

## **FINANCE AND PERSONNEL COMMITTEE MEETING**

5:00 PM Thursday, June 8, 2023

ADVOCAP Fond du Lac Office- Room 219

### **MEETING MINUTES**

#### **PRESENT**

Jay Myrechuck, Connie Anderson, Shawn Ross, Shanah Zastera, Gayle Demler, Joe Gonyo, Tami Christian

#### **ABSENT/EXCUSED**

Deb Neet, Brian Hamill

#### **STAFF**

Tanya Marcoe, Tony Beregszazi, Kelly Mauer, Pam Ziegler, Jason VanderVelden, Kathy Doyle

#### **CALL TO ORDER**

The Finance & Personnel Meeting was called to order at 5:10PM by Chair, Jay Myrechuck. A quorum of 7/9 was present.

#### **REVIEW AND APPROVAL OF AGENDA**

Tanya Marcoe requested the addition of Business Development organizational chart and Weatherization organizational chart to be added as item numbers 11 and 12 after employee statistics.

*A motion was made by Connie Anderson with a second by Shanah Zastera to approve the agenda with additions as presented. Motion carried.*

#### **REVIEW AND APPROVAL OF APRIL 17, 2023, SPECIAL COMMITTEE MEETING MINUTES**

*A motion was made by Connie Anderson with a second by Joe Gonyo to approve the minutes of April 17, 2023, as presented. Motion carried.*

#### **ELECTION OF OFFICERS**

Tanya Marcoe informed the Committee that they needed to nominate a committee member to be the Chairperson for the Finance and Personnel Committee and a member to be the Vice Chairperson for the Finance and Personnel Committee.

The Committee nominated Jay Myrechuck to be the Chairperson for the Finance and Personnel Committee.

*A motion was made by Shanah Zastera with a second by Connie Anderson to approve Jay Myrechuck as the Chairperson. Jay abstained from the vote. Motion Carried.*

The Committee nominated Gayle Demler to be the Vice Chairperson for the Finance and Personnel Committee.

*A motion was made by Jay Myrechuck with a second by Shanah Zastera to approve Gayle Demler as the Vice Chairperson. Gayle abstained from the vote. Motion Carried.*

#### **REVIEW AND APPROVAL OF DUTIES AND RESPONSIBILITIES**

Tanya Marcoe presented to the committee the duties and responsibilities of the Finance and Personnel Committee. She informed the committee that no changes have been made to the duties and responsibilities.

*A motion was made by Connie Anderson with a second by Gayle Demler to approve the duties and responsibilities as presented. Motion Carried.*

#### **REVIEW AND APPROVAL OF 2023 BUDGET MODIFICATIONS**

Tanya Marcoe presented to the committee the first revision to the 2023 budget, that was revised by Diane, Tanya, Tony, and Kelly. Tanya noted the increase in revenues due to the lack of housing opportunities in Homeless Prevention which is causing us to underspend our rental assistance funding. The Business and Workforce Development department is up due to the new Child Incubator Program. Head Start is up due to the Childcare Counts grant, and Weatherization is up due to the additional funding for the water Conservation program as well as the general Weatherization contracts.

*A motion was made by Connie Anderson with a second by Shanah Zastera to approve the 2023 Budget Modifications as presented. Motion Carried.*

#### **REVIEW AND APPROVAL OF APRIL 2023 FINANCIAL REPORTS**

Tanya Marcoe presented the April 2023 Financial Reports to the Committee for review and approval. Tanya pointed out that the Business and Workforce Development department has under spent due to needing to hire BD Specialists for the Childcare Incubator program.

*A motion was made by Connie Anderson with a second by Tami Christian to approve the Financial Reports as presented. Motion carried.*

#### **REVIEW AND APPROVAL OF 2022 401K AUDIT**

Kelly Mauer presented the 2022 401K Audit to the Committee which included the Auditor's Report on the scope and nature of the ERISA section, the responsibilities of management, the auditors' responsibilities, and performing an audit in accordance with GAAS. Also, included in the Independent Auditors' Report are statements of net assets available for benefits, statements of changes in net assets available for benefits, and the schedule of assets held at the end of the year.

*A motion was made by Connie Anderson with a second by Shanah Zastera to approve the 401K Audit as presented. Motion Carried.*

#### **EMPLOYEE STATISTICS**

Kelly Mauer presented an overview of recent Human Resources activity to the Committee, including the number of employees on FMLA/leave of absence, which is currently at 24, and the agency's turnover rate is currently at 13%. Kelly went on to list new hires; 3-FN Home Delivered Meal drivers, 3-HS Program Aides, 1-SS Building Maintenance Technician, and 1-WZ Weatherization Specialist. Kelly provided the Committee with a list of ADVOCAP's current job openings, and she also informed the Committee that

Diane Radue-Branson has put her resignation in and that she has posted the Finance Director's position. Kelly also informed the Committee that the new Head Start Director will be starting on June 20<sup>th</sup>.

**REVIEW AND APPROVAL OF BUSINESS DEVELOPMENT WORK CHART**

Tanya Marcoe presented to the Committee the changes that were made to the Business and Workforce Development's Department work chart. She informed them that ADVOCAP needs to hire 2 new full-time business development specialists for the new childcare incubator program that will be starting up.

*A motion was made by Connie Anderson with a second by Tammi Christian to approve the changes to the Business Development Work Chart as presented. Motion carried.*

**REVIEW AND APPROVAL OF WEATHERIZATION WORK CHART**

Tanya Marcoe presented to the Committee the changes that were made to the Weatherization Department work chart. These changes include 1 part-time administrative assistant, 1 full-time weatherization specialist, and 1 full-time field technician.

*A motion was made by Shanah Zastera with a second by Connie Anderson to approve the changes to the Weatherization Work Chart as presented. Motion carried.*

**OTHER BUSINESS/ANNOUNCEMENTS**

Tanya informed the Committee that Diane Radue-Branson is resigning from her position as Finance Director and that her last day will be on June 30, 2023. We wish Diane well on her new journey.

**Upcoming Meetings:**

- a) Board meeting, July 13, 2023, in Prairie View
- b) Committee Meetings August 10, 2023, at the JP Coughlin Center in Oshkosh

**ADJOURNMENT**

*A motion was made by Connie Anderson with a second by Shanah Zastera to adjourn the meeting at 5:58 PM. Motion carried.*

Minutes by: Pam Ziegler