

Minutes of NEWCAP, Inc. Board of Directors
October 9, 2014 - 12:30 p.m.
Crivellos Restaurant, 818 Main Street, Oconto, WI

1. **CALL TO ORDER**: Meeting called to order at 12:30 p.m. by Board Vice Chairman Mosley.
2. **DISCUSSION OF AGENDA**: Add as Item D under NEW BUSINESS – Approve transfer of Jefferson Street BMO lien to new duplex on 5th Street, Oconto.

3. **ROLL CALL**:

Present: Mosley, McKenzie, DeWitt, Berg, Bubb, Dillinger, Doeren, Hamilton, Honish, Hoppe, Hoslet, Johnson, Klimoski, Londo, Moeller, Pederson, Polarek, Rayala, Rebman, Reinhart, Sauve, Starszak, Van Pembroke, Withers, and Zeller.

Excused: Brunette, Carper, and Champion.

Absent: None.

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

Guests: Diane Nichols.

4. **INTRODUCTIONS**: None.
5. **APPROVAL OF AGENDA**: Motion made by Rebman to approve the agenda as amended. Second by Berg. Carried.
6. **APPROVAL OF MINUTES**:
 - A. **Board of Directors**: Motion made by Sauve to approve the August 14, 2014, Board of Directors minutes. Second by Hoppe. Carried.
7. **COMMITTEE REPORTS**:
 - A. **Personnel Committee - 10/9/14**: Polarek announced that the Committee approved changes to the Employee Handbook and gave a brief explanation of the main revisions. Motion made by Berg to approve the Committee's recommendation to accept the proposed Employee Handbook changes. Second by Starszak. Carried.

Chris Carper, Chairwoman

Jenny Seefeldt, Recording Secretary

8. **REPORTS:**

A. **August 2014 Financial/Program Reports**

9. **CEO'S REPORT:**

Mr. Koller spoke briefly about the change in venue for Board meetings and announced that there are two vacant Private Sector positions on the Board. An advertisement was placed in local papers, with 5 responses to date.

Mr. Koller stated that several new TEFAP guidelines were put into effect October 1, such as the requirement for clients to present an ID when requesting food.

Andy Shamburek, Finance Director/Deputy CEO, announced that Hawkins, Ash, LLC, was selected as the Agency's new auditing firm.

Jaime Johnson, Special Programs Director, reviewed the 2015 CSBG Plan.

Jen Waloway, Community Health Services Director, and Mr. Koller announced that NEWCAP retained council to defend a "request" from the Office of Inspector General in the State's Department of Health Services to return Medicaid reimbursement amounts from 2010 and 2011, to which OIG says NEWCAP was not entitled. NEWCAP, and its attorney, along with other family planning organizations in the state, are appealing OIG's preliminary findings.

Free flu shots were then offered to the Board after the meeting.

10. **OLD BUSINESS:** None.

11. **NEW BUSINESS:**

A. **Approve 2015 CSBG Plan:** Motion made by Honish to approve the Plan. Second by Johnson. Carried.

B. **Approve CEO Succession Plan:** Motion made by Polarek to approve the Succession Plan. Second by Hamilton. Carried.

C. **Approve proposed Bylaws revisions:** Motion made by Starszak to approve the revisions. Second by Dillinger. Carried.

D. **Approve transfer of Jefferson Street BMO lien to new duplex on 5th Street, Oconto:** Motion made by Klimoski to approve the transfer. Second by Hoppe. Carried.

12. **ANNOUNCEMENTS:** Debbie Bushman distributed a Brown County Hunger & Homeless Awareness Week brochure.

13. **PUBLIC COMMENTS:** None.

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