

FINANCE AND PERSONNEL COMMITTEE MEETING

5:00 PM Thursday, October 5, 2023

JP Coughlin Center- Room A, Oshkosh, WI

MEETING MINUTES

PRESENT

Jay Myrechuck, Connie Anderson, Shawn Ross, Shanah Zastera, Brian Hamill, Tami Christian, Gayle Demler(5:24pm)

ABSENT/EXCUSED

Deb Neet, Joe Gonyo

STAFF

Tanya Marcoe, Tony Beregszazi, Pam Ziegler, April Mullins-Datko, Kelly Mauer

CALL TO ORDER

The Finance & Personnel Meeting was called to order at 5:07 PM by Chair, Jay Myrechuck. A quorum of 7/9 was present.

REVIEW AND APPROVAL OF AGENDA

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

REVIEW AND APPROVAL OF August 10, 2023, COMMITTEE MEETING MINUTES

A motion was made by Tami Christian with a second by Shanah Zastera 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 the July Statement of Financial Position and the July Statement of Revenues and Expenses. Tanya noted that materials are up a little due to more Weatherization jobs being completed. Tanya also mentioned that the Homeless Prevention target is 58% and is currently at 60% because they are seeing an uptick with rental assistance, and for total expenses we are currently sitting at 56%, which is good. Overall, there are no major concerns, and we are on track with our budget for the year.

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

REVIEW AND APPROVAL OF AUDIT BIDS

Tanya Marcoe informed the Committee that ADVOCAP had received two Audit Proposals, one from Hawkins Ash CPAs, and the other was from Clifton Larson Allen, LLP. Also, RPB CPAs declined to bid due to not having enough staff to fulfill the request. Clifton Larson Allen for the three-year contract quoted ADVOCAP \$272,055, and Hawkins Ash CPAs quoted ADVOCAP \$148,950 for the three-year contract.

Tanya informed the Committee that she would like to continue with Hawkins Ash CPA because they are a lot cheaper and have already worked with us in the past and they did a great job.

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

REVIEW AND APPROVAL OF CHANGES TO THE AGENCY HEALTH PLAN

a) Change from a Group Health Plan to an Individual Coverage HRA Plan (ICHRA).

Tanya Marcoe informed the Committee that our Group Health Insurance premiums for 2024 were going to increase by 50%, taking our annual premiums from \$1,296,595 to \$1,947,877, which is a difference of \$651,282. This would cause a huge burden on ADVOCAP.

Tanya recommended to the Committee that we switch from Group Healthcare Insurance to Individual Coverage HRA Plan which would allow ADVOCAP to stay at the 1.2-million-dollar mark for Health Insurance. Tanya informed the Committee that ADVOCAP would provide staff with a monthly allowance of tax-free money, allowing them to buy health care insurance that would fit their needs. All of this would be managed through a third-party administrator, Take Command. Take Command would help employees find the Healthcare coverage that suits them best and would handle any questions or concerns that staff may have. The premiums are based off the person's age, and ADVOCAP will pay those premiums up to a certain amount which will be based on a sliding scale, and if employees choose to go over the amount that ADVOCAP pays, the employee will need to pay the difference.

A motion was made by Connie Anderson with a second by Brian Hamill to approve the change from a Group Health Plan to an Individual Coverage HRA Plan as presented. Motion carried.

b) Fund staff and/or spouse/domestic partner Medicare supplement coverage for those 65 years of age or older.

Jay Myrechuck made a motion to amend statement b. to include the wording of a domestic partner.

A motion was made by Jay Myrechuck with a second by Brian Hamill to include the wording domestic partner. Motion carried.

Tanya informed the Committee that anyone 65 or older will have to sign up for Medicare and ADVOCAP will pay for their Medicare and supplement premiums, this would include their spouse or partner up to the premium allowance amount given to a 64 year old staff member.

A motion was made by Connie Anderson with a second by Shawn Ross to approve Funding staff and/or spouse/domestic partner Medicare supplement coverage for those 65 years of age or older as presented. Motion carried.

c) Change insurance coverage to include times of temporary layoff.

Tanya Marcoe informed the Committee that changing our insurance coverage to an Individual Coverage HRA Plan would allow our Head Start staff the opportunity to keep their health insurance coverage during the summer while they are temporarily laid off. However, if our staff had to end their insurance coverage during the summer months, and then obtain a new individual policy in the fall, it would require our staff to bear the burden of starting their deductible over. This would have a huge negative financial impact on our staff.

April Mullins-Datko also pointed out that with Head Start being able to keep their insurance coverage in the summer it would allow the staff to get any medical procedures done in the summer rather than having to wait until the start of the school year to have these procedures done, and then having to take time off during the school year and potentially interrupting class schedules.

A motion was made by Connie Anderson with a second by Tami Christian to approve changing insurance coverage to include times of temporary layoff as presented. Motion carried.

REVIEW AND APPROVAL OF CHANGE IN INSURANCE QUALIFICATION POLICY

Tanya Marcoe presented to the Committee our current Insurance Qualification Policy and the change that she would like to make to the "waiting periods" section of the policy. Tanya would like to change the current waiting period for insurance from 60 days to 30 days to help with the recruitment of new hires because we have lost some good applicants due to them not having access to insurance coverage right away. This policy change would take effect on January 1, 2024.

A motion was made by Connie Anderson with a second by Gayle Demler to approve the changes in insurance qualification policy as presented. Motion carried.

Connie Anderson made a motion to Amend the agenda to include allowing ADVOCAP to offer a bonus to new hires for Directors positions not to exceed \$10,000 as item 8.5.

A motion was made by Connie Anderson with a second by Gayle Demler to approve the motion to amend the agenda to include allowing ADVOCAP to offer a bonus to new hires for Directors positions not to exceed \$10,000.

The Committee decided to allow ADVOCAP to offer a hiring bonus to new hires for Directors positions to help bring in more qualified candidates to fill these positions. This came about due to Tanya having such a hard time finding a qualified candidate to fill our Finance Director's position that has been posted since June 2023.

A motion was made by Connie Anderson with a second by Gayle Demler to approve the motion to amend the agenda to include allowing ADVOCAP to offer a bonus to new hires for Directors positions not to exceed \$10,000.

HR NARRATIVE

Kelly Mauer presented to the Committee ADVOCAP's employee stats for October. She informed the Committee that the year-to-date total for FMLA/Leaves of absence is 36 people, and a 2023 turnover rate of 20%. ADVOCAP has recently hired 1 HS Administrative Assistant, 1 HS Teacher, 1 HS Teacher Assistant, 3 HS Program aides, and 1 HP Homeless Prevention Specialist. ADVOCAP currently has 12 positions open, and an accepted offer for our full-time Dietitian position.

OTHER BUSINESS/ANNOUNCEMENTS

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 Shanah Zastera with a second by Tami Christian to adjourn the meeting at 6:21 PM. Motion carried.

Minutes by: Pam Ziegler