

## **BOARD OF DIRECTORS MEETING**

6:00 PM Thursday, April 20, 2023

JP Coughlin Center

## **MEETING MINUTES**

### **PRESENT**

Connie Anderson, Ken Bates, S Joyann Repp, Danielle Viau, Darlene Bilstad, Don Nussbaum, Gary Will, Jay Myrechuck, Joe Gonyo, Paulette Feld, Shanah Zastera, Shawn Ross, Mike Will, Ashley Lamers, Gayle Demler, Brian Hamill

### **ABSENT/EXCUSED**

Bob Johnson, Mary Fleischman, Deb Neet, Christina Fowler, Donna Blend, Andy Buck

### **STAFF**

Tanya Marcoe, Tony Beregszazi, Diane Radue-Branson, Jason Vander Velden, Kelly Mauer, Pam Ziegler

### **CALL TO ORDER**

The meeting was called to order at 6:04 PM by President, Connie Anderson. A quorum of 16/22 was present.

### **AGENDA**

Agenda Approved as presented.

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

### **MINUTES APPROVAL**

The 12/01/22 Board meeting minutes were approved as presented.

*A motion was made by Darlene Bilstad with a second by Don Nussbaum to approve the December 1, 2022, meeting minutes as presented. Motion carried.*

### **REVIEW OF APPROVAL OF ACTIONS BY COMMITTEES**

Tanya Marcoe presented the following Actions by Committees to the group for approval:

- Finance & Personnel Committee Meeting: March 9, 2023
- Advocacy and Operations Committee Meeting: March 9, 2023
- Planning and Program Development Committee Meeting: March 9, 2023
- Executive Committee Meeting: April 11, 2023
- Finance and Personnel Committee Meeting: April 17, 2023
- Headstart Policy Council Meeting: April 12, 2023
- Executive Committee Meeting: April 20, 2023
  - Tanya presented to the Board the award winners that were chosen at the Executive Committee meeting on 4/20/23. ADVOCAP's award winners for the Community awards include Dr. Kristine Nehring, Fond du Lac County; Lakeside Packaging Plus, Winnebago County; and Second Time Around, Green Lake County. ADVOCAP's Volunteer award winners include Lucille Wuest, Fond

du Lac County; Beverly Quella Winnebago County; and Mike Griffin Green Lake County. ADVOCAP's Self-Sufficiency award winner is Brittany Gilbert. Tanya also informed the Board of the approval of two new board members which includes Raina Lyman, and Tami Christian.

Mike Will requested the Board's review and approval of ADVOCAP's HOME Rehabilitation Loan Program that was presented and approved at the Advocacy and Operations Committee meeting March 9, 2023 be separate from the approval of the action by the committees. The Board agreed to pull this policy and vote on it separately.

*A motion was made by Don Nussbaum with a second by Shawn Ross to approve Actions by Committees with pulling out the HOME Rehabilitation Loan Program Policy to be voted on separately. Motion carried.*

#### **HOME REHABILITATION LOAN PROGRAM POLICY**

Tanya presented to the Board an overview of the HOME Rehabilitation Loan Program Policy, and the change that was voted on and approved by the Advocacy and Operations Committee Meeting on March 9, 2023. The change included the forgiveness of HOME Rehabilitation Loans after 15 years. The change was requested to be made due to the State changing their policy that required ADVOCAP to pay them back for any loans that we collected, and we can no longer re-loan that money to individuals in our community. Since 2016, we have collected from our community over \$1 million dollars in loans that we had to be sent back to the State, and that money is no longer in our community. ADVOCAP would like to keep that money in the communities that we serve, so ADVOCAP asked the State if can allow loan forgiveness after 15 years to keep the money in our communities, and the State agreed that this change will be allowed.

The Board reviewed and discussed the change, and it was decided that ADVOCAP will be allowed to forgive the HOME Rehabilitation Loans after 15 years.

*A motion was made by Don Nussbaum with a second by Jay Myrechuck to approve the change to the HOME Rehabilitation Loan Program. Mike Will and Shanah Zastera opposed the vote. Motion carried.*

#### **PRESENTATION AND ACCEPTANCE OF THE SUMMARY OF THE 2022 ADVOCAP AGENCY-WIDE AUDIT PRESENTED BY HAWKINS ASH CPAS**

Chuck Krueger of Hawkins Ash CPAs presented to the Board the Summary of the 2022 ADVOCAP Agency-Wide Audit. Chuck explained the auditors' responsibility under auditing standards generally accepted in the United States (GAAS), the scope of the audit, accounting practices, and ethical requirements. Chuck then reviewed assets, liabilities, net assets, and a summary of revenues and expenses. No issues were found while conducting the Audit.

*A motion was made by Don Nussbaum with a second by Jay Myrechuck to approve the Summary of the 2022 ADVOCAP Agency-Wide Audit as presented. Motion carried.*

#### **OTHER BUSINESS / ANNOUNCEMENTS**

Tanya Marcoe informed the Board that Lu Scheer has given notice of leaving ADVOCAP after 28 years of service. We wish her well and thank her for her many years of service. Lu's last day will be May 9, 2023.

Tanya Marcoe informed the Board that Justin McArthur, our Property Services Manager has won WISCAP's Self-Sufficiency award this year and will be honored at WISCAP's Annual Conference on May 4, 2023.



Tanya Marcoe informed the Board of the passing of former Board member Sister Janet Ahler. Sister Janet will be missed.

**Upcoming meetings are as follows:**

- a) Strategic Planning Sessions, April 26, 27 and 28<sup>th</sup>, 9:00 a.m. to 4:00 p.m., at FVTC in Oshkosh, 150 N. Campbell Road, Oshkosh
- b) ADVOCAPs Annual Meeting May 11, 2023, at the Radisson Hotel and Conference Center in Fond du Lac from 5:00pm until 8:00pm
- c) Committee Meetings June 8, 2023, at ADVOCAP in the Headstart Activity room in Fond du Lac.
- d) Board meeting, and Executive Committee meeting July 13, 2023, in Prairie View.

**ADJOURNMENT INTO CLOSED SESSION FOR EXECUTIVE DIRECTOR EVALUATION**

*A motion was made by Jay Myrechuck with a second by Shawn Ross to adjourn the meeting at 7:13 PM. Motion carried.*

**CLOSED SESSION FOR EXECUTIVE DIRECTOR EVALUATION**

Connie Anderson asked ADVOCAP staff to leave the room so that the Board could discuss the Executive Director Evaluation.

*A motion was made by Jay Myrechuck with a second by Gary Will to discuss the evaluation at 7:25 PM. Motion carried.*

**ADJOURNMENT FOR CLOSED SESSION**

*A motion was made by Jay Myrechuck with a second by Shawn Ross to adjourn the meeting at 7:35 PM. Motion Carried.*

Minutes By: Pam Ziegler