Minutes of Newcap, Inc. Board of Directors

August 8, 2018 – 12:00 p.m.

Oconto City Hall – Multi-purpose Room, 1210 Main Street, Oconto, WI

1. **CALL TO ORDER:** Meeting called to order at 12:19 p.m. by Chairperson Sandy Polarek.
2. **ROLL CALL:**  taken by Lisa Klitzman

**Present:**  Berg, Brock, Carper, DeWitt,Dillinger,Feller Gottard,Genrich,Hoppe,Hoslet,Johnson, McKenzie, Polarek, Sauve, Thompson, Van Pembrook & Whithers

**Excused:** Brunette & Cozier

**Absent:** Honish

**Staff Present:** C. Detrick, Barlament, Hoeft & Klitzman.

**Guests:** Stephanie Cavadeas, Wipfli

1. **INTRODUCTIONS:** Stephanie Cavadeas, Wipfli
2. **DISCUSSION AND APPROVAL OF AGENDA:** Date to be changed and delete #11. Motion made to approve the agenda by Hoppe. Second by Hoslet. Carried.
3. **APPROVAL OF MINUTES:** Motion made to approve the Minutes of the June 14, 2018 Board meeting by Brock. Second by Thompson. Carried.
4. **Executive Committee:**
5. Report out from 7/19/18 meeting - touched on a few topics that were discussed at the meeting.

7. **Personnel Committee:**

a) Report out from 8/19/18 meeting

b) Brock spoke about the Evaluations of the CEO, and that traning is needed before the next evaluation. A 3% was suggested with retroactive pay to anniversary date of January 4th. Motion made to approve raise by Brock. Second by Hoppe. Carried.

1. **Agency & Board Development:**
2. All boards were explained in detail as to what would be expect of the board memebers. With board sign up sheets passed around, as well as the 2018 Conflict of Interest forms.

b) Path towards Pathways of Excellence will begin with a 2020 start date

b1) Motion made to adopt Newcap’s Mission & vision by Johnson. Second by Hoslet. Carried.

b2) Motion made to apopt Community Action Code of Ethics by Hoppe. Second by Dillinger. Carried.

b3) Motion made to adopt Promise of Community Action by Genrich. Second by Berg. Carried.

c) CCAP – Cheryl and Debbie Bushman pass the CCAP test!

1. **Finance:**
2. June 2018 Financials were presented by Cathy. Motion made to approve the financial reports by Van Pembrook. Second by Hoslet. Carried.
3. Motion made to approve the new list of grants and contracts by B. Second by Hoslet. Carried.
4. Cathy upated everyone on our updates on our new accounting system
5. Motion made to approve the 2017 audit presention presented by StephanieCavadeas by Hoslet. Second by Johnson. Carried.
6. **CEO Report:**
7. Samples of letters that can be written to Mayors for SCBG moneys was explained and handed out
8. TEFAP – after distributing food for 20 years and 11 counties that expense is coming to an end, we are not reimbursed for this service
9. Title 10 funding is still pending
10. Elizabeth St repairs are still in progress, and we have families already on a wait list.
11. **OLD BUSINESS:**

a) Juidcare representative is still needed and a hand out describing dutes was distributed and discussed

12. **NEW BUSINESS:**

a) Motion made to approve sale of 259 Percy Street, Oconto for $319K by Berg. Second by Hoslet. Carried.

b) Motion made to approve sale of 623 Van Hecke, Oconto for $185 K by Johnson. Second by Thompson. Carried.

c) Motion made to approve sale of Countryside Lane/Parcel 2660607013897, Oconto Falls for $6K by Pem Brook. Second by Hoslet. Carried.

d) Motion made to approve sale of 608 Farnsworth Warehouse, Oconto (not yet listed) by Hoslet. Second by Berg. Carried.

e) Motion made to approve the purchase agreement for Tax Parcel #: 251-06124.000, formerly known as the “Colonial Building property” (1529 – 1533 Main Street, Marinette, WI  54143); and tax Parcel #: 251-06498.000, formerly known as the “Contamone, LLC property” (vacant lot adjacent to former “Colonial Building Property”  (1531 Main Street, Marinette, WI  54143) and Tax Parcel #: 251-06127.000, formerly known as the “Bay Area Medical Center parking lot property” (1515 Main Street, Marinette, WI  54143) by Genrich. Second by Johnson. Carried.

13. **ANNOUNCEMENTS:**

a) Newcap’s Fishing Frenzy

b) Marinette “Rock the Block”

c) *Poverty Matters Summit –* September 27 and 28th in Milwaukee

d) Next Executive Committee meeting is scheduled for September

20, 2018

e) Next Board meeting is scheduled for October 11, 2018

14. **PUBLIC COMMENTS:** N/A

**ADJOURN:** 2:23pm

**NEXT MEETING:**  Thursday October 11, lunch at 11:30, meeting at noon. Oconto Ocounty Courthouse located at 301 Washington Steet. Board committee scheduling will be sent out, Personnel at 8:30 and Finance at 10am

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| Sandy Polarek, Chairperson |
| Lisa Klitzman, Recording Secretary |