

Minutes of Newcap, Inc. Board of Directors  
September 17, 2021  
Hybrid meeting

- 1) **CALL TO ORDER:** Meeting called to order by Chairperson Sandy Polarek at 11:26 a.m
- 2) **ROLL CALL:** Taken by Shannon Gowan

**PRESENT:** L. Berg, S. Berg, C.Feller-Gottard, J. Genrich, G.Hoppe, S.Polarek, T. Duke, C. Rouse, R. Brock, H. Clark, P. Crozier, P. Grinde, G. Hoppe, L. Mueller, D. Nichols, T. Sieber,

**EXCUSED:** R. Brunette, J. Stieber, N. Shawanokasic., M. Dillinger

**ABSENT:** R. Brewer

**STAFF PRESENT:** C. Detrick, C. Hoeft., D. Barlament, S. Gowan, P. Zielinski, J. Johnson

**3) RECITE Promise of Community Action**

**4) DISCUSSION AND APPROVAL OF AGENDA:** Amend - add #11 to Agenda (at hand out, not in email )Motion to accept addition by Hoppe, Berg second.

**5) CONSENT AGENDA-** A motion was made by Duke, seconded by Hoppe to accept the approval of the minutes from the committees below:

- a) Board Meeting Minutes — 8/12/21
- b) Governing & Nominating-7/28/21
- c) Executive Committee Meeting Minutes 7/28/21

**6) FINANCE**

- a) Discussed financial reports for 7/2021  
Jim moves to accept financials and place on file. Second by Crozier. Motion carried
- b) Financial Procedure Manual update. The new Billing and Financial Reporting Procedure was discussed and approved. The new procedure can be found on page 49-50 of the Financial Procedure Manual. Russell motioned to approve amendments to procedure, Hoppe seconded it.
- c) Stephanie Cavadeas, CPA, partner with WIPFLI presented the 2020 Audit to the Board of directors. The last 2 years of audits have been clean with no audit findings. Because of having two consecutive audit years with no audit findings Newcap has become a low-risk auditee. Next year the auditors will need to only review and test 20% of the major programs. The prior audits testing for major programs had been at 40% due to the high audit risk. Stephanie will send Power point slides to Cheryl for us to send to Board. Motion to accept and put on file by Hoppe, second by Sieber. Motion carried. Board members thanked the Finance department for all the hard work they had to do to get this accomplished.

**7) Planning & Evaluation**

- a. Discussed board member suggestions for 2022 Community Action Plan
- b. Customer satisfaction survey- discussed in depth at the Planning & Evaluation meeting. Will send out survey again for Board to Review. Would like to
- c. Food pantry discussion: Deb updated the committee regarding pantry usage and cost to the agency. For the past year numbers have been down, this is believed to be due to the increases in Food Share for our clients. However, the numbers are now increasing. In July we served 719 individuals (307 families) and in August we served 995 individuals (427 families) showing a definite increase from July to August. As of the end of July our expenses for the pantries are \$57,732, we are on target to exceed \$100,000 to run the pantry in 2021. Because there is no grant to support the pantries, this money comes from CSBG. Paul Grinde suggested contacting Jesse Brunette at the Catholic Charities to see if they could help with a volunteer network for the food pantries. Carrie Rouse mentioned student body groups that have put together assembly groups to assist with that but during school hours it would not be feasible for school age volunteers. We do have a VISTA who has been looking for volunteers. Gene said he knows a person with the radio station who said he could help with outreach. Cheryl mentioned each month we will bring something to discuss because next year is our Strategic planning year. We will continue to bring education about our programs to see how we start planning for the Strategic Plan 2022.

**8) Topic for Training:**

- a. CSBG Training topic for this month. Cheryl discussed how CSBG was formed. Sent several links for the Board to review.

**9) Newcap Disaster Recovery Plan-** Deb discussed plan- Was done 2 years ago, updated. Also doing active shooter training again, other locations will be added as well. Motioned to accept updated Disaster plan by L. Berg, second by D. Nichols. Motioned carried

**10) Locations updated**

- a. We are moving loan to Bank First with Shawano building. Board Resolution: Newcap, Inc. and Cheryl Detrick, President/C.E.O. are authorized to finalize the purchase of 504 Lakeland Rd., Shawano, WI from Shawano County for \$200,000 as detailed in Offer/Acceptance to Purchase Real Property with close of escrow on September 30, 2021. Newcap, Inc. and Cheryl Detrick, President/C.E.O. are further authorized to initiate and finalize the loan to purchase and renovate the property not to exceed \$750,000 from Bank First. Motion by P. Grinde, second by G. Hoppe. Motion carried.
- b. Shelters in Green Bay – conditional use permit went through with the Plan Board and City council. Closed escrow on August 31.

**11) Letter for Comprehensive Housing Counseling –**

- a. Jaime Johnson talked about how HUD needs us to have a letter signed by the Board. We do have 3 HUD certified staff, but we need to have the Board approve that we are a counseling service as well. Motion to accept this letter

and have our secretary sign by Hoppe, second C. Rouse second. Motion accepted. Board Secretary to sign and send minutes with letter to HUD

**12)** No other business

**13)** CEO Report. Cheryl mentioned a new American Plan Act. Funds set aside for Neighborhood Investment fund.

**14)** Motion to adjourn meeting by , second by Hoppe. Motion carried. Meeting adjourned at 1:35 J. Genrich, second by T. Sieber. Meeting Adjourned

**Next board meeting is October 14<sup>th</sup>, 2021**

Minutes respectfully submitted by Shannon Gowan, Executive Administrative Assistant. 9/16/21