

Planning & Program Development Committee Meeting

7:00 PM – Thursday, April 23, 2026

ADVOCAP – Neenah Office

181 E North Water Street | Neenah, WI 54956

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, CJ Bruden, Joe Lougher, Kathy Doyle, Kelly Mauer, Dawn Paterson

Call to Order:

The meeting was called to order at 7:01pm by Chairman Donna Blend. A quorum of 6/8 was present.

Review and Approval of Agenda as Amended:

Agenda Item 5, “Review and Approval of Child Incubator Guidelines,” was amended to “Review of Child Incubator Guidelines.”

A motion was made by Amber Lyn Gilbertson, with a second by Paulette Feld, to approve the agenda as amended. Motion carried.

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

A motion was made by Edie Crews, with a second by Amber Lyn Gilbertson, to approve the meeting minutes for February 26, 2026, committee meeting as presented. Motion carried.

Review of Child Incubator Guidelines:

a) Presentation and Overview

Kathy and Tony Beregszazi presented an update on the Child Incubator project. Building on earlier updates from Tanya Marcoe, they noted that construction is progressing and the anticipated opening is Fall 2026. As the project advances, focus has shifted to developing guidelines and policies, and the presenters sought committee feedback on proposed elements.

b) Draft Guideline Areas

Proposed guideline categories include eligibility requirements, background checks, EIN verification, insurance, certifications and verifications, space regulations, income eligibility, and program structure.

c) Provider Expectations

Tony and Kathy emphasized that prospective providers will be evaluated to ensure alignment with ADVOCAP's mission and goals. Providers will also be expected to demonstrate a plan for growth and eventual transition out of the incubator.

D) Eligibility and Accessibility Discussion

Amber asked whether cost-to-income considerations would account for families with higher expenses due to disability or autism-related needs. Tanya clarified that while all facilities meet ADA requirements, eligibility decisions for clients will be determined by the individual businesses operating within the incubator. Income requirements apply only to the businesses (which must meet low-income criteria), not to the families served.

e) Advisory Committee Consideration

Tony noted that the creation of an advisory committee for the incubator is under consideration.

f) Project Timeline

Kathy presented a preliminary timeline outlining key milestones leading to the incubator's opening.

g) Committee Discussion and Feedback

Kathy and Tony opened the floor for questions and discussion:

- Amber inquired about allowing ADA therapists access to provide additional support. Tanya indicated support for this concept, pending verification of applicable requirements.
- Mary asked about incorporating volunteers to increase capacity. Tanya, Tony, and Kathy expressed strong interest and will explore implementation options.
- Donna asked about rent structure. Tanya shared that a baseline of approximately \$800 per month is being considered, with potential adjustments for limited-hour providers (e.g., weekend or third-shift care). Additional models under consideration include rent as a percentage of revenue and allocating a portion of rent into a savings account to support providers as they transition out of the incubator.
- Amber suggested specialized fencing if serving children on the autism spectrum to enhance safety.
- Donna asked about age and capacity regulations; Kathy and Tanya confirmed that these will be governed by applicable standards and enforced accordingly.
- Amber recommended exploring door alarm systems to enhance safety; Tanya expressed support and will investigate further.

h) Guideline Development Status

Kathy noted that several guideline areas require further refinement, and that the current framework represents an initial draft for committee input.

i) Program Structure

Tanya indicated that a formal program agreement will be developed. As the program is not federally regulated, ADVOCAP will have flexibility in designing its structure.

j) Facility Overview

The facility will include two entrances and two exits, with the rear entrance fully enclosed by fencing.

k) Compliance and Termination Standards

Tanya noted that certain violations will result in immediate termination from the program, including abuse, neglect, failure to follow safety protocols, or loss of required certifications.

Review progress on 2026 Annual Plan:

Tanya Marcoe presented an update on progress made during the first quarter of 2026, noting that the agency has made significant advancements across multiple strategic areas. A report was provided outlining progress to date.

Key updates include:

- Fund Development: Continued advancement of fund development efforts.
- Strategic Planning: Completion of all-staff and Board retreat activities to support development of the Strategic Plan.
- Mental Health Services: Launch of mental health counseling services within ADVOCAP offices, currently staffed by two counselors.
- Childcare Incubator: Groundbreaking for the childcare incubator project has been completed.
- Community Development Project: Project has been initiated, with ongoing efforts to secure funding.
- Dental Services Expansion: Ongoing discussions with dental providers to expand access to care; negotiations continue, though no agreements have been secured at this time.
- New Hire Engagement: Implementation of quarterly meetings and orientations for new staff.
- Performance Management: Development of a structured check-in framework for staff at 30-, 60-, and 90-day intervals, as well as 6-month and 1-year milestones, replacing a singular annual review model.
- Staff Training: Expansion of ongoing training opportunities for staff.
- Job Descriptions and Compensation Structure: Updated job descriptions have been distributed. Work is ongoing to develop a structured system for staff categorization and pay scales, with support from an external consultant.
- Cesa 6 Training: Collaboration with CESA 6 to provide training for leadership and staff.

Tanya noted that these efforts reflect strong progress toward the agency's 2026 Annual Plan goals.

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 Paulette Feld, with a second by Donna Blend, to adjourn the meeting at 8:12pm. Motion carried.