Finance & Personnel Committee Meeting

5:00 PM – Thursday, August 27, 2026
JP Coughlin Center – Room B
625 E County Rd Y | Oshkosh, WI 54901

Present:

Connie Anderson, Brian Hamill, Shawn Ross, Jay Myrechuck, Karen Powers, Gayle Demler *(5:18)*

Absent/Excused:

Tami Christian, Joe Gonyo

Staff:

Tanya Marcoe, Tony Beregszazi, CJ Bruden, Joe Lougher, April Mullins-Datko, Kelly Mauer, Dawn Paterson, Deb Shepro, Kathy Doyle, Jason VanderVelden, Justin McArthur

Call to Order:

The meeting was called to order at 5:00pm by Chairperson Jay Myrechuck. A quorum of 6/7 was present.

Review and Approval of Agenda:

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

Review and Approval Minutes of June 25, 2026, Committee Meeting:

A motion was made by Connie Anderson, with a second by Shawn Ross, to approve the meeting minutes for June 25, 2026, committee meeting as presented. Motion carried.

Review and Approval of FY27 Weatherization RFB Cost Tabulation:

Jason Vander Velden explained that the items presented represent the annual Weatherization bid process rather than individual purchases. The agency solicits bids for commodities and contracted services, reviews and interviews prospective bidders as applicable, receives sealed bids, and awards contracts based on the bid review process. The FY27 summary included bid results for appliances, electrical services, plumbing services, roofing services, spray foam commodities, and water conservation plumbing services.

a) **FY27 Appliance Commodity RFB Cost Tabulation**: Jason presented the FY27 Appliance Commodity bids. Two complete bids were received, from Fasco Appliance and Van Vreede's Appliance. Fasco Appliance submitted the lower total bid of $61,039.15 and was identified in the first award position; Van Vreede's Appliance submitted a total bid of $80,455.00. The tabulation also notes a minor omission that was corrected by the agency.

   A motion was made by Connie Anderson, with a second by Shawn Ross, to approve ADVOCAP's FY27 Appliance Commodity RFB Cost Tabulation. Motion carried.

b) **FY27 Electrical Services RFB Cost Tabulation**: Jason presented the FY27 Electrical Services bids. Two complete bids were received, with Piette Electrical LLC identified in the first award position for both bid categories at a total bid of $166,875.00, and Beez Electric identified in the second award position at $185,508.75. Jason noted that the agency may award work to both bidders to ensure adequate contractor availability. The agency generally utilizes the lower-cost contractor as much as possible and may assign work to the other awarded contractor when the primary contractor is unavailable or unable to complete additional work.

A motion was made by Karen Powers, with a second by Connie Anderson, to approve ADVOCAP's FY27 Electrical Services RFB Cost Tabulation. Motion carried.

c) **FY27 Plumbing Services RFB Cost Tabulation**: Jason presented the FY27 Plumbing Services bids. Four complete bids were received, with Quandt Plumbing LLC identified in the first award position at a total bid of $201,000.00. The remaining bids ranged from $207,375.00 to $221,655.00. Jason further explained that these contracts may be renewed by mutual agreement as permitted by the State. If an awarded contractor's pricing increases substantially, the agency may instead return to the competitive bidding process. For the bid process, the agency provides bidders with an estimated number of units needed, and bidders submit fixed unit pricing for the specified services. The plumbing bid included pricing for three categories of water-heater replacement.

A motion was made by Connie Anderson, with a second by Brian Hammill, to approve ADVOCAP's FY27 Plumbing Services RFB Cost Tabulation. Motion carried.

d) **FY27 Roofing Services RFB Cost Tabulation**: Jason presented the FY27 Roofing Services bid, noting that roofing is a new service area for the agency this year. Approximately a dozen solicitations were distributed, with only one bid received. Refined Construction submitted a complete bid totaling $150,250.00 and was identified in the first award position. The cost tabulation notes that a roofing bid issued the previous year received no responses, that additional bids would be unlikely if the solicitation were reissued, and that the submitted costs were considered reasonable and consistent with previously incurred expenses.

A motion was made by Karen Powers, with a second by Shawn Ross, to approve ADVOCAP's FY27 Roofing Services RFB Cost Tabulation. Motion carried.

e) **FY27 Spray Foam Commodity RFB Cost Tabulation**: Jason presented the FY27 Spray Foam Commodity bid and clarified that this is a commodity purchase rather than a contracted service. He noted that the Agency uses a significant amount of spray foam in its Weatherization work. One complete bid was received from Bay Building Supplies, totaling $41,333.75, and was identified in the first award position. Jason also noted that the bid came in lower than the agency's previous costs. The tabulation also indicates that the total is below the $50,000 sealed-bid threshold and that soliciting additional bids was not expected to improve the outcome.

A motion was made by Karen Powers, with a second by Connie Anderson, to approve ADVOCAP's FY27 Spray Foam Commodity RFB Cost Tabulation. Motion carried.

f) **FY27 Water Conservation RFB Cost Tabulation**: Jason presented the FY27 Water Conservation Plumbing Services bids. The same four contractors who submitted bids for the Plumbing Services RFB also submitted bids for this program. Quandt Plumbing LLC was identified in the first award position with a total bid of $119,500.00; the remaining bids ranged from $125,425.00 to $128,500.00. Jason noted that the program's name can be somewhat misleading, as the work is not traditional weatherization. He explained that the program is intended more as an emergency service to address leaking, failing, or potentially hazardous water heaters. The bid covers several types of water-heater replacement, including standard and mobile-home gas and electric units.

A motion was made by Karen Powers, with a second by Shawn Ross, to approve ADVOCAP's FY27 Water Conservation RFB Cost Tabulation. Motion carried.

