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Minutes of NEWCAP, Inc. Board of Directors

April 9, 2015 - 12:30 p.m.

Oconto City Hall – Multi-Purpose Room, 1210 Main Street, Oconto, WI

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

Present: Carper, McKenzie, DeWitt, Berg, Brock, Brunette, Bubb, Champion, Dillinger, Doeren, Hamilton, Hoppe, Hoslet, Johnson, Klimoski, Londo, Moeller, Polarek, Rayala, Rebman, Reinhart, Sauve, Starszak, Thompson, Van Pembroke, and Withers.

Excused: Honish, Mosley, and Pederson.

Absent: None.

Staff Present: Koller, Ratzburg, Shamburek, Bushman, Seefeldt, and Anderson.

Guests: Robin Stowe

4. **INTRODUCTIONS**: Robin Stowe, Langlade County Corporate Council–Mike Klimoski’s guest.
5. **APPROVAL OF AGENDA**: Motion made by Starszak to approve the agenda. Second by Rebman. Carried.
6. **APPROVAL OF MINUTES**:
 - A. **Board of Directors**: Motion made by Klimoski to approve the February 12, 2015, Board of Directors minutes. Second by Berg. Carried.
7. **COMMITTEE REPORTS**:
 - A. **Personnel Committee - 4/9/15**: Polarek announced that revisions were made to Mr. Koller’s Personal Services Agreement, which included changing the amount he is authorized to spend without Board approval to \$50,000 and authorizing him to commit up to \$500,000 for implementation or extending of bank credit. Motion made by Berg

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to approve the Committee’s recommendation. Second by Hoppe. Carried. Polarek also announced that a revision was made to the Discipline section of the Employee Handbook, stipulating that documentation of oral counseling between supervisors and employees be kept in personnel files. Motion made by Hoppe to approve the Committee’s recommendation. Second by Hoslet. Carried.

8. **REPORTS:**

A. **February 2015 Financial/Program Reports**

9. **CEO’S REPORT:**

Mr. Koller stated that there are no updates to the pending Office of Inspector General’s request for repayment and said that the results of the Agency’s audit should be presented at the June meeting. He then briefly acknowledged the Agency’s ongoing battle to avoid potential discrimination legal issues and the change in the insurance deductible from \$10,000 to \$50,000.

Debbie Bushman, Housing Director, announced that she met with various Florence County agencies to explain NEWCAP’s programs for better collaboration and referral services. She then reviewed the various NEWCAP housing programs.

Lynn Ratzburg, Employment and Training Director, explained the Job Center and dislocated worker services available through NEWCAP. The Food Share guidelines were then discussed and how they would impact various other NEWCAP services.

Amanda Anderson, Community Access Director, explained FEMA and how the funding will be utilized.

Mr. Koller gave an update on the car loan program and distributed a handout with current program statistics.

10. **OLD BUSINESS:** None.

11. **NEW BUSINESS:** None.

12. **ANNOUNCEMENTS:** Carper announced that WPS disconnections will begin April 16 and that the deadline to apply for energy assistance is May 15.

13. **PUBLIC COMMENTS:** None.

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

_____ Chris Carper, Chairwoman
_____ Jennv Seefeldt. Recording Secretary

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