Minutes of Newcap, Inc. Board of Directors

October 12, 2017 – 12:00 p.m.

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

1. **CALL TO ORDER:** Meeting called to order at 12:02 p.m. by Vice-Chairperson Sandy Polarek.
2. **DISCUSSION OF AGENDA:** N/A
3. **ROLL CALL:**

**Present:**  Berg, Brock, Bubb, DeWitt, Dillinger, Feller Gottard, Genrich, Hoppe, Hoslet, Johnson, McKenzie, Pederson, Polarek, Reinhart, Sauve and Withers.

**Excused:** Brunette, Londo and Van Pembrook.

**Absent:** Carper, Champion, Cozier, Honish and Thompson.

**Staff Present:** C. Detrick, Barlament, Bushman, Johnson, B. Detrick, Ratzburg, Zielinski, Filz, Wiesner and DeJardin.

**Guests:** Stephanie Cavadeas from Wipfli

1. **INTRODUCTIONS:** Tammy DeJardin as Newcap’s new Development Director and Lisa Klitzman new to the Finance team who has taken over for Sarah in helping with the Board meetings.
2. **APPROVAL OF AGENDA:** Motion made to approve the agenda by Berg. Second by Hoppe. Carried.

Newcap, Inc., Board of Directors Minutes – August 10, 2017

Page 2

1. **APPROVAL OF MINUTES:** Motion made to approve the agenda by Hoslet. Second by Hoppe. Carried.
2. **FINANCIAL PRESENTATION:** Cheryl reviewed and explained how the numbers are accurate as everything is divided by 12, however these doesn’t take into account seasonality in budgets i.e. County Furnace whose busy times are January – March and October – December. Next year’s budgets will be broken out quarterly for a more accurate budget number for comparing to actuals. Community Health is still making progress and is catching up. Cheryl gave a report on the plan to make up the 2012-2016 overspend in the weatherization program. Motion made by Brock. Second by Berg to be accepted and put on file. Carried.
3. **PRESENTATION OF 2018 PLAN OF ACTION (including review of progress on 2017 Plan) – ACTION REQUIRED** Cheryl reviewed 2017 Plan of Action progress, 2018 is pretty similar, asked the board to review the 2018 Plan so that is can be approved at the December meeting. No action taken. CSBG 2018 plan approved with potential amendment after December budget presentation.
4. **CONSENT AGENDA:** N/A
5. **OLD BUSINESS:** N/A

11. **BOARD DEVELOPMENT**

 **a) Board Development: Stephanie Cavadeas, Wipfli – Reading Financials for Nonfinancial People**

 **b) Debbie Bushman – Housing Choice Voucher (section 8) Program**  move to December or February meeting

 **c) Deb Wiesner – Home Buyer Program**  moved to December or February meeting

Newcap, Inc., Board of Directors Minutes – August 10, 2017

Page 3

1. **CEO REPORT:**
2. Cheryl showed a presentation of the new HQ building, which has a budget of $7.9 mil, there are 5 phases, we’ll need about $2.2 mil is community donations.
3. In process of settling the last of the pre 2016 post term lawsuits. Touched on the secret lawsuit against Newcap, however it has been dissolved by the AUSA and AG’s offices.
4. SOAR funding has been discontinued since the DOA/DEHCR pilot funding from CDBG has stopped. We are seeking alternative funding for this important program. Currently the staff person is continuing to monitor and manage her caseload while she is working at the front desk as the receptionist is out on medical leave.
5. “CAP Systems” is being implemented as an integrated databased to track those that are using our services and to help us aid them as to what other services that would benefit them. It will also give us an unduplicated count as need for our CSBG funding reports.
6. **PUBLIC COMMENTS:**
7. Tammy DeJarin announced the Auction for Action to be held on Tuesday December 5th at D2 from 6pm – 9pm
8. Gene Hoppe wanted to thank everyone for their well wishes during his illness and operations and has seen positive changes since he’s been gone.
9. Florence Withers mentioned the Food Pantry break-in in the Shawano area was not Newcap’s food panty
10. Larry would like us to use the Microphone more so it’s easier to hear everything. We are looking into getting a cordless microphone.
11. **ADJOURN:** Motion made by Hoppe to adjourn. Second by Johnson. Carried.

**NEXT MEETING:**  December 14th, lunch at 11:30, meeting at noon. Oconto Municipal Building. Board committee scheduling will be sent out.

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