



FINANCE AND PERSONNEL COMMITTEE MEETING

5:00 PM Thursday, August 10, 2023
ADVOCAP Fond du Lac Office- Room 219

MEETING MINUTES

PRESENT

Jay Myrechuck, Connie Anderson, Shawn Ross, Shanah Zastera, Joe Gonyo, Brian Hamill

ABSENT/EXCUSED

Deb Neet, Gayle Demler, Tami Christian

STAFF

Tanya Marcoe, Tony Beregszazi, Deb Shepro, Pam Ziegler, Jason VanderVelden, Becky Heldt, April Mullins-Datko

CALL TO ORDER

The Finance & Personnel Meeting was called to order at 5:00 PM by Chair, Jay Myrechuck. A quorum of 6/9 was present.

REVIEW AND APPROVAL OF AGENDA

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

REVIEW AND APPROVAL OF JUNE 8, 2023, COMMITTEE MEETING MINUTES

A motion was made by Connie Anderson with a second by Joe Gonyo to approve the minutes of June 8, 2023, as presented. Motion carried.

REVIEW AND APPROVAL OF JULY 2023 FINANCIAL REPORTS

Tanya Marcoe presented to the Committee an overview of ADVOCAP's June 2023 financial reports, which included the Statement of Financial Position and the Statement of Revenues and Expenses. She informed the Committee that cash is down from last year, but other than that everything is pretty consistent. Tanya also noted that the Business Development Department is down a little bit due to them still needing to hire two individuals to oversee the childcare incubator.

Tanya would like to thank the National Exchange Bank Foundation for donating a total of \$100,000 to help with the move of our Fond du Lac Head Start classrooms to Sacred Heart, and for Head Start program costs.

Tanya also mentioned that ADVOCAP signed the lease agreement with Sacred Heart today (8/10/2023) and the rent payment is \$3,800 per month.

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

REVIEW AND APPROVAL OF ADVOCAP'S 2022 FORM 990

Tanya Marcoe presented to the Committee a copy of ADVOCAP's 2022 Form 990 (Exempt Organization) return that was prepared by Hawkins Ash CPA for their review. There were no questions regarding the 2022 Form 990.

A motion was made by Connie Anderson with a second by Shanah Zastera to approve ADVOCAP's 2022 form 990 as presented. Motion carried.

REVIEW AND APPROVAL OF HEADSTART ORGANIZATIONAL CHART

Tanya Marcoe presented to the Committee an overview of the Head Start organizational chart and the need to hire a part-time Administrative Assistant. Tanya informed the Committee that we have updated the job title for the Center Ops Manager who will oversee the NFDL classrooms, that individual will also oversee Education goals, this position will now become the Education Manager position. There will now be a Classroom Support Specialist instead of an Education Coach.

A motion was made by Shanah Zastera with a second by Joe Gonyo to approve the changes to the Head Start Organizational Chart as presented. Motion carried.

REVIEW AND APPROVAL OF SHARED STAFF ORGANIZATIONAL CHART

Tanya Marcoe presented to the Committee an overview of the Shared Services Department Organizational Chart, and the need to hire a part-time maintenance person to work Monday- Thursday from 11:00am-4:00pm at our new Sacred Heart location, and to also help at the Fond du Lac Office if needed.

A motion was made by Connie Anderson with a second by Shawn Ross to approve the changes to the Shared Staff Organizational Chart as presented. Motion carried.

REVIEW AND APPROVAL OF REVISED SICK LEAVE POLICY

Tanya Marcoe presented to the Committee an overview of ADVOCAP's sick leave policy and that there was one change made to the policy which consisted of employees getting paid 100% of the value of their time instead of the current 20% after accruing 360 hours of sick time. Meaning anything over 360 accrued hours of sick time will get paid out quarterly at 100%.

A motion was made by Connie Anderson with a second by Shanah Zastera to approve the changes to the Sick Leave Policy as presented. Motion carried.

REVIEW AND APPROVAL OF WEATHERIZATION BIDS

Jason VanderVelden presented to the Committee the weatherization bids that he received from companies for the three counties we serve. The bids are for appliance commodities, cellulose commodity, electrical services, emergency furnace services, HVAC services, insulation services, plumbing services, and spray foam commodity. With the bids that were received ADVOCAP will go with the cheapest vendor for each area, and if that company is booked when work is needed the second bidder will get the contract for the work that needs to be done.

A motion was made by Connie Anderson with a second by Brian Hamill to approve the Weatherization Bids as presented. Motion carried.



HR NARRATIVE

Kelly Mauer presented to the Committee ADVOCAPs employee stats for August. There are currently 26 individuals on FMAL/Leaves of Absence, and a turnover rate of 15%. Head Start staff that were laid off for the summer will be returning on 8/28/23. ADVOCAPs has current job openings in the Business and Workforce Development Department, Head Start Department, Homeless Prevention Department, Shared Services Department, and the Weatherization Department.

OTHER BUSINESS/ANNOUNCEMENTS

Tanya Marcoe introduced our Homeless Prevention Director Becky Heldt to the Committee. She also informed the Committee that Andy Buck has resigned from the Board.

Jay Myrechuck informed the Committee that he will not be at the September 14th meeting because he will be on vacation!

Upcoming meetings are as follows:

- a) Board meeting, September 14, 2023, at Prairie View HS, W911State Highway 44, Markesan, WI 53946
- b) Committee meetings, October 5, 2023, at the JP Coughlin Center in Oshkosh

ADJOURNMENT

A motion was made by Connie Anderson with a second by Shawn Ross to adjourn the meeting at 6:00 PM. Motion carried.

Minutes by: Pam Ziegler