

Finance & Personnel Committee Meeting Minutes

5:00 PM – Thursday, August 21, 2025

ADVOCAP Fond du Lac Office – Meeting Room 219

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

Present:

Connie Anderson, Shawn Ross, Nita Krenz, Joe Gonyo, Karen Powers (5:11), Gayle Demler (5:20)

Absent/Excused:

Tami Christian, Brian Hamill, Jay Myrechuck

Staff:

Tanya Marcoe, Tony Beregszazi, April Mullins-Datko, CJ Bruden, Kelly Mauer, Joe Lougher, Lisa Severson

Call to Order:

The meeting was called to order at 5:06pm by acting Chair Connie Anderson. A quorum of 6/9 was present.

Review and Approval of Agenda:

There were 2 modifications made to the meeting agenda. The first was the removal of item #7: Review and Approval of the Cyber Security Policy, and the second was the addition of 2025 Business and Workforce Development Table of Organization as a replacement agenda item #7.

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

Review and Approval of June 26, 2025, Committee Meeting Minutes:

A motion was made by Connie Anderson, with a second by Nita Krenz, to approve June 26, 2025, meeting minutes as presented. Motion carried.

Review and Approval of June 2025 Financial Reports:

Joe Lougher presented the June 2025 Financial Reports. He reported that June was business as usual. Nothing unexpected appeared in the numbers, and things are in line with where they were in the previous year. Joe further explained that current budgets are in line with only minor changes to the budget approved in December, and that the results through June were as expected with no material concerns. Tanya added that some funding sources will change since they end in September, so we know they won't be renewed in 2026, and as staff leave, we pivot positions to other grants.

A motion was made by Karen Powers, with a second by Shawn Ross, to approve the June 2025 Financial reports. Motion carried.

Review of May and June Credit Card Statements:

Joe Lougher presented on May and June credit card statements. He stated the purchase order

system has kept things in order, and that things differ month to month by need. For example, some months have paid training and travel costs while others don't.

2025 Business and Workforce Development Table of Organization:

Tanya Marcoe presented to the committee that we're moving the Opportunity Center from the Homeless Prevention department of ADVOCAP to the Business and Workforce Development department under Kathy Doyle. This change will facilitate greater training and skills enhancement focus to help people build self-sufficiency. We plan to hire an Opportunity Center supervisor and an Employment and Training specialist to further support this change.

A motion was made by Connie Anderson, with a second by Karen Powers, to approve the change in organization structure. Motion carried.

Review and Approval of change in ADVOCAP's Capitalization Policy:

Tanya Marcoe presented to the committee that our auditors recommended that capitalization of goods be increased to deal with inflation. It was recommended we adjust from the current value of \$2,500 up to \$5,000.

A motion was made by Karen Powers, with a second by Nita Krenz to approve the change in ADVOCAP's Capitalization Policy. Motion carried.

Review and Approval ADVOCAP 2024 Form 990:

Tanya Marcoe presented ADVOCAP's 2024 990. She indicated that the 990 is a restatement of our annual audit report and put it in the Federal 990 form.

A motion was made by Nita Krenz, with a second by Shawn Ross to approve ADVOCAP's 2024 Form 990. Motion carried.

HR Narrative:

Kelly Mauer presented to the committee giving an overview of ADVOCAP's HR narrative. During the presentation, the committee was informed all Head Start staff are back, and that 22 of 165 ADVOCAP employees utilized FLMA during this program year, and that our current turnover rate is 16%. Kelly did elaborate that FMLA is higher than previous years, and that ADVOCAP's education of staff may contribute to the number employees utilizing FMLA.

Other Business/Announcements/Reports:

- a) Board and Executive Committee Meeting, September 25, 2025, at J.P. Coughlin Center, 625 E. County Rd. Y, Oshkosh, WI
- b) Committee Meeting, October 23rd, 2025, at Berlin ADVOCAP office, 237 Broadway
- c) Board and Executive Committee Meeting, November 20, 2025, at the ADVOCAP Fond du Lac office, 19 W. 1st Street

Adjournment:

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