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Minutes of NEWCAP, Inc. Board of Directors

December 10, 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 Chairwoman Carper.

2. **DISCUSSION OF AGENDA**: None.

3. **ROLL CALL**:

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

Excused: Brunette, McKenzie, and Pederson.

Absent: None.

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

Guests: Pete Johnson, Dick Schlimm (Search Committee consultant), & Cheryl Detrick (CEO candidate)

4. **INTRODUCTIONS**: Guests were introduced.

5. **APPROVAL OF AGENDA**: Motion made by Van Pembroke to approve the agenda. Second by Hoppe. Carried.

6. **APPROVAL OF MINUTES**:

A. **Board of Directors**: Motion made by Hoppe to approve the October 8, 2015, Board of Directors minutes. Second by Berg. Carried.

B. **Board of Directors - ANNUAL**: Motion made by Polarek to approve the October 8, 2015, Board of Directors – ANNUAL minutes. Second by Johnson. Carried.

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7. **COMMITTEE REPORTS:**

- A. **Personnel/Selection Committee - 12/10/15:** Polarek gave an overview of the selection process and announced that the Selection Committee was prepared to recommend a candidate, Cheryl Detrick. Motion made by Polarek, on behalf of the Selection Committee, that the NEWCAP Board of Directors appoint Cheryl Detrick to the position of NEWCAP CEO effective January 4, 2016, at an annual salary of \$95,000. Cheryl will be treated as a regular employee, eligible for all benefits. She will be evaluated in 6 months. Second by Klimoski. Carried.

8. **REPORTS:**

- A. **September 2015 Financial/Program Reports:** Informational.
B. **October 2015 Financial/Program Reports:** Informational.

9. **CEO'S REPORT:**

Mr. Koller discussed NEWCAP's financial standing and the State's recent issues with getting reimbursements out to agencies.

Debbie Bushman, Housing Director, gave an update on the SOAR, TBRA, Section 8, and SHP programs.

10. **OLD BUSINESS:** None.

11. **NEW BUSINESS:**

- A. **Approve renewal of Joyce Londo's Board term (5 years):** Motion made by Hoppe to approve the renewal. Second by Bubb. Carried.
- B. **Approve revised NEWCAP Bylaws:** Sauve recommended changing Section II, Item E, Subitem 2 (Leave of Absence) to "Any Director temporarily unable to actively participate in the duties of the Board because of illness or absence from the community, must request a leave of absence in writing from the Board." Motion made by Honish to approve the revisions and recommendation. Second by Polarek. Carried.

12. **ANNOUNCEMENTS:** Seefeldt asked the Board to turn in their Conflict of Interest forms. Carper presented a scroll to Mr. Koller, which was followed by several well wishes.

13. **PUBLIC COMMENTS:** None.

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

Chris Carper, Chairwoman

Jenny Seefeldt, Recording Secretary

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