

Finance & Personnel Committee Meeting

5:00 PM – Thursday, December 18, 2025

ADVOCAP Oshkosh Office

2929 Harrison St | Oshkosh, WI 54901

Present:

Connie Anderson (Virtual), Tami Christen (Virtual), Karen Powers (Virtual), Nita Krenz, Gayle Demler.

Absent/Excused:

Brian Hamill, Shawn Ross, Jay MyreChuck

Staff:

Tony Beregszazi, Tanya Marcoe, Dawn Paterson (*Virtual*), Kelly Mauer (*Virtual*), Joe Lougher

Call to Order:

The meeting was called to order at 5:02pm by acting Chair Connie Anderson. A quorum of 5/8 was present.

Review and Approval of Agenda:

A motion was made by Tami Christen, with a second by Nita Krenz, to approve the agenda as presented. Motion carried.

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

A motion was made by Karen Powers, with a second by Nita Krenz, to approve the meeting minutes for October 23, 2025, committee meeting as presented. Motion carried.

Review and Approval of Financial Policies Manual:

Tanya and Joe presented proposed updates to the Financial Policies Manual, including the addition of new policies and revisions to existing language to improve compliance, consistency, and operational efficiency.

Key updates and additions discussed included:

- a) New Cybersecurity Policy: A cybersecurity policy was added based on recommendations from the most recent audit. The policy was developed in collaboration with an IT consultant and is intended to prevent unauthorized access to, deletion of, or damage to organizational data and digital assets. All employees are required to adhere to this policy. An incident response plan was also added to outline procedures for responding to cybersecurity breaches, minimizing damage, preserving evidence, and preventing future incidents.
- b) New CSBG Monitoring Policy: A policy was added to formalize procedures related to CSBG monitoring requirements.

- c) Budget Changes Policy Update: A new policy addressing budget changes was added. Leadership proposed revising the review schedule from biannual to quarterly to allow for more timely oversight.
- d) Housekeeping and Clarifying Language: Updates were made to align the fiscal year with the calendar year, standardize financial management system language, clarify recordkeeping requirements, require comparison of expenses to approved budgets, and add language related to deferring revenues.
- e) Purchasing Authority and Caps: Purchasing caps were increased to account for inflation. Updated thresholds were discussed for the Executive Director, Deputy Director, Finance Director, and Program Directors. The intent is to improve consistency with federal guidelines: Purchases under \$50,000 may be approved by the Deputy Director. Purchases over \$50,000 must be reviewed by the F&P Committee. Updates to the purchase order system were included to reflect approval requirements.
- f) Red Flag / Identity Theft Policy: Language was added to address the prevention, detection, and response to identity theft, including steps employees can take to safeguard sensitive information.
- g) Payroll Process Updates: Due to the adoption of a new payroll system, paper timesheets have been eliminated, and all payroll records and approvals are now handled digitally. Certain job titles were adjusted to reflect reduced staffing needs for payroll processing under the new system.
- h) PTO and Payroll Reporting Changes: PTO is now charged as used rather than accrued as earned. Payroll tax reports are now handled by a third-party provider.
- i) Nominal Bonuses Policy: A nominal bonuses policy was formally documented in writing.
- j) Staff Recognition Policy: A staff recognition policy was added to formally recognize employee contributions related to retention, morale, and engagement. Criteria may include significant contributions, process improvements, and tenure. The Employee Engagement Committee, formed within the past year, falls under this policy.
- k) Signing Authority Clarification: The manual now explicitly states that the Deputy Director has signing authority in the absence of the Executive Director.

A motion was made by Nita Krenz, with a second by Karen Powers, to approve the proposed updates to the Financial Policies Manual.

Review and Approval of Annual Risk Assessment:

Tanya presented the Annual Risk Assessment for committee review. While the assessment is required every two years, management completes it annually as a best practice.

