



FINANCE AND PERSONNEL COMMITTEE MEETING
5:00 PM, Thursday, March 9, 2023
ADVOCAP Fond du Lac Office- Head Start Activity Room

MEETING MINUTES

PRESENT

Jay Myrechuck, Connie Anderson, Brian Hamill, Shawn Ross, Shanah Zastera, Gayle Demler

ABSENT/EXCUSED

Deb Neet, Joe Gonyo, Jim Chatterton,

STAFF

Tanya Marcoe, Tony Beregszazi, Diane Radue-Branson, Kelly Mauer, Kathy Doyle, Deb Shepro, Pam Ziegler

CALL TO ORDER

The Finance & Personnel Meeting was called to order at 5:03PM by Chair, Jay Myrechuck. A quorum of 6/9 was present.

AGENDA

A motion was made by Connie Anderson with a second by Shawn Ross to approve the agenda as presented. Motion carried.

MINUTES APPROVAL

A motion was made by Connie Anderson with a second by Shanah Zastera to approve the minutes of January 12, 2023, as presented. Motion carried.

REVIEW & APPROVAL OF DECEMBER 2022 AGENCY-WIDE FINANCIAL STATEMENT AND BALANCE SHEET

Diane Radue-Branson presented to the Committee financial reports for December 2022 in which the Committee reviewed the Balance Sheet and Statement of Revenues and Expenses. Diane pointed out on the Balance Sheet that the Retirement Escrow didn't get pulled out of the account until January 3, 2023. Diane also pointed out in the Statement of Revenues and Expenses that in Head Start there was a higher vacancy rate and a higher rate of in-kind donations made. She also pointed out that we ended the year with a surplus.

A motion was made by Connie Anderson with a second by Shawn Ross to approve the December 2022 Financial Statements, as presented. Motion carried.

REVIEW & APPROVAL OF JANUARY 2023 AGENCY-WIDE FINANCIAL STATEMENT AND BALANCE SHEET

Diane Radue-Branson presented to the Committee financial reports for January 2023 in which the Committee reviewed the Balance Sheet and Statement of Revenues and Expenses. Diane pointed out on the Balance Sheet that the Retirement Escrow was pulled out of the account and that all the numbers looked good. Diane pointed out in the Statement of Revenues and Expense that weatherization is at 12% and they should be at 8%. There was a 10% increase in hours, and 8 extra jobs in Weatherization. All other numbers look good.

A motion was made by Shanah Zastera with a second by Shawn Ross to approve January's Financial Statements, as presented. Motion carried.

REVIEW & APPROVAL OF REVISED CREDIT CARD POLICY

Tanya Marcoe presented to the Committee the revised Credit Card Policy where there were two changes made to the policy. The first one being that, "the credit card statement will be approved by the Finance Director and the Executive Director before payment is made." Finance director was added into the statement. The second change that was made to the policy is, "the Finance and Personnel committee will be provided with copies of monthly credit card statements for informational purposes only." For informational purposes only was added in. ADVOCAP is seeking review and approval of these changes.

A motion was made by Connie Anderson with a second by Shawn Ross to approve the revised credit card policy, as presented. Motion carried.

SET DATE FOR SPECIAL MEETING TO REVIEW AUDIT

Tanya provided the Committee with an update on ADVOCAP's audit which is taking place the week of March 13, 2023. A special meeting is needed for the Committee to review the audit. The Committee decided to set the meeting date for Monday April 17, 2023, at 5:00pm in Fond du Lac.

CHOOSE REPRESENTATIVE FOR NOMINATIONS COMMITTEE

Tanya Marcoe asked the Committee for volunteers to be on the Nominations Committee, and Gayle Demler volunteered to be part of the Nominations Committee.

EMPLOYEE STATISTICS

Kelly Mauer presented an overview of recent Human Resources activity, including the number of employees on FMLA and leave of absence for 2023 which is currently at 16, and the agency's turnover rate is currently at 3%. Kelly went on to list new hires; 2 HS Teacher Assistant, 2 HS Program Aides, 1 SS Administrative Assistant, and 1 SS Executive Administrative Assistant. As of March 1, 2023, there are 11 job openings to fill, one of which is filled, and interviews for 2 of the positions will take place the week of March 13, 2023.

OTHER BUSINESS/ANNOUNCEMENTS

Tanya informed the Committee of the Childcare Incubator Program that was brought to the Planning and Program Development Committee for approval. She also informed the Committee of Beth Zachwieja's resignation as the Headstart Director. Tanya also informed the Committee that she is presenting the A&O Committee with revisions to the HOME Rehab Loan Program for their review and approval. The revision to the policy consists of forgiving rehab loans after 10 years, and that the State is okay with us doing this. At the A&O meeting the Committee decided to amend this change and make it so that after 15 years the rehab loan will be forgiven.

Upcoming Meetings:

- a) Board meeting, April 20th in Oshkosh at JP Coughlin Center
- b) Annual Meeting in Green Lake County, May 11th- TBD
- c) Committee meeting, June 8th in Fond du Lac ADVOCAP Office- HS Activity Room

ADJOURNMENT

A motion was made by Connie Anderson with a second by Shanah Zastera to adjourn the meeting. Motion carried.

Minutes by: Pam Ziegler