

Finance & Personnel Committee Meeting

5:00 PM – Thursday, April 23, 2026

ADVOCAP – Neenah Office

181 E North Water Street | Neenah, WI 54956

Present:

Connie Anderson, Shawn Ross, Joe Gonyo, Jay Myrechuck, Nita Krenz, Karen Powers

Absent/Excused:

Brian Hamill, Tami Christian, Gayle Demler

Staff:

Tanya Marcoe, Tony Beregszazi, CJ Bruden, Joe Lougher, April Mullins-Datko, Kelly Mauer, Dawn Paterson

Call to Order:

The meeting was called to order at 5:01pm by Chairman Jay Myrechuck. A quorum of 6/8 was present.

Review and Approval of Agenda:

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

Review and Approval Minutes of February 26, 2026, Committee Meeting:

A motion was made by Nita Krenz, with a second by Karen Powers, to approve the meeting minutes for February 26, 2026, committee meeting as presented. Motion carried.

Review and Approval of February 2026 Financial Statements:

Joe Lougher presented the February 2026 financial statements, noting that reports are complete through February, with March currently in progress. He stated that nothing in the statements stands out as requiring immediate concern.

Year-to-date, the agency is in a similar financial position, with assets and expenses both down approximately \$228,000. Joe explained that a \$217,000 deficit is attributable to timing within the Weatherization program and is expected to be reconciled by the end of the contract period in June. An additional \$28,000 deficit is related to Affordable Housing, primarily due to repair and maintenance expenses, and is also expected to be offset by the end of that contract.

All other program areas are trending close to a net-zero position as expected.

Tanya Marcoe added that budget adjustments will be made to account for inflation and rising costs, and that a revised budget will be presented to the Board. She also noted that expenses are typically higher at the beginning of the year, with a seasonal decrease anticipated when Head Start personnel are laid off for the summer.

Joe further noted that legal expenses, training, and consulting costs are slightly higher than expected, though not outside acceptable ranges, and should be monitored. He also cited the purchase of a new vehicle for the Food & Nutrition program as a higher one-time expense that is expected to level out over the course of the year.

Overall, Joe emphasized that there are no major concerns at this time, and that financial activity aligns with expected timing differences in expenses, grant draws, and contract periods.

Joe opened the floor for questions from the committee.

A motion was made by Karen Powers, with a second by Connie Anderson, to approve the February 2026 Financial Statements.

Review of January & February 2026 Credit Card Statements:

Joe Lougher presented the January and February credit card statements, noting that these transactions represent a relatively small portion of the agency's overall expenses.

Joe highlighted several one-time or variable expenses, including charges related to Indeed for recruiting, training expenses (primarily within the Head Start program), and conference-related costs.

Joe opened the floor for questions and provided clarification on specific charges as requested. He also noted that internal controls are in place through the requisition, purchase order, and approval processes.

Joe identified a few expenses for further review and will follow up with additional information to the Board.

Review HR Narrative:

a) HR Report Presentation

Kelly presented the HR Narrative, noting that overall staffing numbers have slightly declined from February through April. She indicated that the majority of this change is due to open positions within the Head Start program, while other areas remain relatively steady.

Kelly reported a total of 16 FMLA requests during this period. The turnover rate was noted as 7.36%. Recent hires include two meal drivers and a new staff member for the Berlin office. She also noted that a bus driver was recently hired but subsequently resigned.

Current openings include two Assistant positions within the Opportunity Center and one Supervisor position, 2 Home Deliver Meal Driver positions, 2 Weatherization Specialists and 1 Technician. Additionally, a Head Start 4K position was successfully filled internally.

b) Program Update – Prairie View Transition

Tanya Marcoe provided an update following a special Executive Committee meeting held the previous Monday. She explained that due to flat funding levels and rising expenses, budget adjustments were necessary, resulting in changes to the Prairie View program.

Tanya noted that enrollment at the Prairie View center has declined significantly over the past eight years, with current enrollment at 17 children, while maintaining a full supporting staff. To address this imbalance, the program will transition from a center-based model to a home-based model.

Staff supporting the home-based model will be based out of the Berlin office. Tanya emphasized that this approach is not uncommon in rural communities. The transition is planned to take effect for the 2026–2027 school year.

All equipment and supplies from the Prairie View center will be salvaged and redistributed to other Head Start locations.

Other Business/Announcements/Reports:

Tanya Marcoe provided updates and reminders regarding the following:

a) Tanya Marcoe reported that Jeff Lutz was not reelected to the Winnebago County Board, and a replacement will be identified. She also noted that Nita Krenz may be impacted by changes in Green Lake County, and the agency will inquire about a potential replacement for that seat as well.

Tanya further shared that Tami Christian will be retiring in September, and planning is underway to identify a successor. Additionally, the agency is currently seeking a business sector representative for the Green Lake County seat.

b) Tanya reported that the agency recently held its Spring All-Staff Meeting, during which staff participated in activities to support development of the Strategic Plan. She noted that Amy Peach, who has been assisting with the strategic planning process, will present the results to the Board and provide guidance on the Board's role moving forward.

c) Annual Meeting: May 14, 2026, Prairie Theater and Event Center – The Great Room, 400 University Dr, Fond du Lac, WI 54935

d) Executive Committee Meeting and Board of Directors Meeting: May 28, 2026 – JP Coughlin Center, Oshkosh, WI, 54901

e) Committee Meetings: June 25, 2026 – ADVOCAP Fond du Lac Office, 19 W 1st Street, Fond du Lac, WI, 54935



Adjournment:

A motion was made by Connie Anderson, with a second by Nita Krenz, to adjourn the meeting at 5:48pm. Motion carried.