Review and Approval of June 2026 Financial Statements:

Joe Lougher reviewed the June 2026 financial statements and reported that the agency's financial position remains generally stable, with no significant unexpected variances. Cash and equivalents were approximately $1.03 million, while receivables from funding agencies remained elevated, which Joe attributed primarily to timing. At the midpoint of the fiscal year, the agency had received approximately 52% of budgeted revenues and incurred approximately 54% of budgeted expenses, which Joe indicated was reasonably close to expectations. He noted that some budget categories such as Consulting were running above the expected budget levels and continue to be monitored. Other categories such as Subcontractors, Participation Support and Vehicle Operations are running above their proportional original budget levels but at new expected levels and without a negative impact on ADVOCAP's results. Joe also explained that updated budget figures are developed during this portion of the year to account for changes from the original annual budget. While budgets remain tight across the agency, he did not identify any overall financial concerns at this time. Justin McArthur reported that three agency homes in Menasha sustained damage during recent storms and that insurance is expected to cover most of the associated repair costs.

A motion was made by Connie Anderson, with a second by Gayle Demler, to approve ADVOCAP's June 2026 Financial Statements.

Review Credit Card Statements:

Joe Lougher reviewed the May and June 2026 credit card statements and explained that the statements are presented to the committee as part of required financial oversight. Credit card purchases represent approximately 1% of the agency's overall expenses and are subject to the same purchasing controls as other expenditures. Cards are generally used when they provide a practical payment method for expenses such as travel, food, job postings, and other routine purchases. The May and June summaries reported total purchases of $24,169.98 and $18,108.94, respectively. Joe noted that the credit card balance is paid in full each month to avoid carrying a balance or accruing interest. He also explained that the bank provides fraud-monitoring controls and that he receives fraud alerts promptly. To date, the agency has not incurred a financial loss resulting from suspicious credit card activity.

Review and Approval ADVOCAP Guidebook Policy Changes & New Policies:

Kelly Mauer presented several proposed updates and additions to the ADVOCAP Employee Guidebook. She noted that the Harassment Policy was revised to add language addressing bullying, including definitions and examples of prohibited conduct.

Kelly explained that the former Computer Use Policy was replaced with an updated Electronic Equipment/Communications Policy, which more broadly addresses the use of agency-owned electronic equipment, communications, messaging, files, and related security requirements.

A new Generative Artificial Intelligence (AI) Use Policy was also added in response to the increasing use of AI tools by employees for activities such as research, writing, and other work-related purposes. The policy establishes expectations for authorized use, protection of confidential and proprietary information, review of AI-generated content, and prohibited uses.

Kelly also reviewed the new Complaint Process/Employee Concerns Policy, which replaces the former Open Door Policy and establishes a more clearly defined process for employees to raise and resolve workplace concerns.

A new Remote Work Policy was developed to provide limited flexibility for employees whose positions can support remote work while recognizing that many agency positions require direct, in-person service to clients. The policy establishes eligibility, approval, work-environment, confidentiality, availability, and performance expectations for remote work arrangements.

Kelly also reviewed revisions to the Time Sheets Policy, clarifying that employee time must be recorded in 15-minute increments. Additional changes were made to policies governing the earning and use of vacation time, as well as to the Sick Leave Policy, including clarification of accrual and usage provisions.

A motion was made by Connie Anderson, with a second by Karen Powers, to approve ADVOCAP's Guidebook Policy Changes & New Policies

Review HR Narrative:

Kelly Mauer reviewed current employee statistics and Human Resources activity. She reported 25 FMLA/leave-of-absence requests year-to-date. The agency-wide turnover rate was 22.86%, while turnover among employees hired in 2026 was 50%. Kelly noted that the higher recent turnover has been driven primarily by Head Start. Kelly also discussed a newly established work-education apprenticeship program. Participating students must be in ADVOCAP's Head Start program and are required to complete applicable background checks and vaccinations, while receiving school credit for their participation. Current and pending hiring activity includes a Home Delivered Meal Driver, Weatherization Specialist, and Weatherization Technician. She also noted that two openings remain available. Kelly reported that the Center Operations Manager position is expected to be eliminated. Due to recent changes in facilities and operations, the position may no longer be necessary.

Employee Statistics:

Kelly Mauer presented employee staffing levels by office location. As of August 24, 2026,

ADVOCAP employed 148 staff, including 91 full-time and 57 part-time employees. Staffing included 82 employees in Fond du Lac, 44 in Oshkosh, 17 in Neenah, and 5 in Berlin. The Markesan location no longer had staff assigned as of the reporting date. Kelly also reviewed separation activity. Since the previous report dated June 15, there have been 10 separations, including 9 voluntary and 1 involuntary. Year-to-date, there were 40 separations, consisting of 28 voluntary and 12 involuntary.

Other Business/Announcements/Reports:

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

a) Tanya reviewed upcoming meetings and provided several organizational updates. She reported that ADVOCAP was notified on August 25 that Head Start services in North Fond du Lac would no longer be reimbursed. As a result, the two affected classrooms will be relocated to the Sacred Heart location.
b) Tanya also announced that three of the five statewide Community Action Program award recipients being recognized at the 2026 NCAP Conference are from ADVOCAP.
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 – AVOCAP Berlin Office, 237 Broadway Street, Berlin, WI 54923
e) Fall All-Staff Meeting: November 6, 2026 – Ripon College, Great Hall, 300 W. Seward St., Ripon, WI 54971
f) Board of Directors Meeting: November 19, 2026 - JP Coughlin Center, Room B, 625 E. County Rd Y, Oshkosh, WI 54901

Adjournment:

A motion was made by Karen Powers, with a second by Gayle Demler, to adjourn the meeting at 6:06pm. Motion carried.