



## BOARD OF DIRECTORS MEETING

6:00 PM Thursday, January 4, 2024  
Fond du Lac Office- Activity Room

### MEETING MINUTES

#### **PRESENT**

Connie Anderson, Sr. Joyann Repp, Danielle Viau, Don Nussbaum, Gary Will, Joe Gonyo, Michael Will, Mary Fleischman, Jay Myrechuck, Shanah Zastera, Paulette Feld, Ed Jeziorny, Shawn Ross, Tami Christian

#### **ABSENT/EXCUSED**

Bob Johnson, Brian Hamill, Deb Neet, Donna Blend, Gayle Demler, Raina Lyman, Ken Bates, Paulette Feld

#### **STAFF**

Tanya Marcoe, Tony Beregszazi, Kathy Doyle, Kelly Mauer, Brian Jacobson, Justin McArthur, Pam Ziegler

#### **CALL TO ORDER**

The meeting was called to order at 6:02 PM by President, Connie Anderson. A quorum of 14/21 was present.

#### **NEW BOARD MEMBER INTRODUCTION**

Tanya Marcoe introduced our new Board Member Ed Jeziorny who was appointed to our Board by Winnebago County.

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

*A motion was made by Mary Fleischman with a second by Paulette Feld to approve the agenda as presented. Motion carried.*

#### **REVIEW AND APPROVAL OF DECEMBER 7, 2023, BOARD MEETING MINUTES**

*A motion was made by Jay Myrechuck with a second by Gary Will to approve the December 7, 2023, Board Meeting minutes as presented. Motion carried.*

#### **PROPERTY SERVICES PRESENTATION BY JUSTIN MCARTHUR**

Justin McArthur presented to the Committee a PowerPoint presentation highlighting what Property Services does, and their goals for the coming year. Justin started out by introducing his team (most of them were present at the meeting) to the Board and praising them for all the hard work that they have done and continue to do. Justin informed the Board that Property Services oversees 74 rental properties at 38 locations, 3 office buildings, and 4 Head Start locations that they manage throughout the three counties that we serve.

Property Services manages and maintains most aspects of ADVOCAP's facilities and assets including maintenance staff, cleaning services, ordinance and building code compliance, permits, department moves and other needs or furnishings security, fire alarm and suppression systems, HVAC systems, plumbing and electrical, safety data and chemical storage and use, groundskeeping, and large deliveries.

Justin informed the Board that over the last year at the Head Start locations they have updated three playground spaces, brought color to Prairie View, a new parking lot, and increased lead clearance and radon testing.



In 2023 ADVOCAP had housed 81 different low-income individuals and families comprised of 124 children and 110 adults in our properties. When each individual or family rents a property from us the properties include a new tenant guidebook, and a welcome home package made up of everyday household items such as dish detergent, toilet paper, paper towels, a plunger, wipes, sponges, hand soap, a bucket, and a lawnmower to help maintain the property. The tenants also have access to a 24-hour maintenance hotline in case of emergencies.

Justin provided the Board with the 2024 plan to strengthen interdepartmental relationships by having weatherization help with audits of rental properties. Increase standards of communication and practices in the Head Start department. Working with the Homeless Prevention department to increase quality housing opportunities leading to more successful outcomes and working with the Business Development department on the business incubator programs. He also wants to continue to strengthen our core principles and standards. In 2024 Justin is also looking to expand tenant educational information and increase housing.

#### **ADVOCAP TRIVIA**

Tanya Marcoe created a fun Trivia game with questions all about ADVOCAP Inc. for the Board to take part in and win some prizes.

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

- a) Committee Meeting February 15, 2024, in Oshkosh at the JP Coughlin Center Room B
- b) Board/Executive Meeting March 7, 2024, at the Fond du Lac Office in the Activity Room.

#### **ADJOURNMENT**

*A motion was made by Ed Jeziorny with a second by Shawn Ross to adjourn the meeting at 7:06 PM. Motion carried.*

Minutes By: Pam Ziegler