

## **FINANCE AND PERSONNEL COMMITTEE MEETING**

6:00 PM Thursday, June 20, 2024  
ADVOCAP Office- Activity Room  
19 W. 1st St. | Fond du Lac, WI 54935

### **MEETING MINUTES**

#### **PRESENT**

Jay Myrechuck, Connie Anderson, Gayle Demler, Tami Christian, Shawn Ross, Joe Gonyo, Karen Powers

#### **ABSENT/EXCUSED**

Brian Hamill

#### **STAFF**

Tanya Marcoe, Tony Beregszazi, Pam Ziegler, Becky Heldt, Brian Jacobson, Kelly Mauer, Joe Lougher

#### **CALL TO ORDER**

The Finance & Personnel Meeting was called to order at 6:11 PM by Chair, Jay Myrechuck. A quorum of 7/8 was present.

#### **REVIEW AND APPROVAL OF AGENDA**

*A motion was made by Tami Christian with a second by Connie Anderson to approve the agenda as presented. Motion carried.*

#### **REVIEW AND APPROVAL OF APRIL 18, 2024, COMMITTEE MEETING MINUTES**

*A motion was made by Connie Anderson with a second by Tami Christian to approve the April 18, 2024, minutes as presented. Motion carried.*

#### **ELECTION OF COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON**

Tanya Marcoe informed the Committee that they needed to nominate committee members to fill the Chairperson and Vice-Chairperson position for the F&P Committee.

Jay Myrechuck was nominated as Chairperson. Chairperson for the Finance and Personnel Committee is Jay Myrechuck.

*A motion was made by Connie Anderson with a second by Joe Gonyo to approve Jay Myrechuck as the Finance and Personnel Committee Chairperson. Motion carried.*

Shawn Ross was nominated as Vice-Chairperson. Vice-Chairperson for the Finance and Personnel Committee is Shawn Ross.

*A motion was made by Connie Anderson with a second by Joe Gonyo to approve Shawn Ross as the Finance and Personnel Committee Vice-Chairperson. Motion carried.*

### **REVIEW AND APPROVAL OF 2024 BUDGET MODIFICATION**

Tanya Marcoe presented to the Committee a revised budget after meeting with all the Directors. She informed the Committee that we had received \$33,750 from WHEDA to replace the windows on one of our rental properties. We are seeing an increase in rental assistance for our Homeless Prevention Program so our revenue increased by 5%. Office operating expenses are down because of the computer and telephone upgrades that were done in the prior years. The use of subcontractors in the Weatherization Department has gone up due to staff shortages, and the tools and equipment went down by 45.87% because fewer tools are being purchased. Travel and Training costs are higher due to training and technical assistance opportunities to better equip our Head Start Department staff. Overall, our yearly deficit has gone down from \$90,643 to \$38,733.

*A motion was made by Connie Anderson with a second by Shawn Ross to approve ADVOCAP's 2024 Budget Modifications as presented. Motion carried.*

### **REVIEW AND APPROVAL OF APRIL 2024 FINANCIAL REPORTS**

Tanya Marcoe presented ADVOCAP's April 2024 financial reports to the Committee for their review and approval. She informed the Committee that in the Statement of Financial Position the Homeowners loans are down by 2 million due to loan forgiveness and puts ADVOCAP's total assets at \$10,908,986. ADVOCAP's total liabilities are sitting at \$4,412,234, and ADVOCAP's total fund balances are \$6,496,752.

*A motion was made by Connie Anderson with a second by Tami Christian to approve the April 2024 Financial Reports as presented. Motion carried.*

### **REVIEW AND APPROVAL OF 2023 401K AUDIT**

Kelly Mauer presented ADVOCAP's Hawkins Ash 401K Audit to the Committee for their review and approval. She informed the Committee that ADVOCAP has 118 employees participating in the 401K program and ADVOCAP provides a 5% match each year to employees 401K's. It was noted that there were two pay periods, one in July and one in September of 2023 that employees 401K's were not deposited on time. This issue was addressed to ensure that it doesn't happen again. Overall, there were no significant issues found.

*A motion was made by Karen Powers with a second by Connie Anderson to approve the 2023 401K Audit as presented. Motion carried.*

### **REVIEW CREDIT CARD STATEMENTS**

Tanya Marcoe presented ADVOCAP's credit card statements for March and April to the Committee for their review. No issues were found.

### **JUNE HR NARRATIVE**

Kelly Mauer presented ADVOCAP's HR narrative to the committee informing them that FMLA/Leave of Absence total for the year is 26, and our turnover rate is at 14%. Head Start had 44 people that were laid off until school starts again. She let the Committee know that we hired 5 employees this month and we currently have openings for two business development specialists, two weatherization specialists which are pending, and one opening for an account's payable specialist.



**OTHER BUSINESS/ANNOUNCEMENTS**

**Upcoming meetings are as follows:**

- a) Board Meeting/Board Picnic, Thursday July 11, 2024, 6:00 PM at ADVOCAP Prairie View Head Start School, W911 State Highway 44, Markesan, WI 53946.
- b) Committee Meetings, Thursday August 15, 2024, at the JP Coughlin Center in Oshkosh.

**ADJOURNMENT**

*A motion was made by Connie Anderson with a second by Shawn Ross to adjourn the meeting at 6:56 PM. Motion carried.*

Minutes by: Pam Ziegler