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Minutes of NEWCAP, Inc. Board of Directors

August 13, 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 Vice Chairman Mosley.
2. **DISCUSSION OF AGENDA**: A revised agenda was distributed prior to the meeting. Item A was added to NEW BUSINESS, and NEW BUSINESS was moved to Item 7 to accommodate the auditors for their presentation.

3. **ROLL CALL**:

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

**Excused**: Champion, Honish, Pederson, and Rayala.

**Absent**: None.

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

**Guests**: Pete Johnson, Mark Grady, Annette Hamilton, Steve Handrick, and Lora Vandevoorde.

4. **INTRODUCTIONS**: Guests were introduced.
5. **APPROVAL OF AGENDA**: Motion made by Berg to approve the revised agenda. Second by Van Pembroke. Carried.
6. **APPROVAL OF MINUTES**:
  - A. **Board of Directors**: Motion made by Rebman to approve the June 11, 2015, Board of Directors minutes. Second by Bubb. Carried.
7. **NEW BUSINESS**:
  - A. **Discuss and approve acceptance of 2014 Financial Statements**: Steve Handrick from Hawkins Ash CPAs highlighted portions of the audit. Motion made by Hoppe to approve the Financial Statements. Second by Hoslet. Carried.

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- B. **Approve renewal of Pat DeWitt’s Board term (5 years)**: Motion made by Klimoski to approve the renewal. Second by Brunette. Carried.
- C. **Approve renewal of Spencer Mosley’s Board term (5 years)**: Motion made by Hoppe to approve the renewal. Second by Berg. Carried.

8. **COMMITTEE REPORTS:**

- A. **Selection Committee**: Polarek announced that the CEO job description will hopefully be posted next week, and Dick Schlimm was contracted to assist with the search process. The goal is to recommend a candidate to the Board by the December meeting.
- B. **Planning-Evaluation-Finance Committee - 8/13/15**: Starszak announced that he was elected Committee Chairman and Rebman was elected Vice Chairman. Starszak stated the Committee approved changes to the Financial Procedures Manual and gave a brief explanation of the revisions. Motion made by Starszak to approve the Committee’s recommendation to accept the proposed changes. Second by Brock. Carried. Starszak then stated the Committee also approved changes to the Cost Allocation Plan and noted the minimal changes. Motion made by Starszak to approve the Committee’s recommendation to accept the proposed changes to the Cost Allocation Plan. Second by Johnson. Carried.

9. **REPORTS:**

- A. **June 2015 Financial/Program Reports**

10. **CEO’S REPORT:**

Mr. Koller provided an update on the Community Health Services OIG audit and supplied some demographics on those served through the first six months of that program. Mr. Koller then announced that Amanda Anderson, Community Access Director, is leaving the agency.

Mr. Koller gave updates regarding the City’s request for PILOT funds and the fourth duplex being built in Oconto Falls. Further updates were given on the Weatherization Program and the Housing Choice Voucher Program.

- 11. **OLD BUSINESS**: None.

- 12. **ANNOUNCEMENTS**: None.

- 13. **PUBLIC COMMENTS**: None.

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

_____ Chris Carper, Chairwoman
_____ Jenny Seefeldt, Recording Secretary