



FINANCE AND PERSONNEL COMMITTEE MEETING

5:00 PM Thursday, February 15, 2024
JP Coughlin Center – Room A
625 E. County Rd Y | Oshkosh, WI 54901

MEETING MINUTES

PRESENT

Jay Myrechuck, Connie Anderson, Joe Gonyo, Brian Hamill, Shanah Zastera, Gayle Demler(5:13pm)

ABSENT/EXCUSED

Deb Neet, Shawn Ross, Tami Christian

STAFF

Tanya Marcoe, Tony Beregszazi, Pam Ziegler, Becky Heldt, Kathy Doyle

CALL TO ORDER

The Finance & Personnel Meeting was called to order at 5:04 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 Brian Hamill to approve the agenda as presented. Motion carried.

REVIEW AND APPROVAL OF NOVEMBER 9, 2023, COMMITTEE MEETING MINUTES

A motion was made by Joe Gonyo with a second by Shanah Zastera to approve the November 9, 2023, minutes as presented. Motion carried.

REVIEW AND APPROVAL OF DECEMBER 2023 FINANCIAL REPORTS

Tanya Marcoe presented ADVOCAPs December 2023 Statement of Financial Position and the Statement of Revenues and Expenses to the Committee for their review and approval. Tanya went over both statements explaining that everything was very consistent and that we came in just under budget, with a year-to-date profit of \$16,198. She also informed the Committee that the North Fond du Lac School District gave ADVOCAP a large in-kind donation, and that in the revolving loan funds there was a slight loss.

A motion was made by Shanah Zastera with a second by Connie Anderson to approve the December 2023 Financial Reports as presented. Motion carried.

REVIEW AND APPROVAL OF ANNUAL RISK ASSESSMENT

Tanya Marcoe presented to the Committee ADVOCAPs Annual Risk Assessment for their review and approval. ADVOCAPs executive management team met and discussed the risks identified in 2023 and our perceived risks for 2024.

Identified Risks from 2023 include staff turnover, leadership training, crisis focused programs, and onboarding. Staff turnover stayed about the same due to the labor market and the abundance of job opportunities. ADVOCAP invested in numerous leadership training courses to build the strengths and capacities of our leadership team in order to lead their team better. Crisis Focused Programs allowed ADVOCAP to assist many people in 2023 through crisis management and emergency services as these grants phased out ADOVCAP has transitioned to coaching many of these households, with housing stability as the focus of services. On-boarding continues to be an area of concern because as we tweak our processes, we are realizing that more needs to happen outside of our HR department. Improved personnel policies and procedures lends itself to better and more consistent communication with employees about policies and procedures.

Identified Risks to address in 2024 include not having a Finance Director even though we have been diligent in our efforts to hire someone. This essential position is currently being filled by our Executive Director, Tanya Marcoe. Since the development of this risk assessment, we have made an offer to an individual to fill the Finance Directors position and take the burden off of our Executive Director. Many of our programs are flat funded and we face the risk of reducing or eliminating some services as discretionary dollars are not filling the funding gap. The lack of continuity of the federal budget is a problem for current services and for identifying funding options for new programs because they are releasing money in chunks. The emerging needs of individuals and families are providing possibilities of the essential role ADVOCAP could fulfill in coming up with innovative and impactful solutions at our local level. We need new funding partners to address these needs which include childcare, affordable housing, alternative energy, and more.

A motion was made by Connie Anderson with a second by Joe Gonyo to approve the Annual Risk Assessment as presented. Motion carried.

REVIEW CREDIT CARD STATEMENTS

Tanya Marcoe presented ADVOCAP's credit card statements for the 2023 year to the Committee for their review. Tanya explained to the Committee that it's important for ADVOCAP to be one hundred percent transparent and for the Committee to review these statements so that they are aware of our credit card activity. It's also required that ADVOCAP present these statements to be in compliance with our grant requirements. One of the Committee members asked that we review our wording of "Review Credit Card Statements" which Tanya will look into.

HR NARRATIVE

Tanya Marcoe presented ADVOCAP's February HR Narrative to the Committee explaining that we currently have 10 individuals on FMLA. Our current 2024 turnover rate is 4%. We hired one home delivered meal driver, one head start center operations manager, 6 head start program aids, and one receptionist. Our current job openings include one full-time workforce development coordinator, one part-time bus driver, three part-time program aids, one full-time teacher assistant, substitute teachers, a part-time receptionist, a full-time Finance director, and a full-time weatherization specialist.

OTHER BUSINESS/ANNOUNCEMENTS

Tanya Marcoe informed the Committee that ADVOCAP has a Spring All-Staff meeting coming up on March 22, 2024, in Oshkosh at La Sures from 8am-12:15pm.



Upcoming meetings are as follows:

- a) Board Meeting, March 7, 2024, at the Fond du Lac Office. Tanya informed the Committee that we will have speaker Chad Dull at this meeting speaking on poverty informed practices.
- b) Committee Meetings, April 18, 2024, in Oshkosh

ADJOURNMENT

A motion was made by Connie Anderson with a second by Brian Hamill to adjourn the meeting at 5:45 PM. Motion carried.

Minutes by: Pam Ziegler