

Minutes of Newcap, Inc. Board of Directors
October 11, 2018 – 12:00 p.m.
Oconto County Courthouse – rooms 1003/1004,

1) **CALL TO ORDER:** Meeting called to order at 12:10 p.m. by Chairperson Sandy Polarek

2) **ROLL CALL:** taken by Lisa Klitzman

Present: Brock, Carper, Cozer, De Witt, Dillinger, Feller-Gottard, Genrich, Hoslet, Hoppe, Johnson, Polarek, Sauve, Thompson, Van Pembroke, Withers & MCKenzie

Excused: Berg & Brunette

Absent: Honish

Staff Present: C. Detrick, Barlament, Hannigan & Klitzman

Guests: Carrie Rouse, Diane Nichols, John LeFabrve

3) **DISCUSSION and APPROVAL OF AGENDA:** Motion made to approve the agenda by Hoppe. Second by Hoslet. Carried

4) **APPROVAL OF MINUTES** of 8/9/18: Motion made to approve the agenda by Thompson. Second by DeWitt. Carried

5) **EXECUTIVE COMMITTEE**

- a) Report out from 9/20/18 meeting
- b) Calendar of Board Actions (previously sent)

6) **PERSONNEL COMMITTEE**

- a) Russel Brock reported from the Personnel Committee, Report out from 10/2/2018 and 10/11/18 meetings
 - i) Updated Substance Abuse Policy (previously sent) : Motion made to approve the new policy by Brock. Second by Hoslet. Carried
 - ii) Updated Vacation Policy (previously sent): Motion made to approve the new policy by Brock. Second by Hoppe. Carried

7) **GOVERNANCE & NOMINATING COMMITTEE**

- a) Report out from 9/17/2018 meeting

8) **PLANNING & EVALUATION COMMITTEE**

- a) Report out from 9/20/2018 meeting
- b) Update on 2018 Plan of Action of 2017-2019 Strategic Plan

- c) Review and approve the 2019 Plan of Action: Motion made to approve the 2019 Plan of Action by Johnson. Second by Dillinger. Carried
- d) Review and approve, the 2019 CSBG Community Plan: Motion made to approve the 2019 CSBG Community Plan by DeWitt. Second by Hoslet. Carried
- e) Approve submission of 2019 CSBG Community Plan to State of Wisconsin Department of Children & Families: Motion made to approve the submission of the 2019 CSBG Community Plan by Thompson. Second by Genrich. Carried
- f) Discussion of 2020-2022 Strategic Planning Process & Timeline

9) AGENCY & BOARD DEVELOPMENT

- a) Board Development
 - i) Training on Evaluations: Doug Thompson, Governance and Nominating Committee Chairman – quick review of the evaluations, ALL of the boxes need to be filled in in order for the evaluation to be submitted correctly

10) FINANCE – Cheryl Detrick & Finance Committee

- a) August 2018 Financials Presentation: Motion made to approve the August 2018 Financials by Hoppe. Second by Hoslet. Carried
- b) Grants and Contracts Since 8/1/18: Motion made to approve the new Grants and Contracts by DeWitt. Second by Carper. Carried
- c) Pre-audit meeting report

11) CEO Report: Cheryl Detrick

- a) Gene, with Wipfli there was 1 finding for next year that we are working on to correct
- b) March/April audit was presented in April
- c) Suggested that we continue with Wipfli for our audits for the next 2 years.
- d) 11/29 R.O.M.A. training for all Staff and Board Members that would care to join us.

12) ANNOUNCEMENTS

- a) Next Executive Committee meeting is scheduled for November 16, 2018
- b) Next Planning & Evaluation Committee meeting is scheduled for November 16, 2018
- c) Next Governance & Nominating Committee meeting is scheduled for November 28, 2018
- d) Next Board meeting is scheduled for December 13, 2018
- e) Next Finance Committee meeting is scheduled for December 13, 2018
- f) Next Personnel Committee meeting is scheduled for December 13, 2018
- g) Newcap fundraising event *Auction for Action. Presented by Nature's Way, December 4, 2018 5:30-8:00 pm, D2 Sports Bar, Armed Services Way, Green Bay*
- h) Ted suggested that we add the Pledge of Allegiance to the beginning of each meeting
- i) Chris Carper's last meeting, she has completed her term

13) ADJOURN: 2:31pm

Mileage Reimbursement forms will be at the meeting.

People needing special accommodations to attend or participate in the meeting should notify Lisa Klitzman at least 5 days prior to the meeting.

Please contact Lisa if you know that you will be
unable to attend this meeting. Thank you!
920-834-4621 x1165