

Minutes of NEWCAP, Inc. Board of Directors
June 12, 2014 - 12:30 p.m.
Oconto City Hall – Multi-Purpose Room

1. **CALL TO ORDER**: Meeting called to order at 12:30 p.m. by Board Chairwoman Carper.
2. **DISCUSSION OF AGENDA**: Add as Item B under NEW BUSINESS – Approve authorization to change NEWCAP’s bank from Associated to First Merit, which includes setup of the same credit limit of \$250,000 and continued authorization for the following Directors to sign accounts payable checks in the CEO’s absence: Jenny Seefeldt, Jaime Johnson, Lynn Ratzburg, Val Filz, Debbie Bushman, and Amanda Anderson. Also, add as Item B under NEW BUSINESS – Discuss and approve acceptance of 2013 Financial Statements.
3. **ROLL CALL**:

Present: Carper, Mosley, McKenzie, DeWitt, Berg, Brunette, Bubb, Dillinger, Doeren, Hamilton, Hoslet, Johnson, Klimoski, Moeller, Pederson, Polarek, Rayala, Rebman, Reinhart, Sauve, Starszak, Withers, and Zeller.

Excused: Champion, Honish, Hoppe, and Van Pembroke.

Absent: Londo.

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

Guests: Kevin Hamann, Oconto County Administrative Coordinator; Lee Rymer, Oconto County Board Chairman; Stephanie Cavadeas, Wipfli Senior Manager; and Lou Czaplewski, guest of Bruce Starszak.
4. **INTRODUCTIONS**: Guests were introduced.
5. **APPROVAL OF AGENDA**: Motion made by Starszak to approve the agenda as amended. Second by Rayala. Carried.
6. **APPROVAL OF MINUTES**:
 - A. **Board of Directors**: Motion made by Rebman to approve the April 10, 2014, Board of Directors minutes. Second by Starszak. Carried.
7. **COMMITTEE REPORTS**: None.

8. **REPORTS**: None.

9. **CEO'S REPORT**:

Stephanie Cavadeas gave a presentation and answered questions regarding the 2013 financial audit. Board members requested Mr. Koller and Andy Shamburek, Finance Director, to address the segregation of duties finding at the August meeting.

Kevin Hamann and Lee Rymer discussed the purchase of NEWCAP's Jefferson St property for construction of the new Oconto County jail.

Mr. Koller announced that the Oconto Falls duplex was completed and a ribbon-cutting ceremony was held.

10. **OLD BUSINESS**: None.

11. **NEW BUSINESS**:

A. **Approve renewal of Dave Hoslet's Board term (5 years)**: Motion made by Klimoski to approve the renewal. Second by Zeller. Carried.

B. **Approve authorization to change NEWCAP's bank from Associated to First Merit, which includes setup of the same credit limit of \$250,000 and continued authorization for the following Directors to sign accounts payable checks in the CEO's absence: Jenny Seefeldt, Jaime Johnson, Lynn Ratzburg, Val Filz, Debbie Bushman, and Amanda Anderson**: Motion made by Reinhart to approve authorization. Second by Hoslet. Discussion was held as to the effective date of this change. It was noted that the authorization to change is immediate, but the actual transition of all accounts varies depending on the various steps in the process. Carried.

C. **Discuss and approve acceptance of 2013 Financial Statements**: NEWCAP will implement the auditor's recommendations to hire another Finance Assistant and address segregation of duties within the Finance Department. Motion made by Rayala to approve acceptance of the 2013 Financial Statements. Second by Reinhart. Carried.

12. **ANNOUNCEMENTS**: The Board thanked Seefeldt for providing a list of definitions for commonly used Agency acronyms.

13. **PUBLIC COMMENTS**: None.

14. **ADJOURN**: Motion made by Rayala to adjourn. Second by Doeren. Carried.

Jls

Chris Carper, Chairwoman

Jenny Seefeldt, Recording Secretary