

Finance & Personnel Committee Meeting Minutes

5:00 PM – Thursday, October 23, 2025

ADVOCAP Berlin Office

237 Broadway St | Berlin, WI 54923

Present:

Connie Anderson, Tami Christian, Brian Hamill, Shawn Ross, Joe Gonyo, Jay Myrechuck, Gayle Demler (5:18), Nita Krenz.

Absent/Excused:

Karen Powers

Staff:

Tanya Marcoe, Tony Beregszazi, Becky Heldt, Lisa Severson, April Mullins-Datko, CJ Bruden, Joe Lougher, Dawn Paterson, Kelly Mauer.

Call to Order:

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

Review and Approval of Agenda:

A motion was made by Nita Krenz, with a second by Connie Anderson, to approve the agenda as modified. Motion carried.

Review and Approval of Meeting Minutes from August 21, 2025, Committee

Meeting:

A motion was made by Nita Krenz, with a second by Shawn Ross, to approve August 21, 2025, meeting minutes as presented. Motion carried.

Review and Acknowledgment of the ADVOCAP Committee Manual:

Tanya presented. ADVOCAP sent out a hard copy and attached it to the committee packet. This is being presented to each committee, so committee members know their roles and responsibilities.

Review and Approval of Final 2025 Agency Wide Budget:

Joe Lougher presented and informed the committee that each director, himself, Tanya, Tony, and Kelly go through each department's budget. The budget is currently about half a million dollars higher than in previous years, and increases in budget have been driven by program support, rentals, and financial support of the Child Care Incubator. Up to this point in the year, things have been business as usual; however, there have been several grants dropping off in

the last 3 months of the year. Despite this, the budget remains balanced. Joe mentioned that the largest driver of new grants is homeless prevention, and that as staffing is hedging downward, we attempt to integrate staff as grants fall off — or as staff leave, we may choose not backfill positions.

A motion was made by Shawn Ross, with a second by Nita Krenz, to approve the 2025 Agency Wide Budget. Motion carried.

Review and Approval of August 2025 Financial Reports:

Joe presented to the committee on the August 2025 Financial Reports. These reports show continuing trends for the last few months with only minor deviations due to reclassing of expenses or grants that may be ending shortly. Joe elaborated that cash on hand is very good compared to last year, and Tanya added that liquidity to asset liability ratio is very good.

A motion was made by Brian Hamill, with a second by Connie Anderson, to approve the August 2025 Financial Reports. Motion carried.

Review and Approval of 2026 Wages and Benefit Plan Recommendations:

Tanya briefly explained the objectives set for wages and benefits plans based on current budgeting. The following were recommended.

- a) Annual salary adjustment—recommending 3%, representing \$192K across the agency.
- b) Adjustment to base and top of salary schedules—recommending a 2.5% increase to top and base salaries.
- c) Retirement contribution—historically a 5% match for full-time employees with 1,000 working hours per year. Recommending this continues.
- d) Health insurance estimated cost—ADVOCAP uses an individual coverage HRA plan, which helps keep costs at bay. Estimated allowance for the market is 9%, and recommending ADVOCAP covers 4.5%, at a cost of \$60K.
- e) Other fringe benefit costs—ADVOCAP recommends continuing dental insurance plan and vision insurance. The cost is covered by staff so there is no cost to the agency. Also recommending continued short-term and long-term disability at a cost of \$8.5k.

A motion was made by Tami Christian, with a second by Connie Anderson, to approve the 2026 Wages and Benefit Plan Recommendations. Motion carried.

Review and Approval of 2026 Agency Organizational Charts:

Tanya presented on the 2026 Agency Organizational Charts. In the updated charts, Business & Workforce Development is up because the Opportunity Center has been reclassified under it. Homeless Prevention is down due to loss of funding—some of this staff has been moved to the opportunity center under Business and Workforce Development. Weatherization is up an employee for a new field technician. Food & Nutrition is down a few members due to closing

meal sites and reducing drivers' hours — and we've also lost an outreach specialist. In Head Start, we now have 2 assistant directors split between Family Development and Disability. Shared Services has also been split to help with succession planning, and Volunteer Services has no changes made.

A motion was made by Tami Christian, with a second by Nita Krenz, to approve the 2026 Agency Organizational Charts. Motion carried.

Review and Approval of 2026 Agency Wide Budget:

Joe presented the start of the 2026 budget. Across the board, total agency revenue and budget is going down approximately a million dollars due to the reduced scope and scale of grants. The 2026 proposed budget is balanced and anything plus or minus 10% has a note of explanation for review. Rental properties are close to original 2025 levels, and ADVOCAP expects more rent collection and less turnover in 2026. Direct staffing numbers are going to be down 5% and shared staffing is up 7%. Training budgets will be slightly lower due to drop-offs in funding. Costs in the "Other" section are kept at a minimum—and we try to get them down as much as possible by reviewing and allocating them to the correct categories. Homeless Prevention is highly affected by grants that are ending and not being renewed. TBRA levels are decreasing from roughly \$556K down to \$500K. This budget was made on what is currently known, and if finances change at the federal level we will adjust.

A motion was made by Connie Anderson, with a second by Nita Krenz, to approve the 2026 Agency Wide Budget. Motion carried.

Review Credit Card Statements:

Joe presented on ADVOCAP credit card statements and informed the committee that 99% of anything coming through these statements go through controls, *ie: requisition and purchase orders*. There's nothing on statements that Joe feels the need to isolate, but he did go through the process of cancelling one card because he couldn't determine the source of some minor charges. Some of ADVOCAP's costs are up for talent recruiting, primarily for head-start.

HR Narrative:

Kelly Mauer presented to the committee giving an overview of ADVOCAP's HR narrative. ADVOCAP's numbers have changed slightly from Aug to Oct. Year to date there have been 29 requests for FMLA or medical leave. Turnover rate is also up and we're currently down a bus driver. August to October 13 people have been hired, including 2 program aids, a Shared Services maintenance personnel, a new finance specialist, and Weatherization has a new tech pending start date.

Review draft 2026 Board and Committee Calendar:

Tanya presented a draft calendar 2026 meetings. The 2026 meeting calendar is very similar to

the 2025 meeting calendar and will be reviewed and approved during the November board meeting.

Board Engagement in ADVOCAP's 60th Anniversary Events

Tanya presented on how we at ADVOCAP would like to do a fundraising event celebrating 60 years of ADVOCAP in each county we represent, and we're seeking board member engagement to support and run these events. Sub-Committees will be formed for each to manage each county's event, and events will be staggered between months. Furthermore, we've sent out a 60th anniversary logo that will be voted on electronically and revealed during the all-staff meeting on November 7th.

Other Business/Announcements/Reports:

Tanya reminded committee members about the following upcoming events.

- a) Board and Executive Committee Meeting, November 20, 2025, at the ADVOCAP Fond du Lac office, 19 W. 1st Street
- b) Holiday Party, December 4, 2025, 6:00pm at the Radisson Hotel, Fond du Lac, WI 54935
- c) Committee Meeting, December 18, 2025, at the ADVOCAP Oshkosh Office, 2929 Harrison St, Oshkosh, WI 54901

Adjournment:

A motion was made by Connie Anderson, with a second by Gayle Demler, to adjourn the meeting at 6:03pm. Motion carried.