



**PLANNING & PROGRAM DEVELOPMENT COMMITTEE MEETING**

7:00 PM Thursday, June 20, 2024  
ADVOCAP Office- Activity Room  
19 W. 1<sup>st</sup> St. | Fond du Lac, WI 54935

**MEETING MINUTES**

**PRESENT**

Connie Anderson, Paulette Feld, Donna Blend, Sr. Edie Crews, Jeff Lutz, Amber Lyn Gilbertson

**ABSENT / EXCUSED**

Tonya Hitz, Bob Johnson, Mary Fleishman

**STAFF**

Tanya Marcoe, Tony Beregszazi, Pam Ziegler, Brian Jacobson, Joe Lougher, Becky Heldt

**CALL TO ORDER**

The meeting was called to order at 7:07 PM by Chair Donna Blend. A quorum of 4/6 was present.

**REVIEW AND APPROVAL OF AGENDA**

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

**REVIEW AND APPROVAL OF APRIL 18, 2024, MEETING MINUTES**

*A motion was made by Connie Anderson with a second by Paulette Feld to approve the meeting minutes of April 18, 2024, meeting minutes as presented. Motion carried.*

**ELECTION OF COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON**

Tanya Marcoe informed the Committee that they needed to nominate committee members to fill the Chairperson and Vice-Chairperson position for the PPD Committee.

Donna Blend was nominated as Chairperson. Chairperson for the Planning and Program Development Committee is Donna Blend.

*A motion was made by Connie Anderson with a second by Jeff Lutz to approve Donna Blend as the Planning and Program Development Committee Chairperson. Motion carried.*

Paulette Feld was nominated as Vice-Chairperson. Vice-Chairperson for the Planning and Program Development Committee is Paulette Feld.

*A motion was made by Connie Anderson with a second by Donna Blend to approve Paulette Feld as the Planning and Program Development Committee Vice-Chairperson. Motion carried.*

### **UPDATES/REPORTS**

Tanya Marcoe provided the Committee with an update on our Annual Plan, update on Childcare Incubator Initiative, and an update on Harrison Street property.

Annual Plan- Tanya informed the Committee that our marketing committee is working towards maximizing standardized branding, marketing, and communication with the community. ADVOCAP completed the Our Story video. Our management team is going to set up a meeting to discuss Service Anniversary Procedures. She informed the Committee that all the receptionists were trained and certified in CPR to be better equipped to handle the many different situations that may walk through our doors. We are almost done with job descriptions, once they are done our Deputy Director and Executive Director will get together and review and approve them.

Childcare Incubator- Tammy Baldwin has given ADVOCAP \$600,000 to put towards our Childcare Incubator Program, and Winnebago County has given us \$217,000 grant to use for the Childcare Incubator program. This money will be used to either purchase a large enough building to house the program in or to buy land and build a building, and to make sure that each space is up to code for creating an in-home daycare. Tanya will be going to look at a piece of land in Oshkosh on Murdock to see if this land would work for our Childcare Incubator Program.

Harrison Street Property- Tanya informed the Committee that our bid was bumped out because someone came in with a cash offer for the property.

### **NEW GRANT OPPORTUNITIES**

- a) Office of Community Services: Affordable Housing & Supportive Services Grant- Tony Beregszazi and Becky Heldt presented to the Committee an opportunity to apply for the Affordable Housing and supportive services grant in the amount of \$250,000 to strengthen wraparound services for individuals and families residing in ADVOCAP owned properties. Wraparound supportive services include educational opportunities, afterschool and or summer programs for children and teens, early childcare, Head Start, Early Head Start, or other early childhood education programs, older adult care services, mental health, alcohol, and addiction services, individuals with disabilities. Also, self-sufficiency resources, resources on future homeownership, financial literacy training, transportation services for residents, referrals and connections to resources to help meet concrete needs, and health care services.

*A motion was made by Jeff Lutz with a second by Amber Gilbertson to approve applying for the Affordable Housing and Supportive Services grant in the amount of \$250,000 as presented. Motion carried.*

- b) Housing Assistance Program Grant- Tony Beregszazi and Becky Heldt presented to the Committee an opportunity to apply for the Housing Assistance Program grant in the amount of \$150,000 to provide direct participant services and staff support. This grant is to provide housing and supportive services to homeless individuals and families to facilitate their movement to independent living.

*A motion was made by Paulette Feld with a second by Jeff Lutz to approve applying for the Housing Assistance Program grant in the amount of \$150,000 as presented. Motion carried.*



**OTHER BUSINESS/ANNOUNCEMENTS/REPORTS**

**Upcoming meetings are as follows:**

- a) Board Meeting/Board Picnic, Thursday July 11, 2024, 6:00 PM at ADVOCAP Prairie View Head Start School, W911 State Highway 44, Markesan, WI 53946.
- b) Committee Meetings, Thursday August 15, 2024, at the JP Coughlin Center in Oshkosh.

**ADJOURNMENT**

*A motion was made by Connie Anderson with a second by Paulette Feld to adjourn the meeting at 7:51pm.  
Motion carried.*

Minutes By: Pam Ziegler