

Finance & Personnel Committee Meeting

5:00 PM – Thursday, February 26, 2026

JP Coughlin Center – Room B

625 E County Rd Y | Oshkosh, WI 54901

Present:

Connie Anderson, Tami Christian, Shawn Ross, Joe Gonyo, Jay Myrechuck, Nita Krenz, Gayle Demler (5:05pm)

Absent/Excused:

Brian Hamill, Karen Powers

Staff:

Tanya Marcoe, Tony Beregszazi, CJ Bruden, Joe Lougher, April Mullins-Datko, Kelly Mauer, Becky Heldt, Deb Shepro

Call to Order:

The meeting was called to order at 5:00pm by Chairman Jay Myrechuck. A quorum of 7/8 was present.

Review and Approval of Agenda:

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

Review and Approval Minutes of December 18, 2025, Committee Meeting:

A motion was made by Nita Krenz, with a second by Connie Anderson, to approve the meeting minutes for December 18, 2025, committee meeting as presented. Motion carried.

Review and Approval of December 2025 Financial Reports:

Joe Lougher presented the December 31, 2025, financial statements, noting that year-end figures are substantially final as ADVOCAP prepares for the annual audit. Overall, revenues and expenses are consistent with the prior year and remain largely in line with budget expectations, with no significant deviations. ADVOCAP remains in a strong liquidity position, and the year ended with an operating surplus of approximately \$55,000. While most departments are tracking as anticipated, some expense increases were noted, including higher participation support and subcontractor costs, increased material and contractor expenses within Weatherization, and rising food costs in Head Start. Head Start's total revenues exceeded budget due to in-kind contributions, though departmental operations remained within budget parameters. Tanya also noted that the recent hiring of a fund developer will support efforts to diversify revenue sources.

A motion was made by Tami Christian, with a second by Shawn Ross, to approve the December 2025 Financial Reports

Review of November and December 2025 Credit Card Statements:

Joe Lougher presented the November and December 2025 credit card statements, noting that all costs are reviewed and verified through ADVOCAP's requisition and approval process, with supporting documentation and receipts maintained for all expenditures. He provided committee members with the opportunity to review the statements and ask questions regarding any expenses reflected in the reports.

Review HR Narrative:

Kelly Mauer presented the HR Narrative, reviewing current employee statistics and staffing updates. Fond du Lac staffing increased from 79 to 90 employees, largely due to recent hiring within Head Start. Year-to-date, eight employees have utilized FMLA, with three additional requests anticipated. Agency-wide turnover remains low at 1.89%. Business Development hiring for current openings has been placed on hold, while Homeless Prevention has a new hire starting Monday. Volunteer Services and Weatherization both have candidates in the pipeline. Head Start recently hired a bus driver and continues recruitment efforts for a 4k teacher. Kelly also reported that outdated job descriptions were recently revised agency-wide to address compliance and medical accommodation considerations, and performance evaluation processes have been updated. ADVOCAP has implemented a new HRIS system (iSolved) to support these improvements and enhance HR operations.

Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Training:

April Mullins-Datko presented the required Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) training to ensure compliance with federal guidelines, noting that the Board must receive this training within 180 days of a new funding cycle. She reviewed eligibility requirements, which are based on income or categorical criteria such as SNAP, homelessness, foster care, SSI, or disability, with verification conducted through in-person applications and documentation review. She explained that recruitment involves actively identifying families who would benefit from Head Start, while selection is based on a point system prioritizing the most vulnerable children. Enrollment procedures and attendance requirements were also discussed, including the federal expectation of 85% attendance and the strategies used by staff to support family engagement and school readiness.

Choose Representative for Nominations Committee:

Nita Krenz was selected to serve as the F&P Committee's representative on the Nominations Committee.

Other Business/Announcements/Reports:

Tanya Marcoe provided updates and reminders regarding the following:

- a) Fond du Lac Community Development Initiative update

- b) Fund Developer update
- c) Update on 1303 application to purchase Redeemer School for Head Start
- d) Downtown Fond du Lac Partnership Legacy Award
- e) Eden Schneider Collaboration Award through Envision
- f) Newcap updates
- g) Executive Committee and Board of Directors meeting – March 19, 2026, Fond du Lac ADVOCAP office
- h) Spring All-Staff Meeting – April 17, 2026, Avenue 795, Fond du Lac
- i) Committee Meetings – April 23, 2026, Neenah ADVOCAP office
- j) Annual Meeting – May 14, 2026, Prairie Theater and Event Center, Fond du Lac

Adjournment:

A motion was made by Connie Anderson, with a second by Shawn Ross, to adjourn the meeting at 5:56pm. Motion carried.