Planning & Program Development Committee Meeting

7:00 PM – Thursday, June 25, 2026
ADVOCAP – Fond du Lac Office
19 W 1st Street | Fond du Lac, WI 54935

Present:

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

Absent/Excused:

Edie Crews, Shaddai Carmona

Staff:

Tanya Marcoe, Tony Beregszazi, CJ Bruden, Dawn Paterson, Deb Shepro, Becky Heldt, Kathy Doyle, Justin McArthur

Call to Order:

The meeting was called to order at 7:05pm by Chairperson Donna Blend. A quorum of 5/6 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 Minutes of April 23, 2026, Committee Meeting:

A motion was made by Paulette Feld, with a second by Amber Lyn Gilbertson, to approve the meeting minutes for April 23, 2026, committee meeting as presented. Motion carried.

Election of Committee Chairperson and Vice-Chairperson:

Amber Lyn Gilbertson nominated Donna Blend to serve as Chairperson of the Planning & Program Development (PPD) Committee for the June 2026–May 2027 term. The nomination was seconded by Paulette Feld. There being no opposition, the motion carried, and Donna Blend was elected Chairperson.

Amber Lyn Gilbertson nominated Paulette Feld to serve as Vice-Chairperson of the Planning & Program Development (PPD) Committee for the June 2026–May 2027 term. The nomination was seconded by Connie Anderson. There being no opposition, the motion carried, and Paulette Feld 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 Planning & Program Development (PPD) 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 Connie Anderson, with a second by Amber Lyn Gilbertson, to approve the Duties and Responsibilities of the PPD Committee. Motion carried.

Review and Approval of Green Lake County Opioid Settlement Funding Request - ADVOCAP Homeless Prevention Services:

Becky Heldt, Homeless Prevention Director, presented the Green Lake County Opioid Settlement Funding Request for ratification of the Agency's acceptance of $25,000 in funding to support ADVOCAP's Recovery Housing Stability Program. The program will provide housing search and placement assistance, security deposits, rental assistance, and case management for individuals experiencing homelessness or housing instability while receiving treatment for opioid use disorder in Green Lake County. The program is expected to serve four households, representing approximately 11 individuals, and is designed to promote long-term housing stability and recovery.

A motion was made by Connie Anderson, with a second by Paulette Feld, to ratify ADVOCAP's acceptance of the Green Lake County Opioid Settlement Funding Request in the amount of $25,000. Motion carried.

Review and Approval of Wisconsin Public Service Foundation Grant - Business & Workforce Development- Childcare Incubator:

Kathy Doyle, Business & Workforce Development Director, and Tanya Marcoe, Executive Director, presented a grant application to the Wisconsin Public Service Foundation requesting authorization to apply for $10,000 in funding to support ADVOCAP's Childcare Incubator. The Childcare Incubator expands access to affordable, reliable childcare by supporting new childcare providers while strengthening the local workforce and creating long-term economic benefits for families and communities. The requested funding will be used to help complete construction of the Childcare Incubator facility.

A motion was made by Paulette Feld, with a second by Amber Lyn Gilbertson, to approve ADVOCAP's application for the Wisconsin Public Service Foundation Grant for $10,000 in funding. Motion carried.

Review and Approval of CoVantage Cares Foundation - ADVOCAP Business Development Department-Childcare Incubator:

Kathy Doyle, Business & Workforce Development Director, and Tanya Marcoe, Executive Director, presented a grant application to the CoVantage Cares Foundation requesting authorization to accept $50,000 in funding, if awarded, to support ADVOCAP's Childcare Incubator. The Childcare Incubator aligns with the Foundation's mission by expanding access to childcare for working families while promoting entrepreneurship and economic opportunity for individuals seeking to establish childcare businesses. As a capital project, the incubator will create a lasting community asset that strengthens the local workforce and benefits families throughout the region.

A motion was made by Paulette Feld, with a second by Amber Lyn Gilbertson, to authorize ADVOCAP to accept funding from the CoVantage Cares Foundation in the amount of $50,000, if awarded. Motion carried.

Progress Reports:

a) Fund Development:

Tanya Marcoe, Executive Director, presented the Fund Development Progress Report, prepared by Sean from the Agency's Fund Development team. Tanya reported that ADVOCAP has secured 31 gifts and grants totaling approximately $63,600 year-to-date. She also noted that the Agency currently has more than $537,000 in active funding opportunities within its development pipeline, including $200,000 in potential funding for the Childcare Incubator project.

b) Annual Plan:

Tanya Marcoe, Executive Director, presented the Agency's 2026 Annual Plan progress report, reviewing accomplishments and updates for the April–June 2026 reporting period. Tanya highlighted continued progress in several strategic priority areas, including fund development, construction of the Childcare Incubator, expansion of mental health and workforce development services, leadership development, employee training initiatives, and implementation of organizational improvement projects. Additional updates included continued quarterly new hire orientations, recognition of Deb Shepro earning her Certified Community Action Professional (CCAP) designation, ongoing work toward a job classification and salary administration system, and continued planning for future affordable housing and mixed-use development initiatives.

c) Grant Application Status:

Deb Shepro, Grant Writer, presented the 2026 Grant Application Status Report, providing the Committee with an update on grant applications submitted throughout the year, including awards received, pending applications, applications in development, and grants that were not awarded. Deb reported that the Agency has requested more than $8.1 million in grant funding to date, with approximately $2.1 million awarded and an overall 67% funding success rate. She also noted that the Agency has achieved a 90% application success rate on grant decisions received thus far.

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 Paulette Feld, to adjourn the meeting at 7:51pm. Motion carried.