

Board of Directors' Meeting
6:00 PM – Thursday, September 25, 2025
JP Coughlin Center, Room B
625 E. County Rd Y | Oshkosh, WI 54901

Present:

Connie Anderson, Danielle Viau, Gary Will, Michael Will, Tonya Hitz, Tami Christian, Shawn Ross, Joe Gonyo, Jay Myrechuck, Gayle Demler, Seth Therrian, Karen Powers, Nita Krenz, Paulette Feld, Amber Lyn Gilbertson

Absent/Excused:

Raina Lymna, Deb Neet, Bob Johnson, Brian Hamill, Edie Crews, Jeff Lutz, Donna Blend, Mary Fleishman, Shaddai Carmona

Staff:

Tanya Marcoe, Deb Shepro, Kathy Doyle, Becky Heldt, CJ Bruden, Joe Louher, Jason VanderVelden, Justin McArthur, Kelly Mauer, Dawn Paterson

Call to Order:

The meeting was called to order at 6:01pm by President, Connie Anderson. A quorum of 15/24 was present.

Review and Approval of Agenda:

Board members reviewed the meeting agenda provided in their packets.

A motion was made by Tami Christian, with a second by Michael Will, to approve the agenda as presented. Motion carried.

Review and Approval of July 24, 2025, Board Meeting Minutes:

Board members reviewed their packets containing July 24, 2025, board meeting minutes.

A motion was made by Paulette Feld, with a second by Gayle Demler to approve July 24, 2025, meeting minutes as presented. Motion carried.

Review and Approval of Actions by Committees:

Board members reviewed their packets containing summaries of the actions taken by committees during the months of June and August.

A motion was made by Amber Lyn Gilbertson, with a second by Gayle Demler, to approve the actions of Committees from the months of June and August. Motion carried.

Review and Approval of 2025 ADVOCAP Triennial Needs Assessment:

Deb Shepro presented on the details of the Needs Assessment and the various questions we

ask survey respondents about why they are struggling, and opportunities that ADVOCAP and other agencies may have to help people gain self-sufficiency—or what services we can offer. All the information from the needs assessment will help guide ADVOCAP's strategic planning process. Two binders with the complete Needs Assessment were available for review as well as summary sheet highlighting the major details of the assessment.

A motion was made by Karen Powers to adjust the review and approval for the Needs Assessment summary rather than the full needs assessment. There was no second and the motion was dropped.

A motion was made by Amber Lyn Gilbertson, with a second by Jay Myrechuck to approve the 2025 ADVOCAP Triennial Needs Assessment. Karen Powers was opposed. Motion carried.

Presentation by Property Services Manager:

Justin McArthur presented on what the Property Services division manages and what they've accomplished. Operating in Fond du Lac, Winnebago, and Green Lake County, property services maintain ADVOCAP offices and properties. In 2025 they've hired new contractors for lawn care and snow removal, new security measures to ADVOCAP properties, and within the last few months have gathered all department staff together to collectively complete projects in a day that would otherwise take an individual staff member weeks to complete. All staff are currently lead safety trained. Justin has developed emergency plans within the last year (tornado, fire, crisis), and ADVOCAP staff now have access to panic buttons. Justin explained that ADVOCAP offers single room occupancy, efficiency, duplexes, and single-family homes, and added that ADVOCAP rents our units at HUDs fair market rate. Property Services provides move in gifts and tools to residents as well as educating and preparing tenants to become more successful renters—in the hope to move tenants from renting to homeowners. Justin would like to integrate people into all neighborhoods and not solely low-income neighborhoods. Justin would like to further develop property guidelines with clearer expectations for clients and continue community engagement efforts.

Presentation by Weatherization Department:

Jason VanderVelden presented on the weatherization team and explained how weatherization fits into ADVOCAPs mission of creating opportunities for self-sufficiency. He revealed how energy costs take up a large portion of people's income, and how those costs are compounded during winter. This leads people into situations where they must pick and choose what bills to pay—frequently, resulting in utilities being shut off in April. Jason elaborated that electricity costs are big contributors to high energy bills because of the additional costs of heating a house with electricity compared to natural gas. Jason further explained how weatherization team writes up work orders based on earlier assessments and helps upgrade old appliances to lower cost and make energy bills more affordable.

Other Business/Announcements/Reports:

- a) Committee Meetings October 23, 2025, at the ADVOCAP Berlin Office, 237 Broadway, Berlin, WI 54923
- b) Executive/Board Meeting November 20, 2025, at the ADVOCAP Fond du Lac

Office, 19 W 1st Street, Fond du Lac, WI 54935

- c) Holiday Celebration December 4, 2025, at the Radisson Hotel and Conference Center, Fond du Lac
- d) Committee Meetings December 18, 2025, at the ADVOCAP Oshkosh Office, 2929 Harrison St, Oshkosh, WI 54901

Adjournment:

A motion was made by Jay Myrechuck, with a second by Amber Lyn Gilberston, to adjourn the meeting at 7:36pm. Motion carried.