

Finance & Personnel Committee Meeting

5:00 PM – Thursday, June 26, 2025

J.P. Coughlin Center – Meeting Room B

625 E. County Rd. Y | Oshkosh, WI 54901

Present:

Connie Anderson, Jay Myrechuck, Shawn Ross, Nita Krenz, Joe Gonyo, Karen Powers, Gayle Demler (5:35)

Absent/Excused:

Tami Christian, Brian Hamill

Staff:

Tanya Marcoe, Tony Beregszazi, Deb Shepro, Kathy Doyle, Becky Heldt, Lisa Severson, April Mullins-Datko, CJ Bruden, Kelly Mauer, Joe Lougher

Call to Order:

The meeting was called to order at 5:00pm by Chair Jay Myrechuck. A quorum of 7/8 was present.

Review and Approval of Agenda:

A motion was made by Connie Anderson, with a second by Karen Powers, to approve the agenda as presented. Motion carried.

Review and Approval of April 24, 2025, Committee Meeting Minutes:

A motion was made by Karen Powers, with a second by Gary Will, to approve April 24, 2025, meeting minutes as presented. Motion carried.

Election of Committee Chairperson and Vice-Chairperson:

A motion was made by Shawn Ross, with a second by Karen Powers, to nominate Jay Myrechuck for Chairperson of the F&P Committee. Motion carried

A motion was made by Connie Anderson, with a second by Karen Powers, to nominate Gayle Demler for Vice-Chairperson of the F&P Committee. Motion carried.

Review and Approval of April 2025 Financial Reports:

Joe Lougher presented financial reports to the committee, giving an overview of March and April revenue and expenses. Joe indicated that ADVOCAP has approximately \$5.8 million in revenue and expenses with a surplus of only \$2K in revenue, and a 35% match in revenue and expenses. Joe further explained that current budgets are in line with only minor changes to the budget approved in December, and that the results through April were as expected with no material concerns.

A motion was made by Connie Anderson, with a second by Shawn Ross, to approve the April 2025 Financial reports. Motion carried.

Review of March and April Credit Card Statements:

Joe Lougher presented March and April credit card statements to the committee. Committee members made inquiries regarding some of the charge descriptions provided in the Cardholder Account details to which ADVOCAP staff members provided explanations. Tony Beregszazi further explained to the committee that all items on the ADVOCAP credit card are processed through a purchase order system to ensure director's approval prior to charge—which prevents any misuse or erroneous expenditure.

Review and Approval of 2024 401K Audit:

Kelly Mauer presented to the committee regarding ADVOCAP's 2024 401K and retirement benefits audit performed by Hawkins Ash CPAs. The auditors' report showed that the amounts and disclosures in ADVOCAP's financial statements are presented fairly and in accordance with accounting principles generally accepted in the USA. Kelly further elaborated that ADVOCAP's 401K plan contributes to 113 employee accounts, and that 5% of gross income is paid into retirement plans for employees exceeding 1000 working hours per year.

A motion was made by Shawn Ross, with a second by Joe Gonyo, to approve the review of ADVOCAP's 2024 401K audit.

HR Narrative:

Kelly Mauer presented to the committee giving an overview of ADVOCAP's HR narrative. During the presentation, the committee was informed of upcoming layoff recalls, Planning being done with a July 3rd deadline regarding position vacancies for the following program year, and the 22 of 165 ADVOCAP employees utilizing FLMA during this program year. Karen Powers did inquire about the duration of FMLA leave that employees were taking to which Kelly answered that leaves vary significantly based on the reason for the employee taking leave.

Other Business/Announcements/Reports:

- a) Board and Executive Committee Meeting, July 24, 2025, at Prairie View School, W911 State Hwy 44, Markesan, WI
- b) Committee Meeting, August 21, 2025, at the ADVOCAP Fond du Lac office, 19 W. 1st Steet.
- c) Board and Executive Committee Meeting, September 25, 2025, at J.P. Coughlin Center, 625 E. County Rd. Y, Oshkosh, WI.

Adjournment:

A motion was made by Connie Anderson, with a second by Karen Powers, to adjourn the meeting at 5:50pm. Motion carried.