

## **FINANCE AND PERSONNEL COMMITTEE MEETING**

5:00 PM Thursday, April 18, 2024  
ADVOCAP Oshkosh Conference Room  
2929 Harrison St. | Oshkosh, WI 54901

### **MEETING MINUTES**

#### **PRESENT**

Jay Myrechuck, Connie Anderson, Gayle Demler, Tami Christian

#### **ABSENT/EXCUSED**

Deb Neet, Shawn Ross, Brian Hamill, Joe Gonyo

#### **STAFF**

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

#### **CALL TO ORDER**

The Finance & Personnel Meeting was called to order at 5:07 PM by Chair, Jay Myrechuck. A quorum of 4/7 was present.

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

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

#### **REVIEW AND APPROVAL OF FEBRUARY 15, 2024, COMMITTEE MEETING MINUTES**

*A motion was made by Connie Anderson with a second by Tami Christian to approve the February 15, 2024, minutes as presented. Motion carried.*

#### **PRESENTATION AND APPROVAL OF 2023 AGENCY WIDE AUDIT BY HAWKINS ASH CPAS**

Hawkins Ash presented ADVOCAP's 2023 Agency-Wide Audit to the Committee. Briana Peters explained the auditors' responsibility under auditing standards generally accepted in the United States (GAAS), the scope of the audit, accounting practices, and ethical requirements. She pointed out that the Organization adopted FASB ASU 2016-13, Financial Instruments- Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments as of January 1, 2023. As a result of the adoption of the new credit loss guidance, the Organization, the cumulative effect adjustment to retained earnings of \$39,203, which resulted in an equivalent decrease in loans receivable – auto loans.

She then presented to the Committee the Statements of Financial Position of 2023 in comparison to 2022. The Statements of Activities and Functional Expenses, and Statements of Cash Flows for 2023 in comparison to 2022. She also reviewed loan information, net assets, in-kind donations, grants received, and offered an explanation of program testing time frames based on State and Federal requirements. The independent audit auditor's report concluded with no findings of non-compliance, no significant deficiencies or material weaknesses. There were no unusual transactions, no misstatements, and no significant matters, it was a very clean audit.

*A motion was made by Connie Anderson with a second by Gayle Demler to approve ADVOCAP's 2023 Agency Wide Audit as presented. Motion carried.*

#### **REVIEW AND APPROVAL OF FEBRUARY 2024 FINANCIAL REPORTS**

Tanya Marcoe presented to the Committee ADVOCAP's February financial reports for their review and approval. She informed the Committee that Cash and Equivalents were down by about \$289,000, and Accounts receivable were up by about \$250,000. Homeowner's loans were down by about 2 million dollars because we wrote off Home Loans that were greater than 15 years old. ADVOCAP currently has a \$30,164 surplus and overall, we are on track with our budget.

*A motion was made by Connie Anderson with a second by Gayle Demler to approve the February 2024 Financial Reports as presented. Motion carried.*

#### **REVIEW CREDIT CARD STATEMENTS**

Tanya Marcoe presented ADVOCAP's credit card statements for January and February to the Committee for their review. No issues were found.

#### **HR NARRATIVE**

Kelly Mauer presented ADVOCAP's HR Narrative to the Committee. ADVOCAP currently has 18 people on FMLA/Leave of Absence, with a 5% turnover rate. We recently hired a Workforce Development Coordinator, 3 Program Aides, 3 Receptionists, 1 Maintenance Tech, 1 Finance Director, and 2 WZ Specialists. ADVOCAP currently has openings for a PT Bus Driver, FT Family Development Specialist, PT Program Aide for SH, PV & Ripon, FT PV Teacher Assistant, 2 FT Teacher for FDL & NFDL, Substitute Teachers, and a FT WZ Specialist.

#### **CHOOSE REPRESENTATIVE FOR NOMINATIONS COMMITTEE**

Tanya Marcoe explained that we need one representative to be on the Nominations Committee and Tami Christian was nominated.

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

Tanya Marcoe informed the Committee that our Annual Meeting will look different this year due to no Board meeting, and there will be client and staff testimonials, and a promotional video telling ADVOCAP's story.

Tanya also informed the Committee that ADVOCAP and other CAP Agencies who participated in Covid relief programs are being awarded the Governor's Award at WISCAPs 2024 Annual Conference.

Tanya let the Committee know that there are two open Board seats for Winnebago County representatives, one Board seat for Green Lake County, and that Sr. Joyann has resigned from the Board.

#### **Upcoming meetings are as follows:**

- a) Board Meeting, Thursday May 2, 2024, 6:00 PM at Fond du Lac ADVOCAP Office.
- b) Annual Meeting, Thursday May 16, 2024, 5:00 PM at Heidel House, Green Lake.
- c) Committee Meetings, Thursday June 20, 2024, 5:00 PM at the Fond du Lac Office.



**ADJOURNMENT**

*A motion was made by Connie Anderson with a second by Gayle Demler to adjourn the meeting at 5:51 PM. Motion carried.*

Minutes by: Pam Ziegler