

Newcap, Inc. Board of Directors Meeting Minutes

April 14th, 2022

Hybrid meeting @ 12 pm

1) CALL TO ORDER: By Russel Brock

2) ROLL CALL: Taken by Ivy Cappelle

PRESENT: B. Cacek, C. Nichols, D. Nichols, G. Hoppe, H. Clark, J. Krueger, L. Mueller, M. Dillinger, N. Shawanokasic, P. Grinde, R. Brock, T. Duke-Padgett, T. Sieber

EXCUSED: J. Genrich, L. Berg, S. Berg, S. Polarek,

ABSENT: P. Crozier

GUEST: Caylor Dill

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

3) The Promise of Community Action was recited by both in-person and virtual members.

4) DISCUSSION AND APPROVAL OF AGENDA: - Agenda approved, motion by Tom S., with no changes.

5) CONSENT AGENDA- Consent to agenda by Diane Nichols to approve both in one move. All in favor, no objections.

a) Board Meeting Minutes — 2/10/22

b) Governing & Nominating Committee Meeting Minutes – 3/30/22

6) FINANCE

a) Financials from February. There was discussion on the timing of the financials and how a calendar month rolls within our finance department. Cathy Hoeft, CFO, explained that compared to last year at this time, our cash is up due to WERA funds that we receive. Grants receivable is down a bit, but remains comparable to 2021. Total assets is an increase, and the investment of the Day 1 funds shows heavily this year. Our accrued payroll is higher due to having more staff. Newcap's 2021 net assets were at 9.5 million. We have nearly doubled that to 16 million.

b) Audit update. Cathy had an update from WIPLFI. Everything from Newcap's end is up to date and uploaded for their review. Kim St. Louis and Cathy have been working tediously to get the audit documents together. WIPFLI will be doing testing on the items received and continue to do testing on the WERA program. Russel stated that there was discussion on the audit during the finance meeting, that we should be looking for an auditor that is more keenly attuned with our mission and abilities within our programs.

c) Payroll conversion update. Cathy stated that we have been with PrimePay payroll system, but the program will no longer be supported. ADP has a relationship with PrimePay and we are looking at transitioning to them. Cathy interviewed other payroll companies, but due to the relationship between ADP and PrimePay, this will make for the smoothest conversion. Test runs will be done in May, and they are hoping to transition quickly after that. Russel stated that the board should have faith in the finance committee when they are discussing these items with Cathy. He said, finances are a very important part of any organization, this one is no exception. He continued to elaborate on attendance and reviewing details in the meeting.

7) GOVERNING & NOMINATING

a) New members. Russel stated that it is always positive when we have new and perspective members. Caylor Dill was present in person for the nomination. Russel allowed Caylor to speak on her experiences and behalf. Caylor stated that she has financial experience, is not from Wisconsin originally, but has interest in numbers. Daisy Lester was not present virtually or in person, but with her lived homelessness experience, previous use of Newcap programs, and minor age, Daisy's interest in the Board is important. Russel wished to make one motion to accept both Caylor and Daisy. Gene made the motion. Holly seconded. Russel stated that this board is exciting and get ready to learn a lot.

8) PERSONNEL MEETING

a) Update on all-staff meeting. All-Staff was held at Tundra Lodge. Training was for Trauma Informed Care and communicating with people and children that have experienced trauma. There was fun, laughter, and a lot of learning. There were a couple of staff that had to step away due to emotions. Team building will be on a weekly basis now, on Wednesday mornings staff attend training within their departments. Cheryl stated, we cannot coach, develop, train our people enough. Ivy passed out a few of the handouts that were received in the training. The handouts had information regarding ACEs, homelessness, and impacts of COVID.

b) CEO's Personal services agreement. Each board member has a printed copy of the CEO personal services agreement. The Personnel committee voted on this agreement at the last meeting. A spreadsheet of salaries was presented of comparable salaries for agencies that are of similar size. It was voted on that the average across the 17 agencies considered was \$217,955/year for salary. When that was presented to the committee, it was discussed that the CEO would receive this salary, plus a 3% raise for 2022. The raise will be retroactive back to January 4, 2022 per the CEO's Personal Services Agreement. The 2021 Agreement states a bonus will be discussed for the CEO after January 1, 2022. In the past Cheryl received a bonus based on the new monies coming in to the agency. It was suggested that we table the bonus last year, and bring it back up this year. It was decided that Cheryl would receive 1% of the Bezos Family Grant,

as a one-time bonus, \$50,000. All information is reflected in the agreement. Another change in the 2022 agreement reflects authorizing Cheryl to commit up to \$250,000 of agency funds vs the \$100,000 approved in the 2021 agreement. Due to rising costs for materials etc., ordering two vehicles for the agency puts us over the \$100,000 mark. Gene explained that he thinks Cheryl is doing a great job and would like to make a motion. Paul jumped in to make a comment that it was valid to compare salaries of other agencies. Another comment was that in other agencies, the company is very generous to the CEO, but not always the rest of the employees. Deb stated that we do compare to the other agencies. We reached out last year to compare from the top of our leadership to the front-line staff. Deb also stated that our health insurance is very competitive to provide to our staff. Deb stated that this year we have brought our yearly raise to 5% to compensate for the increase in the cost of living. Our staff gets an evaluation at 90 days and one year. Cheryl stated that we participated in a triennial benefit survey last year from WISCAP and looked at that information to ensure we are comparable. Last year, we compared all salary and titles to ensure that we are compensating staff adequately. We plan to do that going forward. Motion by Gene, and seconded by Diane. Motion to approve Cheryl's contract – all in favor, unanimous.

9) TOPIC FOR TRAINING

a) Resource Fair for the board members. A resource fair was held for the board members to allow them to visit with staff located at the Green Bay site. Cheryl is out of state at the Housing First Conference, this was an opportunity to give board members the ability to ask questions, get to know staff, seek information about programs, and get a better understanding of Newcap. A map of the building was provided with details of each area and who/what department would be located where.

10) Motion to adjourn meeting by Russel.

Next board meeting is June 9th.

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