

Minutes of NEWCAP, Inc. Board of Directors
April 11, 2013 - 12:30 p.m.
Oconto Municipal Building – Multi-Purpose Room

1. **CALL TO ORDER**: Meeting called to order at 12:30 p.m. by Board Treasurer DeWitt.
2. **DISCUSSION OF AGENDA**: None.
3. **ROLL CALL**:

Present: DeWitt, Berg, Brunette, Bubb, Champion, Dillinger, Hamilton, Hoppe, Hoslet, Klimoski, Londo, Moeller, Polarek, Rayala, Rebman, Reinhart, Sauve, Starszak, Van Pembrook, Withers, and Zeller.

Excused: Carper, Doeren, Mosley, McKenzie, and Johnson.

Absent: Dean.

Staff Present: Koller, Bushman, Johnson, Shamburek, Ratzburg, Filz, Waloway, and Seefeldt.

Guests: None.

4. **INTRODUCTIONS**: Potential Board member Jessica Honish.
5. **APPROVAL OF AGENDA**: Motion made by Rebman to approve the agenda. Second by Rayala. Carried.
6. **APPROVAL OF MINUTES**:
 - A. **Board of Directors (Mailed)**: Motion made by Rayala to approve the December 13, 2012, Board of Directors minutes. Second by Klimoski. Carried.
7. **COMMITTEE REPORTS**:
 - A. **Planning-Evaluation-Finance (P-E-F) - 4/11/13**: Rayala announced he was elected as P-E-F Committee Chairman, and Starszak was elected as Vice Chairman. Rayala then stated that Stephanie Cavadeas, lead auditor for Wipfli, LLP, reviewed the preliminary results of the 2012 financial audit. Andy Shamburek, Finance Director, stated the Board will begin receiving another monthly financial report that illustrates the overall financial position of NEWCAP.

8. **FINANCIAL/PROGRAM REPORTS:** Informational.

- A. **January 2013 Financial/Program Reports**
- B. **February 2013 Financial/Program Reports**
- C. **February 28, 2013 Statement of Financial Position**

9. **EXECUTIVE DIRECTOR’S REPORT:**

Bushman, Housing Director, gave an update on the Pecor Street transitional housing project and explained the Supportive Housing Program (SHP) grant. Bushman also stated that NEWCAP may be receiving a Shelter Plus Care grant for Brown County.

Mr. Koller stated that NEWCAP is currently managing 50 rental units and will be receiving the Governor’s Excellence in Community Action Award for homeless programs.

Johnson, Special Programs Director, gave an update on the Village on Water project and announced that NEWCAP will be starting up the Homebuyer Program in June, which will be focused on homebuyer assistance.

Seefeldt, Human Resources Director, reviewed handouts illustrating the updated NEWCAP website (www.newcap.org).

Mr. Koller announced that the WETAP car loan program has enough funding to continue the 0% interest car loans. He also announced that the Community Health Services Department is transitioning to electronic medical records.

10. **OLD BUSINESS:** None.

11. **NEW BUSINESS:**

- A. **Approve seating Jessica Honish as a new Low-Income Sector Board member:** Motion made by Van Pembroke to approve seating Honish. Second by Champion. Carried.
- B. **Approve SHP Grant (184,347):** Motion made by Starszak to approve the grant. Second by Hoppe. Carried.
- C. **Approve acceptance of lot donated by Robert Mommaerts in Oconto Falls:** Motion made by Sauve to approve acceptance. Second by Starszak. Carried.

12. **ANNOUNCEMENTS:** None.

13. **PUBLIC COMMENTS:** None.

14. **ADJOURN:** Motion made by Hoppe to adjourn. Second by Berg. Carried.

Chris Carper, Chairwoman

Jenny Seefeldt, Recording Secretary