

Newcap, Inc. Board of Directors Meeting Minutes

August 11th, 2022

Hybrid meeting @ 9 am

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

PRESENT: R. Brock, D. Nichols, J. Genrich, H. Clark, G. Hoppe, B. Cacek, L. Mueller, N. Shawanokasic, M. Dillinger, S. Polarek, C. Nichols, P. Grinde

EXCUSED: Tom Sieber, Tina Duke-Padgett, Perry Crozier, Carrie Rouse, Brittany Beyer, Caylor Dill

ABSENT: Larry Berg, Steven Berg, Jill Krueger, Daisy Lester

GUESTS: Peter Thillman, Tom Bauknecht

STAFF PRESENT: C. Detrick, C. Hoefft, S. Gowan, I. Cappelle, P. Zielinski, J. Johnson, M. Madl, N. Marchand, D. Bushman, E. Haupt, D. Barlament, E. Evosevich

- 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 Gene Hoppe, seconded by Diane Nichols. All approved.

5) Finance Committee

a) Financial statements from June were presented to the board by Cathy Hoefft. There were no questions presented. Cheryl and Ivy went over how the board member can go about viewing the documents we are sharing in our group on Microsoft Teams. All board members have an assigned device and it will be an ongoing task to improve board confidence and comfortability with the technology. Statement of activities shows that we have budgeted largely with a positive variance. Our admin expenditures has also shown a positive variance. We had budgeted for staff that we have not hired yet. Gene inquired what fees are left for TST. Cathy stated that our developer fees are \$767,000, where we will get 80%. Diane clarified that we have a calendar based fiscal year.

b) The audit will be presented at the next board meeting, September 8th. Stephanie with WIPFLI will be reviewing the audit with the board and handing out hard copies. An electronic version of the audit has been forwarded to the board for the meeting today. For the third year in a row, we have no findings. Newcap is now a low-risk auditee. There will be a management letter provided at the next board meeting. Cathy did not have one for the meeting today due to changes that she requested from them.

c) Our payroll provider is still in transition from PrimePay to ADP.

d) Change in retirement plan – This change in our retirement plan was voted on by the Personnel committee and is now being brought to the board for vote. In order to implement our new contribution plan for our staff, we need to add a

457(b), Deferred Compensation Plan, in addition to our existing 403(b). Jim Genrich made the motion to approve the resolution to add the attached Deferred Compensation Plan, 457(b). No discussion. All in favor.

6) Governing and Nominating Committee

a) Pathways to Excellence – we are in the bronze level currently, and quickly working towards our silver level achievement. We plan to continue to present Organizational Standards #1 and #5 to the board while we work through the Pathways to Excellence process. One of the items we will have to complete as an organization is an organizational assessment. Our plan is to submit for Silver level at the end of November.

7) Personnel Committee

a) Employee Manual Update – We have to update our manual on a yearly basis at least. We have an attorney review every 5 years. We are presenting pages 1-20 today to give the board time to critique, proofread, and suggest. Deb stated that we will discuss the next 20 pages at the next meeting. Once there is a complete and edited manual, we will present it to the board for full approval. We are hoping to present that in January as new employees come for the new year. Gene made a motion to approve the first 20 pages of the employee manual, Sandy seconded. All in favor, none opposed.

b) “When Georgia Smiles” resolution – Debbie explained that we are writing a grant through the Dr. Phil foundation that supports programs to expand and improve DV services. We do have two current grants to help victims with DV, but this grant would be a match for those programs. Diane moved and Gene seconded to add the policy to our organizational manual. All in favor, none opposed.

8) Planning and Evaluation Committee

a) Community Needs Assessment Presentation by Julie Jakopic. Julie with iLead Strategies came to present the findings that have come from both her research on the 10 counties that we serve, as well as the anonymous community needs surveys that we continue to send to clients. The board was shown slides of statistics from the counties that they each live in, with startling facts on medical accessibility, mental health assistance, and overall health of those in the community. Julie will have more information for us following this meeting. At the end of the board meeting, the board members and a few staff members were separated into three groups, based on their strengths that they discovered while completing the book from Don Clifton, *Now, Discover Your Strengths*. We will continue to use board strengths to fine tune how we utilize our board and their talents.

