

Advocacy & Operations Committee Meeting

6:30 PM – Thursday, December 18, 2025

ADVOCAP Oshkosh Office

2929 Harrison St | Oshkosh, WI 54901

Present:

Danielle Viau (*Virtual*), Raina Lyman (*Virtual*), Connie Anderson (*Virtual*), Gary Will, Mike Will, Tonya Hitz

Absent/Excused:

Deb Neet, Seth Therrian

Staff:

Tony Beregszazi, Tanya Marcoe, Kathy Doyle, Dawn Paterson (*Virtual*), Becky Heldt (*Virtual*), Joe Lougher

Call to Order:

The meeting was called to order at 6:43pm by Chair Gary Will. A quorum of 6/7 was present.

Review and Approval of Agenda:

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

Review and Approval Minutes of October 23, 2025, Committee Meeting:

A motion was made by Michael Will, with a second by Danielle Viau, to approve the meeting minutes for October 23, 2025, committee meeting as presented. Motion carried.

Review and Approval of Grants in Support of Existing Programs and Services:

a) Food & Nutrition: United Way Fox Cities Application:

- i. Dawn Paterson presented a grant application to United Way Fox Cities requesting authorization to support Senior Meals at eight meal sites and home-delivered meals as needed. Meals are delivered on Monday, Wednesday, and Friday. ADVOCAP is the sole provider of free home-delivered meals in Winnebago County. The total funding request is \$61,512.

A motion was made by Connie Anderson, with a second by Tonya Hitz to approve ADVOCAP's application for United Way Fox Cities grant for \$61,512 in funding. Motion carried.

b) Business & Workforce Development: WETAP/Work n Wheels Application:

- i. Kathy Doyle presented a request for permission to apply for funding through the WETAP / Work N Wheels in the amount of \$521,834. The funding would support

eligible applicants with vehicle purchases or vehicle repairs, in accordance with Work N Wheels eligibility requirements. Staff evaluate multiple factors when approving loans to ensure responsible investment decisions based on vehicle value and the scope of repairs. The program typically supports approximately 35 vehicle purchases and 15 vehicle repairs.

A motion was made by Gary Will, with a second by Mike Will to approve ADVOCAP's application for WETAP/Work n Wheels grant for \$521,834 in funding. Motion carried.

c) City of Oshkosh CDBG Applications for Homeless Case Management & Nutrition Program Information and Referral Specialist:

- i. Tanya Marcoe presented two grant applications being pursued through the City of Oshkosh Community Development Block Grant (CDBG) program. The first application for \$50,000 would support case management services for individuals receiving rental assistance through ADVOCAP, with the goal of increasing participant success within ADVOCAP programs. The second application for \$40,000 would support the Food & Nutrition program through the hiring of a part-time Information and Referral Specialist. This position would assist home-delivered meal drivers by conducting home visits and connecting clients with additional community resources.

A motion was made by Raina Lyman, with a second by Connie Anderson to approve ADVOCAP's applications for City of Oshkosh CDBG grant for \$90,000 in total funding. Motion carried.

d) Business & Workforce Development: DEHCR Employment Grants Program through the City of Fond du Lac:

- i. Tony Beregszazi presented a request for approval to apply for funding through the DEHCR Employment Grants Program administered by the City of Fond du Lac. The application seeks \$75,000 to offset employer training and skills development costs in support of workforce entry and employment opportunities. If the grant is successful, there may be an opportunity for renewal. The funding would help individuals gain work experience and improve job readiness.

A motion was made by Mike Will, with a second by Tonya Hitz to approve ADVOCAP's applications for DEHCR Employment Grants Program for \$75,000 in funding. Motion carried.

Review and Approval of Policy Regarding Universal Use of Community Services Block Grant Application Form):

Tony presented information regarding ADVOCAP's core funding through the Community Services Block Grant (CSBG). He explained that CSBG requires regular reporting and conducts audits to verify that required client information is being collected and that proper records are maintained. During a recent site audit, CSBG recommended the use

of a standardized application form that captures all required information. Adoption of this form will promote consistency across the agency and support ongoing compliance with CSBG requirements.

A motion was made by Tonya Hitz, with a second by Gary Will to approve ADVOCAP's Universal Use of Community Services Block Grant Application Form. Motion carried.

Other Business/Announcements/Reports:

Tanya reminded committee members about the following upcoming events.

- a) Executive Committee and Board of Directors meeting at the Fond du Lac ADVOCAP office on January 22, 2026.
- b) Committee Meetings at the JP Coughlin Center on February 26, 2026.
- c) Executive Committee and Board of Directors meeting at the Fond du Lac ADVOCAP office on March 19, 2026.

Adjournment:

A motion was made by Raina Lyman, with a second by Danielle Viau, to adjourn the meeting at 7:18pm. Motion carried.