Finance & Personnel Committee Meeting

5:00 PM – Thursday, June 25, 2026
ADVOCAP – Fond du Lac Office
19 W 1st Street | Fond du Lac, WI 54935

Present:

Connie Anderson, Joe Gonyo, Jay Myrechuck, Gayle Demler *(5:11pm)*, Shawn Ross *(5:31pm)*

Absent/Excused:

Brian Hamill, Tami Christian, Karen Powers

Staff:

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

Call to Order:

The meeting was called to order at 5:12pm by Chairperson Jay Myrechuck. A quorum of 4/7 was present.

Review and Approval of Agenda:

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

Review and Approval Minutes of April 23, 2026, Committee Meeting:

A motion was made by Connie Anderson, with a second by Joe Gonyo, to approve the meeting minutes for April 23, 2026, committee meeting as presented. Motion carried.

Election of Committee Chairperson and Vice-Chairperson:

Connie Anderson nominated Jay Myrechuck to serve as Chairperson of the Finance & Personnel (F&P) Committee for the June 2026–May 2027 term. The nomination was seconded by Joe Gonyo. There being no opposition, the motion carried, and Jay Myrechuck was elected Chairperson.

Connie Anderson nominated Shawn Ross to serve as Vice-Chairperson of the Finance & Personnel (F&P) Committee for the June 2026–May 2027 term. The nomination was seconded by Joe Gonyo. There being no opposition, the motion carried, and Shawn Ross was elected Vice-Chairperson.

Review and Approval of Committee Duties and Responsibilities:

Tanya Marcoe presented an excerpt from the Committee Manual outlining the duties and responsibilities of the Finance & Personnel (F&P) Committee for the committee's annual review and approval. The duties and responsibilities remain unchanged from the previous year's approval.

A motion was made by Joe Gonyo, with a second by Gayle Demler, to approve the Duties and Responsibilities of the F&P Committee. Motion carried.

Review and Approval of April 2026 Financial Statements:

Joe Lougher, Finance Director, presented the financial statements through April 30, 2026. He reported that the Agency's financial position remains stable, with cash and assets increasing and no significant financial concerns identified. Variances from budget were primarily attributed to the timing of prepaid expenses, deferred revenue, seasonal program activity, and startup costs associated with the Childcare Incubator Program and Head Start's transition into the summer months.

Joe noted that consulting expenses are currently above budget due to fund development and strategic planning efforts. Vehicle expenses are also above budget due to the recent purchase of a vehicle. He advised that a revised budget reflecting these adjustments will be presented at the next committee meeting. Overall, revenues and expenses continue to be closely monitored, and the Agency remains near its expected break-even position. Joe opened the floor for questions, and none were raised.

A motion was made by Connie Anderson, with a second by Gayle Demler, to approve the April 2026 Financial Statements. Motion carried.

Review Credit Card Statements:

Joe Lougher, Finance Director, presented the March and April 2026 credit card statements for committee review. He noted that credit card purchases represent a relatively small portion of the Agency's overall expenditures and are used primarily when they provide the most efficient purchasing method. Joe stated that the Agency's procurement procedures provide appropriate oversight and safeguards for credit card usage. Joe opened the floor for questions, and none were raised.

Review HR Narrative:

Kelly Mauer, Human Resources Director, presented the Human Resources Narrative. She reported that the Agency has recorded 22 Family and Medical Leave Act (FMLA) cases year-to-date. The Agency's year-to-date turnover rate is 18.24%, with a 47.37% turnover rate among new hires. Kelly noted that the Agency continues to explore strategies to improve new hire retention, including implementing an ongoing new employee orientation program as part of the Agency's strategic plan.

Employee Statistics:

Kelly Mauer, Human Resources Director, presented the Employee Statistics report, noting that the Agency currently employs 139 staff, compared to 151 reported at the previous committee meeting. She explained that the decrease occurred despite few current job openings and was primarily the result of changes to the Head Start program structure, including the transition to home-based services in Green Lake County.

Review and Approval of 401K audit for 2025:

Kelly Mauer, Human Resources Director, presented the 2025 Retirement Plan audit. She reported that the Agency periodically solicits competitive bids for retirement plan management services to ensure employees receive competitive investment options. Kelly also reviewed the independent audit conducted by Hawkins Ash, which found the Plan to be in good standing overall. She noted that the retirement plan has experienced strong investment performance in recent years and that, effective in April 2025, newly hired employees are automatically enrolled in the Plan at a 2% contribution rate, with an individual benefits meeting scheduled within two weeks of hire to review participation options.

Kelly reviewed two management advisory comments identified during the audit. The first related to employee 401(k) deferrals not being withheld from final paychecks following a payroll system change. The second involved a delay in remitting one employer contribution due to personnel and payroll system transitions. She reported that both issues have been corrected and procedures have been implemented to prevent recurrence.

A motion was made by Shawn Ross, with a second by Gayle Demler, to approve the ADVOCAP 2025 - 401K Audit. Motion carried.

Other Business/Announcements/Reports:

Tanya Marcoe, Executive Director, shared the following announcements and upcoming meeting reminders:

a) Deb Shepro recently earned her Certified Community Action Professional (CCAP) credential, becoming ADVOCAP's third CCAP-certified professional. Tanya noted that Deb will be recognized at the 2026 annual awards ceremony in St. Louis and is currently the only professional in Wisconsin to receive the CCAP credential in 2026.

b) The next Board of Directors Meeting will be held on July 23, 2026, at the ADVOCAP Prairie View Center, W911 State Highway 44, Markesan, WI 53946.

c) The next Committee Meetings will be held on August 27, 2026, at the JP Coughlin Center, 625 E. County Road Y, Oshkosh, WI 54901.

d) The following Board of Directors Meeting will be held on September 24, 2026, at the 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 Gayle Demler, to adjourn the meeting at 5:45pm. Motion carried.