9) Topic for Training

a) This month focused heavily on the strengths test referred to above. Seeing that this meeting is board development day, we wanted to provide the board with something that they can reflect on for years. This is the same assessment that HR has each employee take when they are hired. Newcap does this to assess each employee for what their innate strengths are, to highlight what they can bring to the table. The board found this activity very enlightening from what was remarked. Once the board members each had their strengths in front of the, we broke them into a few groups to have them tackle our top 5 needs. Each group was tasked with assessing each of the “top 5 needs” for the community and

providing a solution to the issue. The topics brainstormed were Housing, Childcare, Transportation, Mental Health/AODA, and Employment and Training. Julie Jakopic will be compiling this information and presenting back to us for a draft strategic plan.

10) Adjourn

Minutes respectfully submitted by Ivy Cappelle, Executive Administrative Assistant to Cheryl Detrick

Newcap, Inc. is committed to keeping women and children safe from abuse by preventing, recognizing, and responding to situations that in any way compromise their safety.

As a Community Action Agency, Newcap, Inc. is dedicated to:

- *Promoting networks of family support programs, using innovative approaches to blending funds and leveraging additional resources*
- *Supporting programs and projects to prevent incidents of family violence and seek immediate shelter and related assistance for victims of family violence and their dependents.*

Thru Newcap, Inc's programs and partner relationships, Newcap, Inc. acknowledges without access to such supports, women and children continue to face the dilemma of living amongst violence or forgoing their economic livelihood, coordinate domestic violence intervention and prevention programs in local communities, transitional housing assistance by:

- *Providing a Crisis Mitigation Coach to work with clients with Housing First services for immediate needs and a connection to services.*
- *Work with shelters and transitional housing facilities to link victims to appropriate services such as transportation, counselling, advocacy and other casework assistance specifically designed for domestic violence and child abuse victims.*
- *Training existing employees to best work with families from initial investigation through treatment*
- *Cross-training employees to better recognize neglect, domestic violence, or substance abuse in a family, strengthen linkage between CPS and health agencies including physical and mental health services and to promote partnerships meet the needs of abused children. Specifically, through improving links between child protection services and education, health, mental health, and judicial systems to ensure that children who are abused and neglected are properly identified and receive referrals to appropriate services.*

The problem of child abuse and neglect requires a comprehensive approach that integrates the work of social service, legal, health, mental health, education and substance abuse agencies and other community-based organizations that are sensitive to ethnic and cultural diversity, which may impact child rearing patterns, while at the same time not allowing those differences enable abuse.

Newcap, Inc. is dedicated to the needs and welfare of women and children, to keep them safe thru the services they provide and those of other community agency partners that specialize in their needs.

**BOARD OF DIRECTORS RESOLUTION TO ESTABLISH
AN ELIGIBLE DEFERRED COMPENSATION PLAN UNDER CODE SECTION 457**

WHEREAS, the Board of Directors of Newcap, Inc. (the Employer) has assembled in a meeting this: 11th day of August, 2022;

WHEREAS, it is the Employer's intent to establish an Eligible 457(b) Deferred Compensation Plan (the Plan) for tax exempt employers;

WHEREAS, the Employer is establishing the Plan for the benefit of a select group of highly compensated management employees;

NOW, THEREFORE, BE IT RESOLVED THAT:

- The appropriate officers, named below, of the Employer are authorized and directed to execute the attached Plan Document which is consistent with the attached Plan specifications which are hereby approved by the Board of Directors;
- The Employer hereby accepts Mutual of America's offer to provide administrative services to the Plan; and
- Deb Barlament, VP of Operations/COO (Officer(s) and agent(s) of the Employer)
(Name and Title)
is/are hereby authorized and directed to take such further action as may be necessary, appropriate, or advisable to effectuate the foregoing resolutions.

The undersigned _____ (Secretary of the Board or Board President) of the Employer hereby certifies that the foregoing resolutions were duly adopted by the Board of Directors on the 11th day of August 2022, and that the documents attached thereto are the true copies of the documents referenced in those resolutions.

Secretary of the Board / Board President

Date