



ADVOCACY & OPERATIONS COMMITTEE MEETING
5:45 PM Thursday March 14, 2019
Oshosh ADVOCAP Office
2929 Harrison St.
Oshkosh, WI

MEETING MINUTES

PRESENT: Darlene Bilstad, Jay Myrechuck, Mike Norton, Harold Singstock, Gary Will

**ABSENT/
EXCUSED:** Connie Anderson, Mary Fleischman, Drew Saint James

STAFF/ Tony Beregszazi, Lu Scheer, Deb Shepro, Jason Vander Velden, Lea Possehl

**CALL TO
ORDER:** The meeting was called to order by chair Gary Will at 5:45 PM.

ROLL CALL: Roll call was taken by observation and a quorum of 5/8 was present.

**AGENDA
APPROVAL:** A REVISED agenda was presented to the Committee including the additions of Volunteer Services: Foster Grandparent Renewal & Head Start: Transportation Renewal. Tony Beregszazi also requested a change in order for presentations.

A motion was made by Mike Norton with a second by Harold Singstock to approve the REVISED agenda with the additions and order change.
MOTION CARRIED UNANIMOUSLY

**MINUTES
APPROVAL:** A motion was made by Darlene Bilstad with a second by Mike Norton approve the January 17, 2019 minutes as presented.
MOTION CARRIED UNANIMOUSLY

REVIEW & APPROVAL OF APPLICATIONS FOR FUNDS FOR EXISTING PROGRAMS AND SERVICES:

A.) Volunteer Services - Foster Grandparent Renewal

Deb Shepro requested authorization to apply for funding in the amount of \$220,500 (an increase of \$10,500) from the Corporation for National and Community Service to continue to support its Foster Grandparent Program.

A motion was made by Mike Norton with a second by Gary Will to approve the request as presented.
MOTION CARRIED UNANIMOUSLY

B.) Head Start - Transportation Waiver

Tony Beregszazi requested to submit the Head Start 45 CFR Part 1310 - Transportation Waiver for the 2019-2020 Program year. This waiver allows children to ride the buses the school district or a contracted service provides without mandating a bus monitor and without the use of 5 point harnesses in the seats. The request is to increase to a maximum of 160 children in total.

A motion was made by Darlene Bilstad with a second by Mike Norton to approve the request as presented.

MOTION CARRIED UNANIMOUSLY

C.) Affordable Housing - Emergency Solutions Housing Program Homeless Prevention (EHH)

Lu Scheer requested authorization to apply for funding in the amount of \$219,900 from the Wisconsin Department of Administration as well as an additional \$39,493 through the City of Appleton to continue to help homeless households in our three-county area. This also provides additional funds to be used for Rapid Rehousing in the Neenah-Menasha area.

A motion was made by Mike Norton with a second by Darlene Bilstad to approve the request as presented.

MOTION CARRIED UNANIMOUSLY

D.) Affordable Housing - Housing Cost Reduction Initiative (HCRI/HOME)

Lu Scheer requested authorization to submit an application in the amount not to exceed \$700,000 from the Wisconsin Department of Administration, Division of Energy, Housing and Community Resources for a two year request for HOME funds. This will include funds for developing up to 3 Fresh Start Houses & rehab for up to 24 homes. Lu Scheer is requesting authorization to submit an application in the amount not to exceed \$225,000 of HCRI funds to be used for down payment assistance, foreclosure prevention, and capacity building for staff and equipment.

A motion was made by Mike Norton with a second by Jay Myrechuck to submit the request as presented.

MOTION CARRIED UNANIMOUSLY

E.) Affordable Housing - Tenant Based Rental Assistance (TBRA)

Lu Scheer requested authorization to submit an application in the amount of \$897,010 for a two year request for HOME TBRA funds for rental assistance, security deposit assistance, staff time to perform HQS and income determinations and 5% administration funds.

A motion was made by Gary Will with a second by Mike Norton to approve the request as presented.

MOTION CARRIED UNANIMOUSLY

F.) Affordable Housing - Housing Assistance Program (HAP)

Lu Scheer requested authorization to submit an application for HAP funds for housing and supportive services for people experiencing homelessness. Staff will write one grant on behalf of ADVOCAP, and one grant to be submitted with the application from the City of Appleton for the Fox Cities Area. ADVOCAP's application will be a request in the amount of \$19,828 and the City of Appleton's application will be a request in the amount of \$12,500.

A motion was made by Mike Norton with a second by Harold Singstock to approve the request as presented.

MOTION CARRIED UNANIMOUSLY

HOME WEATHERIZATION PROGRAM: LANDLORD CONTRIBUTION POLICY

Jason Vander Velden requested a change in the Landlord Contribution Policy (in addition to the State of WI minimum requirement) as follows:

In all rental buildings owners are required to make a contribution amounting to a minimum of 15 percent of the estimated cost of heating system, water heater, and/or refrigerator/freezer (if not tenant-owned) replacements. Single family properties held in any form of living trust are not required to make an owner contribution. All rental owners who themselves are eligible for WHEAP are not required to make an owner contribution. An owner shall meet the contribution requirement with a cash contribution or Rent Reduction Agreement not to exceed 12 months. A refund shall be issued to rental owners when actual cost is less than estimated cost.

A motion was made by Mike Norton with a second by Jay Myrechuck to approve the request as presented.

MOTION CARRIED UNANIMOUSLY

CUSTOMER SATISFACTION: LISTEN 4 GOOD SURVEY

Tony Beregszazi presented the draft Listen 4 Good Survey. The Committee suggested a question be added regarding the type of Household being surveyed. The Committee also recommended a box for Comments / Testimonials.

A motion was made by Mike Norton with a second by Harold Singstock to approve the request as presented.

MOTION CARRIED UNANIMOUSLY

CHOOSE REPRESENTATIVE FOR NOMINATIONS COMMITTEE:

A motion was made by Mike Norton with a second by Gary Will to nominate Harold Singstock as the A&O Nominations Committee representative. Harold accepted the nomination.

MOTION CARRIED UNANIMOUSLY

OTHER BUSINESS / ANNOUNCEMENTS / REPORTS:

Nothing to report.

ADJOURNMENT:

Meeting was adjourned at 7:05pm

MINUTES BY: Lea Possehl, Executive Administrative Assistant