

## **Planning & Program Development Committee Meeting**

7:00 PM – Thursday, February 26, 2026

JP Coughlin Center – Room B

625 E County Rd Y | Oshkosh, WI 54901

### **Present:**

Connie Anderson, Edie Crews, Paulette Feld, Donna Blend, Mary Fleischman, Amber Lyn Gilbertson

### **Absent/Excused:**

Jeff Lutz, Shaddai Carmona

### **Staff:**

Tanya Marcoe, Tony Beregszazi, Deb Shepro, Kathy Doyle, CJ Bruden, April Mullins-Datko

### **Call to Order:**

*The meeting was called to order at 7:04 PM by Chair Donna Blend. A quorum of 6/8 was present.*

### **Review and Approval of Agenda:**

*A motion was made by Connie Anderson, with a second by Paulette Feld, to approve the agenda as presented. Motion carried.*

### **Review and Approval of Meeting Minutes for October 23, 2025 Committee**

#### **Meeting:**

*A motion was made by Connie Anderson, with a second by Paulette Feld, to approve October 23, 2025, meeting minutes as presented. Motion carried.*

### **Review and Approval of New Program Grant Opportunities:**

#### **a) Review and Approval of the funding submission to SSM Health for the Fond du Lac Community Development Initiative:**

Tanya Marcoe presented a proposal requesting authorization to submit a funding request to SSM Health in support of the Fond du Lac Community Development Initiative. The project is designed to address several community needs by expanding access to affordable housing, improving food access through a neighborhood grocery component, and increasing access to mental health services and supportive resources. The proposed development would include 46 affordable residential units along with integrated services such as the ADVOCAP Opportunity Center and other wellness supports intended to strengthen housing stability and overall community health outcomes.

*A motion was made by Amber Lyn Gilbertson, with a second by Paulette Feld, to approve the funding submission to SSM Health for the Fond du Lac Community Development Initiative.*

**b) Review and Approval of the funding submission to Oshkosh Area Community Foundation for the Childcare Incubator Program:**

Tanya Marcoe presented a proposal requesting authorization to submit a funding request to the Oshkosh Area Community Foundation in support of ADVOCAP's Childcare Incubator Program. The foundation approached ADVOCAP regarding potential funding to support classroom materials and equipment. The proposed request seeks **\$20,000** to equip four childcare incubator classrooms with developmentally appropriate educational materials, furniture, books, and outdoor play equipment, helping create high-quality learning environments and supporting the launch or expansion of women-owned childcare businesses.

*A motion was made by Paulette Feld, with a second by Amber Lyn Gilbertson, to approve the funding submission to Oshkosh Area Community Foundation for the Childcare Incubator Program.*

**c) Review and Approval of ADOCAP Community Development Initiative:**

Tanya Marcoe presented a request for authorization to submit a \$5,000,000 Congressionally Directed Spending request through the Federal Appropriations Committee in support of ADVOCAP's Community Development Initiative. The proposed project aims to address several community needs by expanding access to affordable housing, essential services, and economic opportunities. Components of the initiative include the development of 46 affordable housing units, a community grocery store to improve food access, the ADVOCAP Opportunity Center to provide workforce development and supportive services, and a mental health clinic operated in partnership with local providers. Tanya noted that while the full funding request is \$5 million, the final awarded amount may vary depending on the federal appropriations process.

*A motion was made by Amber Lyn Gilbertson, with a second by Connie Anderson, to approve the ADVOCAP Community Development Initiative.*

**d) Review and Approval of Basic Needs Giving Partnership:**

Tanya Marcoe presented a request for authorization to submit a funding application to the Basic Needs Giving Partnership to support ADVOCAP's Fund Development Plan. Tanya noted that ADVOCAP recently hired a professional fund developer to help create a comprehensive fundraising strategy, including campaign development, donor engagement, and strengthening internal fundraising infrastructure. Because this type of

planning work cannot typically be supported through traditional program grants, ADVOCAP is seeking up to **\$20,000** through the Basic Needs Giving Partnership's Technical Assistance Grant to support this initiative and strengthen the organization's long-term fundraising capacity.

*A motion was made by Amber Lyn Gilbertson, with a second by Paulette Feld, to approve the Basic Needs Giving Partnership.*

### **Review and Approval of Process and Timetable for Strategic Planning:**

Tanya Marcoe presented the proposed process and timeline for developing ADVOCAP's 2026 Strategic Plan. She noted that she consulted with Amy Pietsch, who assisted with the organization's previous three-year strategic plan, and that the planning process will include engagement from staff, leadership, and board members. The timeline includes staff surveys, review of survey results, discussions at the All-Staff Meeting, leadership team planning sessions, and multiple opportunities for board input before final approval of the strategic plan later in 2026.

*A motion was made by Amber Lyn Gilbertson, with a second by Paulette Feld, to approve the Process and Timetable for Strategic Planning.*

### **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:**

Donna Blend was selected to serve as the PPD 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 Amber Lyn Gilbertson, to adjourn the meeting at 7:49pm. Motion carried.*