Newcap, Inc. Board of Directors Meeting Minutes

February 10th, 2022

Hybrid meeting @ 12 pm

1. **CALL TO ORDER: By Russel Brock**
2. **ROLL CALL:** Taken by Ivy Cappelle

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

**EXCUSED:** M. Dillinger**,** T. Duke, L. Mueller, B. Beyer

**ABSENT:** R. Brewer,R. Brunette, N. Shawanokasic

**GUEST**: C. Nichols

**STAFF PRESENT:** C. Detrick, C. Hoeft, S. Gowan, I. Cappelle

1. **The Promise of Community Action was recited by both in-person and virtual members.**
2. **DISCUSSION AND APPROVAL OF AGENDA: -** Agenda approved with no changes.
3. **CONSENT AGENDA-** Consent to agenda by Gene.
4. Board Meeting Minutes — 12/9/21
5. Governing & Nominating Committee Meeting Minutes – 1/28/22
6. Executive Committee Meeting Minutes – 1/28/22
7. Personnel Committee Meeting Minutes – 1/28/22
8. Finance - Ivy – please have Cathy review this section (if you haven’t’ already)
	1. Consolidated statement of condition – sizable increase from last year to this year due to monies that we get from WERA/ERA/COVID monies, we paid off an existing line of credit, increase in funds from Brown County that we have to credit from our account to use. Net assets have increased from 2.7 to 7.6 million, due to Day 1 Fund foundation. We have over doubled our revenue from last year. Rental assistance went up significantly. Operations has only had a slight increase. The 948 will be eliminated from our audit, not requiring us to adjust balances. Under other income, we had 4.6 million in donations. Our operating surplus is $220,000 besides the Day 1 Funds.
	2. Jim discussed ~~about~~ the 2021 meeting with WIPFLI – hope to have audit done by ~~August~~ June. They came and did interim work, client testing; will be back for field work and talking to our finance committee in June meeting.
	3. Cheryl ~~wanted to~~ added ~~that~~ Newcap received word that we were awarded ~~$5,000,000~~ $500,000 for the Equitable Recovery Plan. Use to hire health community staff. Also awarded $200,000 for the Wisconsin Help for the Homeowners (comes online on March 1). Need to figure out staffing and budgets.
	4. At this point, we need to sit on the RBC/Amazon stock. The short and long term market are suggesting to keep the stock as it is projected to go up, roughly 10-20%. Amazon’s goal is to have nationwide next day delivery. We do have a plateau to protect us from it dropping too low. RBC will be reviewing this for us.
9. Planning & Evaluation
	1. Community Needs Assessment. Cheryl spoke about how we received three proposals for our Needs Assessment. People Rocket, SortSol Group, and Julie Jakopic with iLead Strategies. Julie has experience with CSBG and CAP needs, also been used prior with Newcap. The committee agreed to go with Julie/iLead Strategies for our assessment and go with another team for our deep-dive. Russel summarized by saying we will go with someone we have worked with before. Paul asked the price for her services. Her needs assessment is $18,500. For the strategic plan and deep-dive, we will ask the other vendors what their price is. Cheryl stated that $75k is budgeted for this.
	2. Customer Satisfaction Survey. Shannon and Cheryl present the outcomes that we received on our surveys. We had a very low amount of folks that did the survey, compared to how many we served. Talked through some of the specific statements that were received and why the outcome came that way. We are going to implement a new survey. Shannon is asking board members to see if there are other questions we can ask.
	3. Review the ~~mission~~ vision and values. Cheryl stated that we have been recreating our ~~mission~~ vision, but were then lacking the values that support it. Two new values:
		1. Diversity: Understanding it takes people from different ideas, strengths, and cultural backgrounds to make our community succeed;
		2. Social justice: Advocating for and creating access to resources, equity, participation, diversity and human rights and recognizing that structural race, gender and other inequities remain barriers that must be overcome.
	4. We did not have inclusion and social justice included before. This is the recommendation from Leadership, Operations, and Implementation, and DEI committees.
10. Governing & Nominating
	1. Cynthia Nichols was presented for a vote. Members had a chance to review the application. Cynthia is a publicly elected official. Cynthia spoke on Jen Steber requesting her to take her place on the board. Cynthia is hoping to stay on the board and recruit another member from her county. Diane moves to accept the recommendation by Governance and Nominating Committee. Gene seconds. All in favor.
