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Minutes of NEWCAP, Inc. Board of Directors

April 14, 2016 - 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 Secretary Nancy McKenzie.

2. **DISCUSSION OF AGENDA:** None

3. **ROLL CALL:**

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

Excused: Carper and Mosley

Absent:

Staff Present: Detrick, Barlament, Bushman, Filz, Gauthier, Guarisco, Johnson, Nelson, Ratzburg, Shamburek, and Zielinski.

Guests: Mayor Lloyd Heier, Sarah Perrizo and Al Schreiber.

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

5. **APPROVAL OF AGENDA:** Motion made by Starszak to approve the agenda. Second by Berg. Carried.

6. **APPROVAL OF MINUTES:** Motion made by Pederson to approve minutes. Second by Johnson. Carried.

7. **COMMITTEE REPORTS:** None

8. **NEW MEMBER:** Motion made by Hoppe to approve Tom Sieber as Brown County Representative. Second by Hoslet. Carried.

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9. **BOARD DEVELOPMENT ACTIVITY:** All Board members talked about their favorite NEWCAP

Programs. Cheryl talked about the binders they were given and the ROMA training in June.

Sign up sheets were passed around for committee selection.

10. **STAFF REPORTS:** Cheryl introduced the new HR director Deb Barlament. Deb talked about

the Return to Work policy, updating the employee manual, starting a wellness committee,

and the new health insurance.

a) Jaime Johnson, Special Programs Director, talked about the Homebuyer Program. They

helped 27 families with pre purchase counseling and 31 families with Foreclosure

Counseling. The Translation Program had 868 contacts.

b) Debbie Bushman, Housing Director, did an overview of her programs. Sec.8 they are

pulling one county a week off the waiting list. They pulled 500 people in Oconto County.

TBRA they are helping 10-15 singles and families in Oconto County and 10 people in all

other counties. ESG program will start in July. SOAR program helps people in 10

counties. Kim will be attending The Homeless and Service provider meeting. PSHP is

helping 19 people which is the max for that program. Debbie and Cheryl will be

attending the Brown County Landlord Division to promote the housing programs.

Board member Bruce Starszak asked if there were any classes on how to be a good

renter. Debbie told him not at this time but will look into that.

c) Peggy Zielinski, Community Access Director, talked first about her many transportation

programs then she went on to say that her Skills Enhancement Program has had 24

successful exits and 10 people are currently on the program. NEWCAP is the EFO site

for the TEFAP Program. Food gets delivered to 11 counties from the Oconto warehouse. CSBG Program helps with crisis dollars. Board member Jessica Honish asked

if that money could help in all counties we service with Peggy answering no, just Oconto

and Marinette. Board Members Jessica Honish and Gene Hoppe mentioned it was hard

for most people to get on the program with the car payment and full coverage insurance needed. They asked if there were any programs available to help with the insurance.

Peggy said she would check into it.

d) Chrissy Gauthier, LPN in Community Health, Talked about our clinics doing some general

practice, sore throats, ear aches, flu etc.

e) Val Filz, Weatherization Director, talked about NEWCAP being the 5th largest weatherization program in the state. They serve 7 of the 10 counties in our area

and are expecting to do 450 homes this year.

f) Lynn Ratzburg, Employment and Training Director, gave an overview of her program.

Lynn and Debbie have enrolled 135 participants this current program year.

g) Andy Shamburek, Finance Director, explained that the format will change with the

upcoming report. There will be a report for each department. Hawkins Ash, the auditors

were here in March and we should have their report sometime in June.

11. **CEO'S REPORT**: Cheryl talked about the top three things she has worked on since the last

Board meeting which were hiring a new HR director, technology upgrades, and health

Insurance benefits. Beginning April 1st the insurance changed saving NEWCAP \$92,000.

Cheryl talked about her Executive Training in Chicago and her trip to Washington DC for the

National CA Legislative Section reauthorizing Weatherization and CSBG. The Board members will be asked to reach out to legislators on these points. Cheryl talked about Employee evaluations and the upcoming 360 reviews. There will be ongoing evaluations for employees. Cheryl's evaluation will be in July and she will meet one on one with all board members. Support staff was hired through DVR. Sarah will be Cheryl's administrative assistant. Sarah will be making appointment with all board members to meet with Cheryl. Michael Troyer, our strategic planning consultant, was unable to attend the board meeting.

12. **OLD BUSINESS**: None

13. **NEW BUSINESS** : None.

14. **ANNOUNCEMENTS**: Board member Gene Hoppe thanked Jaime and Cheryl for going above and beyond to help someone in Shawano County.

16. PUBLIC COMMENTS: None

17. ADJOURN-ACTION REQUIRED- Motion made by Hoslet to adjourn. Second by Van Pembroke. Carried.

Chris Carper, Chairwoman

Terri Nelson, Recording Secretary