**Minutes**

***Executive Committee of Newcap, Inc. Board of Directors***

**Wednesday, May 27,2020**

**Meeting was called to order by Chairperson Polarek at 11:05 AM**

**Roll call: Present**: Polarek, Thompson, Sauve, Hoppe, and DeWitt**.** Brock,

**Staff present** Cheryl Detrick, Shannon Gowan

**The Promise of Community Action was recited**

**Discussion & Approval of Agenda:** A motion was made by DeWitt and seconded by Hoppe. Motion carried

**April Financials: -** discussed-motion to approve by Thompson, second by Hoppe. Motion Carried

**Approve Contracts –** Grants discussed. Motion to approve contracts by Hoppe, second by Sauve. Motion carried

**Approve updated vacation policy**- Due to Covid, they updated the carryover policy on vacation time. Discussed being sick due to covid and how that would be handled as well. Motion to approve by Thompson, second by Hoppe, motion carried.

**Discussed CAP law’s changes in leave policy due to Covid**.- Since ours encompasses what CAP law’s is at this time, no further action necessary, just wanted to show that this is still fluid and that we will monitor if theirs changed.

**Approve Bonus Policy:** Requested by Auditors to have a policy in place for Incentives/Bonuses. Since some grants allow for Bonuses and some allow for Incentives, we had to write ours as both, so we would not be excluded one way or the other for such opportunities. Motion to approve by Hoppe, Second by DeWitt. Motion carried.

**ADDED- Consultants & Contractors Policy**- Motion to Accept Policy by Hoppe, Second by DeWitt. Motion Carried.

Cheryl discussed Trolley Station update. WE Energies will start remediation in Marinette. Ground breaking end of June?

Staff meeting is August 19th. Board is invited for lunch

**Next Meeting is July 22, 2020**

**Motion to adjourn by Thompson, Second by Hoppe. Carried.**

**Minutes respectfully submitted by Shannon Gowan, Executive Administrative Assistant.**