	2. Board Representation Policy. Cheryl is recommending changing the board representation with a policy where the board to obtain one representative per county, but when that is not possible, we will seek totality of representation in the counties we serve rather than a strict county line designation. Paul brings up the point that we need to still strive for one representative in each county. Motion by Gene to approve. Seconded by Steve. Policy to be attached to minutes
	3. Board Term Policy. Diane had brought this to Cheryl’s attention that we should have a consistent date that we bring people on that board, and the same for their board term date. We can introduce people in the beginning of the year, and then have board terms end in December. Larry agrees that orientation will make this better for people to come on board. Diane’s thoughts were on orientation and how to make that smoother. Tentatively set up May orientation for those that we bring in this year. The policy states that we will change the board members end term date to December of every year. We will have a goal to recruit new members from January until our orientation date every year. Motion by Diane to approve. Steven seconded. Policy to be attached to minutes
11. Personnel meeting
	1. DEI Policy has been brought to the board for approval. Many companies across the country are moving to policies like this. It was approved unanimously by the personnel committee. The policy was created by a Diversity, Equity and Inclusion Committee within Newcap. The board has decided to wait to address in the next meeting. The board did not receive the document for review prior to the meeting.
	2. CEO Review for Cheryl Detrick. Russel commented that he was proud of the input on the review, results that came out, and the interest that the board is showing. CEO reviews came back high, very good. Score of 3.6 out of 4. One comment was for Cheryl to use the talents and time of the board members more wisely in the next year. There were not many comments in the negative. March 30th meeting will be on compensation and bonuses per Cheryl’s contract. No actions taken.
	3. Discussion on Notice. The board has decided to wait to address this update at the next board meeting when they have had a chance to review it. The board did not receive the document for review prior to the meeting.
	4. Update on our last All-Staff Meeting. Cheryl stated that it was held at Tundra Lodge for those that are vaccinated. Hosted those that are not vaccinated at the offices, spaced out so that they could engage in the activities. Great turn out at Tundra, great input from staff, great team building activities.
12. Topic for Training
	1. ROMA – Shannon has been promoted to a new role, Director of Planning and Evaluation. Shannon will be ensuring that we are implementing Results Oriented Management and Accountability. The full cycle of ROMA within our organization, on our community needs assessment year, will give a lot of insight as to the needs of the community. Shannon talked on the cycle of ROMA and our Theory of Change, and how we will be implementing. Russel is excited that we are taking this change to see outcomes, not output. Attached WFA Theory o
13. Location’s update
	1. Shawano location, we will be done in March with construction. We finally got our state building permit.
	2. We have permits for Jefferson and Cherry St as well. Cherry St will start drop-ins next week. Jefferson St still needs sprinklers, looking at the end of May. Cheryl also presented the plans for ~~Bornemann’s~~  new shelter project in the City of Green Bay and how Newcap would use it. Cheryl began conversations with HUD, Brown Co, City of Green Bay regarding the property. Several grants and funding that we are already aware of for supporting the building. Larry has suggested that we use some outside contractors from other counties for remodeling. Cheryl reminded that we have plumbers, general contractors, electricians on our Newcap Builds staff now.
14. Other Business: Carol Feller-Gottard announced that this is her last meeting. She will not be running for the county board. We will need to find another elected official for Langlade Co. Steven Berg brought up an experience at the Crandon office regarding him going to the clinic. He was refused service due to Medicaid processing. Cheryl is following up with Sarah regarding this.
15. CEO Report.
16. Motion to adjourn meeting by Russel.

**Next board meeting is April**

 Minutes respectfully submitted March 1st, 2022 by Ivy Cappelle, Executive Administrative Assistant to Cheryl Detrick.