2024 Identified Risks and Responses:

- a) Finance Leadership Capacity: The lack of a Finance Director was identified as a risk, as the Executive Director had been fulfilling both roles. This issue has since been resolved.
- b) Flat Program Funding: Flat funding across programs continues to pose a risk. Management is interviewing fundraising agencies to diversify revenue streams, particularly in response to uncertainty at the federal level.
- c) Emerging Community Needs: Increasing needs related to childcare, alternative housing, and alternative energy were identified and have been incorporated into ADVOCAP's Annual Plan.

2025 Identified Risks:

- a) Cybersecurity: Growing cybersecurity threats and the increasing need for protection.

- b) Staff Capacity and Burnout: Rising client demand that exceeds current staffing capacity, contributing to employee burnout.
- c) Advocacy and Funding Stability: The need for proactive advocacy to increase the likelihood of maintaining current funding levels.
- d) Recruitment, Retention, and Transitions: Workforce challenges, including recruitment, retention, retirements, and staff transitions, impacting service delivery and long-term sustainability.
- e) Financial Compliance: Risks related to shifts in federal priorities and funding requirements.
- f) Mission and Identity / CSBG Funding: ADVOCAP is at a critical crossroads regarding CSBG funding. The potential loss of this funding would significantly impact the organization's ability to provide services and goods, underscoring the importance of continued advocacy efforts.

A motion was made by Karen Powers, with a second by Gayle Demler, to approve the Annual Risk Assessment.

Review and Approval of opening deposit accounts with Nicolet Bank:

Tanya explained that Nicolet Bank is providing the bridge loan for the Childcare Incubator project. As part of this arrangement, Nicolet Bank requested that ADVOCAP establish a deposit account with the institution. Management proposed opening a new account with an initial deposit of \$100,000, with future rental income related to the Childcare Incubator to be deposited into this account.

A motion was made by Karen Powers, with a second by Gayle Demler, to approve opening deposit accounts with Nicolet Bank.

Review and Approval of revised Training Policy:

Tony presented proposed revisions to the Training Policy aimed at increasing consistency across the organization. Management emphasized that training is viewed as an investment in staff, supporting professional growth, skill development, and retention. The revised policy also clarifies how training and certifications can be recognized and tied to increased skills and compensation, with the CCAP certification cited as an example. Additional language was included to formalize coverage of training-related costs, including registration fees, courses, classes, travel, and other associated expenses.

A motion was made by Nita Krenz, with a second by Tami Christen, to approve the revised Training Policy.

Review and Approval of Succession Plans for Leadership Positions:

Tanya presented updates to the organization's succession planning documentation. While the Executive Director succession plan had been approved at prior meetings, this revision formally expands the policy to include Deputy Director and Program Director succession planning. The updated succession plans outline the process for how Deputy Directors and Program Directors are interviewed, reviewed by advising committees, and hired, providing clearer guidance and continuity for leadership transitions.

A motion was made by Tami Christen, with a second by Gayle Demler, to approve the Succession Plans for Leadership Positions.

Review and Approval of September 2025 Financial Statements:

Joe presented the September 2025 Statement of Financial Position. He reported that there were no significant changes to ADVOCAP's overall financial position and that financial levels remain healthy. At approximately 75% through the fiscal year, September also marked the final budget revision. Based on current projections, management anticipates ending the year within the approved budget, with revenues expected to be close to zero, resulting in a balanced budget.

A motion was made by Nita Krenz, with a second by Gayle Demler, to approve September 2025 Financial Statements

Review Credit Card Statements:

Joe presented the September and October credit card statements for committee review. He noted that credit card usage operates within a controlled environment, including established requisition and approval processes. Expenses were primarily related to travel and training, and no outliers or concerns were identified in the expense reports.

Review HR Narrative:

Kelly Mauer presented the HR Narrative for committee review. She reported that the current turnover rate is 29%, which is slightly higher than desired. Current staffing openings include a Head Start school teacher, a Homeless Prevention specialist, and several additional Head Start positions.

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 Karen Powers, with a second by Nita Krenz, to adjourn the meeting at 6:37pm. Motion carried.