Executive Committee Meeting: Special Session

3:00 PM – Tuesday, August 18, 2026
Virtual Meeting

Present:
Connie Anderson, Danielle Viau, Michael Will, Tami Christian, Shawn Ross, Jay Myrechuck, Paulette Feld, Joe Gonyo.

Absent/Excused:
Gayle Demler

Staff:
Tony Beregszazi, Tanya Marcoe, CJ Bruden

Call to Order:
The meeting was called to order at 3:03pm by President Connie Anderson. A quorum of 8/9 was present.

Review and Approval of Agenda:
A motion was made by Paulette Feld, with a second by Michael Will, to approve the agenda as presented. Motion carried.

Review and Approval Minutes of July 23, 2026, Executive Committee Meeting:
A motion was made by Jay Myrechuck, with a second by Michael Will, to approve the meeting minutes for July 23, 2026, executive committee meeting as presented. Motion carried.

Authorization to resubmit a federal grant application to Office of Head Start for the purchase and renovation of Redeemer School located at 606 Forest Avenue in Fond du lac in an amount not to exceed $4,314,777:
Tanya Marcoe reported that in April 2025, the Executive Committee approved ADVOCAP's submission of a federal grant application to the Office of Head Start for the purchase and renovation of Redeemer School, located at 606 Forest Avenue in Fond du Lac.

Following the engagement of an engineering firm and further development of the project plans, additional renovation needs were identified to bring the facility into compliance with applicable operational and licensing requirements. As a result, ADVOCAP is seeking authorization to resubmit an updated federal grant application in an amount not to exceed $4,314,777, consisting of $1,440,000 for the purchase of the property and $2,874,777 for renovations.

Tami Christian asked whether additional bids would be required as part of the process. Tanya explained that Signature Homes has been engaged as the general contractor and will solicit bids for the individual subcontracted portions of the project. Any cost reductions resulting from lower subcontractor bids would be reflected in the final project costs.

A motion was made by Michael Will, with a second by Shawn Ross, to approve ADVOCAP to

resubmit a federal grant application to Office of Head Start for the purchase and renovation of Redeemer School located at 606 Forest Avenue in Fond du lac in an amount not to exceed $4,314,777. Motion carried.

Review and approval of Communications Coordinator contract with Catalyzt:

Tanya Marcoe presented the proposed communications services contract with Catalyzt. She explained that ADVOCAP's current Communications Coordinator, Marisa Barber, will be relocating to Kansas due to her husband accepting a new employment opportunity. Tanya spoke highly of Marisa's performance and noted the importance of retaining her institutional knowledge and the momentum she has established in ADVOCAP's communications efforts.

Tanya explained that ADVOCAP's current personnel policies do not permit fully remote employment arrangements and that making an exception for one position could establish a precedent that may be difficult to apply consistently across the agency. As a potential solution, Tanya has been working with Catalyzt, which would employ Marisa while providing communications and marketing services to ADVOCAP under a one-year contract.

The proposed contract would be for $60,000, effective September 1, 2026 through August 31, 2027, with the arrangement to be reevaluated following the initial term. Tanya noted that the cost is comparable to ADVOCAP's current salary and fringe benefit expenses for the Communications Coordinator position. The arrangement would allow ADVOCAP to retain Marisa's organizational knowledge while also providing access to additional communications and marketing resources available through Catalyzt. If Marisa were to later leave Catalyzt, ADVOCAP's contractual relationship with Catalyzt would remain in place, providing continuity for the agency's communications functions.

Tami Christian raised a concern that if Marisa were to provide services exclusively to ADVOCAP through Catalyzt, there may still be legal considerations regarding her classification as an employee or contractor.

A motion was made by Jay Myrechuck, with a second by Connie Anderson, to approve of ADVOCAP's Communications Coordinator contract with Catalyzt. Motion carried.

Approval of New Board Member:

Tanya Marcoe reported that Tami Christian will be retiring from the ADVOCAP Board of Directors and has recommended Steve Tramp to fill the resulting vacancy.

Tanya presented Steve's extensive accounting, banking, and community leadership background and noted that his financial expertise would be a valuable addition to the Board. His appointment would also help ADVOCAP retain the financial expertise necessary to meet Office of Head Start governance requirements.

Tanya recommended that the Executive Committee approve Steve Tramp to serve on the ADVOCAP Board of Directors following Tami Christian's retirement.

A motion was made by Paulette Feld, with a second by Joe Gonyo, to approve Steve Tramp as a replacement board member for Tami Christian. Motion carried.

Other Business/Announcements/Reports:

Tanya Marcoe provided updates and reminders regarding the following:

a) Tanya Marcoe presented two matters for Executive Committee discussion and direction.

i. **Green Lake County Business-Sector Board Vacancy:**
Tanya reported that ADVOCAP currently has a business-sector vacancy on the Board representing Green Lake County. Kathy indicated that a potential candidate is a small-business owner in Green Lake County who currently has a loan through ADVOCAP's Small Business Administration program.

Tanya asked whether the existing lending relationship would constitute a conflict of interest or whether the individual could be considered for Board service with appropriate disclosure and recusals. She noted that any future refinancing or restructuring of the individual's loan would be handled through the appropriate committee and that the individual could abstain from any Board votes involving ADVOCAP's small-business lending program.

The Executive Committee expressed support for proceeding in this direction with appropriate disclosure and abstention from matters presenting a potential conflict of interest.

ii. **Potential Affordable Housing Opportunity in Oshkosh**
Tanya reported that ADVOCAP was approached by the Oshkosh Community Foundation regarding a property formerly owned by Father Carr's. The Community Foundation currently leases the property to COTS, an organization serving single men affected by substance use, but the facility is presently underutilized.

The Community Foundation asked whether ADVOCAP may have an interest in developing affordable housing opportunities at the property. During subsequent discussions, ADVOCAP learned that Winnebago County may also be interested in using the property to serve underserved individuals.

Tanya expressed that ADVOCAP should avoid competing with or interfering with Winnebago County's plans and emphasized the importance of maintaining a positive working relationship with the County. She plans to speak with the Winnebago County Executive to determine whether the County intends to pursue the opportunity directly or would prefer ADVOCAP to take the lead.

Tanya stated that her understanding is that the Oshkosh Community Foundation may be willing to transfer the property to ADVOCAP at no cost. If ADVOCAP were to pursue the opportunity, Tanya would like the project to provide housing that is genuinely affordable, with residents paying approximately 30% of their income toward housing costs. She also indicated that ADVOCAP would need to

negotiate with the Community Foundation regarding responsibility for ongoing maintenance, upgrades, and other property-related expenses.

Tanya asked for the Executive Committee's general direction regarding whether ADVOCAP should continue exploring the opportunity if Winnebago County indicates that it would prefer ADVOCAP to take the lead. No formal action was taken.

b) Committee Meetings: August 27, 2026 - JP Coughlin Center, 625 E. County Road Y, Oshkosh, WI 54901

c) Board of Directors Meeting: September 24, 2026 – ADVOCAP FDL Office, 19 W 1st Street, Fond du Lac, WI 54935

d) Committee Meetings: October 22, 2026 – ADVOCAP Berlin Office, 237 Broadway Street, Berlin, WI 54923

Adjournment:

A motion was made by Paulette Feld, with a second by Tami Christian, to adjourn the meeting at 3:48pm. Motion carried.