition of two items to the agenda; the review and approval of Executive Committee to assign a member to the Head Start Policy Council and review and approval of the formation of a Head Start Planning Committee.

*A motion was made by Jay Myrechuck with a second by Shawn Ross to approve the agenda with additions as presented. Motion carried.*

### **MINUTES APPROVAL**

*A motion was made by Paulette Feld with a second by S Joyann Repp to approve the September 15, 2022, meeting minutes as presented. Motion carried.*

### **REVIEW & APPROVAL OF EXECUTIVE DIRECTOR SUCCESSION PLAN**

Tanya Marcoe reviewed the Executive Director Succession Plan with the group, reviewing the purpose of the plan and the process that is followed in the event there are vacancies in either the Executive Director and/or Deputy Director roles. The plan also outlines the process for appointing an interim Executive Director and the formation and responsibility of the "search committee" in hiring a new Executive Director. The current policy states that in the event of the temporary absence of the Executive Director and Deputy Director, the Finance Director would oversee agency business. It was requested that "finance director" be replaced with "senior department director" to ensure that in the event the Executive Director and Deputy Director be unable to oversee agency business, they would be temporary replaced by the most experienced staff member.

*A motion was made by Jay Myrechuck with a second by Paulette Feld to approve the Executive Director Succession Plan as presented. Motion carried.*

### **BOARD VACANCY IN WINNEBAGO COUNTY**

Tanya Marcoe spoke about an upcoming vacancy in Winnebago County, as this will be Ashley Lamers last term on the board. Ashley let Tanya know that due to her growing business, she was unable to devote the amount of time necessary to her duties as a Board Member. Tanya asked the Executive Committee for ideas on a business interest replacement, and to email her if anyone knows someone who would be a good fit.

### **APPROVAL OF ADVOCAP BOARD MEMBER TO HEAD START POLICY COUNCIL**

Tanya Marcoe informed the Committee that she and Tony have been in the process of reviewing the Head Start Bylaws. She explained that Tony Beregszazi has rewritten the bylaws for the Head Start Policy Council to include more direction of council makeup and meeting process in hopes to help new council members better understand the purpose of the council and their duties as members. The newly updated bylaws include eight Head Start parents and five Community Members, one of which to be an appointed by the Board. Due to her experience as a Head Start parent and years of involvement in the Head Start Program and as Board President, Tanya requested that Connie Anderson be the Board appointed member at this time. Question was raised over whether the Board appointed member would always need to be a Board President. Tanya clarified that the Board appointed member did not need to be the Board President, and whoever the board appointed, they would need to be reappointed annually.

*A motion was made by Joe Gonyo and seconded by Paulette Feld to approve Connie Anderson as the ADVOCAP Board Appointed Community Member to the Head Start Policy Council. Connie Anderson recused herself from the vote. Motion carried.*

### **APPROVAL OF HEAD START PLANNING COMMITTEE**

As part of the review of the Head Start Program, the location of the Fond du Lac Headstart Program was discussed. Tanya Marcoe explained that there has been concern for some time over the traffic on Macy Street and lack of available parking for parents causing dangerous conditions for children entering and leaving the facility every day. Tanya is requesting a Head Start Planning Committee be formed to address the location issue. The newly formed committee would be involved in finding a new location for the Fond du Lac Head Start Classrooms as well as direct fundraising efforts. Tanya explained that because ADVOCAP receives federal funds for the Head Start Program, the agency is unable to participate in any fundraising activities, however, a volunteer committee would be able to fundraise on behalf of the program.

*A motion was made by Paulette Feld and seconded by Jay Myrechuck to approve the formation of a Head Start Planning Committee as presented. Motion carried.*

### **OTHER BUSINESS / ANNOUNCEMENTS**

#### **Upcoming meetings are as follows:**

- Strategic Planning Session, March 1<sup>st</sup>, 5:00PM-8:00PM at the Fox Valley Technical College Riverside Campus in Oshkosh
- Committee Meetings, March 9<sup>th</sup>, in Fond du Lac
- Board and Executive Committee Meetings, April 20<sup>th</sup>, in Oshkosh

### **ADJOURNMENT**

*A motion was made Jay Myrechuck with a second by Paulette Feld to adjourn the meeting 5:57 PM. Motion carried.*

Minutes By: Tanya Biermann