



FINANCE AND PERSONNEL COMMITTEE MEETING

5:00 PM, Thursday, January 12, 2023
ADVOCAP Fond du Lac Office

MEETING MINUTES

PRESENT

Jay Myrechuck, Connie Anderson, Jim Chatterton, Gayle Demler, Brian Hamill, Shawn Ross, Joe Gonyo, Shanah Zastera

ABSENT/EXCUSED

Deb Neet

STAFF

Tanya Marcoe, Tony Bereszazi, Diane Radue-Branson, Kelly Mauer, Kathy Doyle

CALL TO ORDER

The Finance & Personnel Meeting was called to order at 5:00 PM by Chair, Jay Myrechuck. A quorum of 7/8 was present.

AGENDA

An addition was added to the agenda to review the Agency Credit Card Statements.

A motion was made Jim Chatterton to approve the amended agenda with a second by Shawn Ross. Motion carried.

MINUTES APPROVAL

A correction was made to the November 10, 2022 minute noting that staff's wage increase should be 5%, not 5.1% as originally noted.

A motion was made by Connie Anderson with a second by Shanah Zastera to approve the minutes of November 10, 2022, with correction. Motion carried.

REVIEW & APPROVAL OF HEARTLAND BUSINESS SYSTEMS CONTRACT FOR 2023 COMPUTER SERVICES

Tanya Marcoe presented Heartland Business Systems proposed computer service contract for 2023. The contract lists a monthly recurring fee of \$6,250. The proposed cost includes network diagnosis and support issues, remote and on-site help desk support, reporting, management, and tracking of service tickets, diagnosis and troubleshooting of computer issues, and alert notifications. HBS will also update firmware on all servers, SAN, switches, routers, firewalls, and wireless equipment that has a valid support contract on a quarterly basis. The contract also specified the service desk schedule and defined response times to issues based on priority levels, urgent, high, medium, and, low.

A motion was made by Jim Chatterton with a second by Shanah Zastera to approve the Heartland Business Systems Contract for 2023 Computer Services, as presented. Motion carried.

REVIEW & APPROVAL OF ANNUAL RISK ASSESSMENT

At the suggestion of ADVOCAP's auditors, Tanya Marcoe and Executive Management met to develop an annual risk assessment to identify possible risks and identify areas of weakness which will allow management to better design processes and procedures to address these areas. The group discussed risks from previous years such as unvaccinated staff, COVID funding, and pandemic fatigue, recruitment, new regulations, potential departure of senior staff and management responses planned to handle each. Tanya went on to discuss current areas of risk, including staff turnover, leadership training, crisis focused programs, and on-boarding.

A motion was made by Brian Hamill with a second by Shawn Ross to approve Annual Risk Assessment, as presented. Motion carried.

REVIEW & APPROVAL OF NOVEMBER 2022 FINANCIAL REPORTS

Tanya Marcoe presented the financial reports of November 2022 in which the group reviewed the Balance Sheet and Statement of Financial Position. Tanya made note that the budget is at 92% as of November. Other highlights of the budget include the CSBG (Community Services Block Grant) funding, and Head Start budget.

A motion was made by Jim Chatterton with a second by Connie Anderson to approve the November 2022 Financial Reports, as presented. Motion carried.

REVIEW & APPROVAL OF AGENCY CREDIT CARD STATEMENTS

Tanya Marcoe presented the Agency Credit Card Statements since the inception of our new Credit Card Policy in 2022. The current policy states that the monthly statements will be reconciled by the Finance Department and approved by the Executive Director, then brought to the Finance & Personnel Committee for review and approval. The group discussed the credit card use process, the kinds of things that the agency credit card was used for, and the importance of oversight.

A motion was made by Jim Chatterton with a second by Gayle Demler to approve the Credit Card Statements and 2022 Reports, as presented. With a vote of 6 ayes and 1 no, the motion carried.

REVIEW & APPROVAL OF EMPLOYEE GUIDEBOOK

Kelly Mauer presented the proposed Employee Guidebook pointing out updates to current policies and newly added policies. The FMLA Policy was clarified and Military Leave, Service Member Leave, and Military Exigency Leave were carved out of the former FMLA policy and made standalone policies. The Paid Holiday, Funeral Leave, and Overtime policies were clarified. Policies were added for ADA, Unemployment, Worker's Compensation, Social Media, Attendance, Physical Requirements, and Travel. Disciplinary and Violations of Agency Policies and Procedures Guidelines were also added. It is the intent that the new Employee Guidebook help provide employees not only important information regarding employment policies and procedures, and benefits but also ADVOCAP's Mission and Values.

A motion was made by Shanah Zastera with a second by Joe Gonyo to approve updated Employee Guidebook, as presented. Motion carried.

HUMAN RESOURCES NARRATIVE

Kelly Mauer presented an overview of recent Human Resources activity, including the number of employees on FMLA and leave of absence and the 2022 turnover rate. Kelly went on to list recent new



hires; 1 HS Teacher Assistant, 2 HS Program Aides, 1 FN Home Delivered Meal Driver, and 1 SS HR Assistant. As of January 5, 2023, there are 9 job openings to fill.

OTHER BUSINESS/ANNOUNCEMENTS

Upcoming Meetings:

- Board of Directors Meeting – February 9th, 2023 at the JP Coughlin Center in Oshkosh
- F&P Committee Meeting – March 9th, 2023 at the ADVOCAP Office in Fond du Lac

ADJOURNMENT

*A motion was made by Connie Anderson with a second by Jim Chatterton to adjourn the meeting at 6:51 PM.
Motion carried.*

Minutes by Kathy Doyle