Minutes of Newcap, Inc. Board of Directors meeting

June 10, 2021, 12:00 p.m. zoom call

1. **CALL TO ORDER:** Meeting called to order by Chair Sandy Polarek at 12:30p.m.
2. **ROLL CALL:** Taken by Shannon Gowan

**PRESENT: L. Berg, S. Berg, C. Feller-Gottard, J. Genrich, G. Hoppe, S. Polarek, N. Shawanokasic, T. Duke, C. Rouse, H. Clark, P. Crozier, D. Nichols, T. Stieber,**

**Guests:** L. Mueller, P. Grinde

**EXCUSED:** R. Brock, R. Brunette,

**ABSENT**: M. Dillinger, T. Sauve

**STAFF PRESENT:** C. Detrick, V. Filz, D. Barlament, S. Gowan, D. Bushman, L. Ratzburg,

E. Evosovich, J. Johnson, P. Zielinski, B. Detrick

1. **RECITE Promise of Community Action**
2. **DISCUSSION AND APPROVAL OF AGENDA:** A motion was made to approve Agenda by Duke-Padgett, Seconded by L. Berg. Motion Carried
3. **CONSENT AGENDA-** A motion was made by Clark, seconded by Crozier to accept the approval of the minutes from the committees below:
4. Board Meeting Minutes 4/8/21
5. Governing & Nominating Committee Meeting Minutes 3/31/21
6. Personnel Committee Minutes 3/31/21
7. **FINANCE**
8. Cathy discussed the Consolidate Statement of Financial Position for 4-30-2021. Cash and cash equivalents of $2.8M. The current debt Huntington Loans will be transferred to our Bank First, later this year. The WRAP Grant program was discussed and how that grant revenue and expenses will flow through the Statement of Activities in 2020 even though those WRAP payments weren’t paid by Newcap. Grants that come from the United States Department of the Treasury must account for all client payments even when we just administrated the grant. Auditors do their audit presentation (possibly August), they will explain the Donor Grant temporary restricted funds for the HHR Home Program reclassification.
9. Cathy discussed the Agency’s Statement of Activities Summary and other Financials reports. Motion to accept preliminary April 2021 financials and file motioned by Genrich, second by T. Hoppe. Motion carried.
10. **Personnel**
    1. Last meeting accepted her evaluation, did not accept salary at that meeting, she wanted to research what other CAP agencies are. Cheryl showed a spreadsheet of CAP agencies and what their salaries are for CEO. She looked all over the states. She averaged them all together. She also did the COO and CFO. Newcap is going through the entire agency. All base salaries are lower than they should be. Weatherization is now done; Leadership still needs to be adjusted. Every 3 years we do a wage comparison. Last done 2017. The Board does Cheryl’s. Cheryl does the rest of staff. Berg moved to increase Cheryl’s salary, Brock second. Motion approved.
11. **Governance & Nominating**
    1. Board Development Day – August 12th from 8:30-3:00 at Menominee Casino -Keshena. Will get block of room for those who are interested. Please email Shannon if you need a room. Larry has a replacement for next year, he wants to bring him to a meeting.
    2. Board Training – was done for new members. Trained Norman, Brandon, Lindsey, Paul, and Tom. Robert, Jen S. will need to be trained (not able to come to training.
    3. Board Buddies- Diane talked about how being a new member may be a bit daunting. She is hoping to have volunteers to be a buddy to a new member. Can call them before meeting if they have questions. This may enhance the workability of the new members. If you do NOT want to be a volunteer, please let Diane or Shannon know before the next meeting in August or you will be paired up with a new member.
12. **Planning & Evaluation** –
    1. **Action Plan Revision** – Will now be using Captain to track our goals/Action Plan instead of the Planner. We will use the (NPI) National Performance Indicators (outcomes) : Services ( things we help people do. Services, activities) – not a direct correlation. We took the NPI’s and we, as a team, decided how many we would serve in each NPI as a goal. We also know we have some programs that are very specific to a certain program, so the numbers will be low for certain things (ex. “obtain a bachelor’s degree”).
    2. **Customer Service Satisfaction Survey**- Discussed that this link is on every staff’s signature line. Same questions that we asked in the need’s assessment. Asked Board to review and send in any request or additions that you may like to see in the questioner. Please have any ideas/thoughts to Shannon by end of June.
    3. **Presentation of CSBG Annual Report 2020** discussed the target numbers. The target numbers were identical to the actual. So, it looked like we always were 100%. Moving forward, we will monitor this as our Action plan and access it monthly. Need a motion to accept and put on file, by Brock and Hoppe seconded. Motion carried.
    4. **Food Program- look at program.** Our food pantry is costing us. We don’t have enough staff to do the unpacking, shelving, distribution. Normally food pantries are staffed by volunteers. Is this a proper use as a fiscal standpoint? We are hoping to review this in further meetings. Need to know how many food pantries are available in each county. IF we leave, are there any others? Deb mentioned that we are a TFAP pantry (we do not require income when we give food ). Will get data for next meeting.
13. **Topic for training – Jaime- Asset Development/Real estate**
    1. Jaime talked about different Real estate and Trolley Station. She talked about the Create Your Own Opportunities department and how they are having a new website.
14. Locations Update:
    1. Looking at Shawano County for a building there. Looking at what programs we have and what we would need. We still need to see if the cost would be worth it. We would replicate what we do in Oconto. Should have more information by mid-July for more details. http://www.shawanoecondev.org/
    2. We plan on staffing a building in Rhinelander.
15. **Other Business**-

Lynn Ratzburg will be retiring after 45 years at Newcap. Crivello’s June 23 at 4:30. All members welcome

1. CEO Report – Members received Cheryl’s CEO Report.

Motion to adjourn meeting by Nichols, second by Hoppe. Motion carried. Meeting adjourned at 1:53 p.m.

**Next board meeting is the Board Development Day, August 12, 2021 in Keshena**

Calendar Announcements:

May 26th: Committees: 10a Governance & Nominating, 11a Executive, and 12:30p Personnel Finance and Planning & Evaluation: Morning of Board meeting – June 10th

Board Development Day 2021 – 8/12/2021 – all day, location -Keshena – Menominee Casino & Resort

**Minutes respectfully submitted by Shannon Gowan, Executive Administrative Assistant.6/10/21.**