



Minutes of Newcap, Inc. Board of Directors

December 8, 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 Chairperson Chris Carper.

2. **ROLL CALL:**

**Present:** Berg, Brock, Brunette, Bubb, Carper, DeWitt, Dillinger, Doeren, Genrich, Honish, Hoppe, Hoslet, Johnson, McKenzie, Moeller, Pederson, Polarek, Reinhart, Sauve, Starszak, Thompson, and Withers.

**Excused:** Ehrfurth, Londo, Mosley, Nye, and Van Pembroke.

**Absent:** Champion and Hamilton.

**Staff Present:** Detrick, Johnson, Ratzburg, Filz, Muhl, and Paitrick.

**Guests:**

3. **INTRODUCTIONS:**

4. **DISCUSSION OF AGENDA:** Carper asked that based on the CSBG Monitoring letter and requirements just received last week, time is needed to go through it and makes the corrections needed before we hold the annual meeting and elections. Also, she requested that the current officers stay in place until the February meeting. Motion to delay the elections and to keep the current officers until the February meeting was made by Honish. Second by Polarek. Starszak opposed. It was passed.

5. **APPROVAL OF AGENDA:** Motion made to approve the agenda with changes by Hoslet. Second by Hoppe. Carried.
6. **APPROVAL OF MINUTES:** Motion made by Sauve to approve the minutes. Second by Berg. Carried.
7. **OCTOBER 2016 FINANCIALS PRESENTATION – ACTION REQUIRED:** Paitrick presented the financials. She talked about purchasing the building in Green Bay for \$325,000 and she mentioned a grant that we still haven't received this year for \$135,000. Program revenue is down due to: staffing agencies being very costly for CHS as well as a change to the Weatherization contract for 2016-17 resulting in a revenue drop of \$250,000 for the second half of 2016. Professional services are coming in higher this year than prior years and should drop back down next year. Move to accept the financials and put on file by Hoslet. Second by Berg.
8. **STRATEGIC PLAN 2017-2019 PRESENTATION:** Budgets in place as of January 1, 2017. Planning process with Michael Troyer at previous meetings. Ten sections in the Plan of Action: Asset Development, Community Health Services, Finance, Food Programs, Housing, Human Resources, Operations, Real Estate, Transportation and Weatherization. Stretch goals will be included over the planning window. Motion made by Hoslet. Second by Champion. Motion made to approve by Starszak. Second by Johnson. Carried.
9. **CEO REPORT:** We will be moving in to the new building at 1540 Capitol Drive in Green Bay at the end of February. There will be an open house. CHS grant of \$1.7 million for the next five years, loss due to the auditing and CFO at the time. Requirements weren't followed. Planned Parenthood location in Green Bay might be closing and we would be able to service their clients. Evaluation process – will be conducting the 360 evaluation process to the balance of the staff to be completed by the end of January. We are working on job descriptions and Safety Program. Building Committee needs to meet and will be

meeting frequently for either the hospital project or a different site for our corporate offices. We are investigating the use of New Market Tax Credits and possibly Historic Tax Credits.

10. **OLD BUSINESS:** None.
11. **NEW BUSINESS:** It was asked if there had been any deer meat donated to the food pantry and Withers said not this year. She said it has been declining the last few years, but no donations this year at all. She is also having deliveries issues at the pantry with the new system – we will connect with the state on her behalf. Carper brought up that she thought this is the most difficult year that Newcap has had since 1992.
12. **ANNOUNCEMENTS:** Honish brought up about a woman living at our Pecor residence and that due to the Rainbow House and our programs that she will be purchasing her first house. We don't make any money off the Rainbow House for having people living in the home. It is something we do for the community.
13. **PUBLIC COMMENTS:**
14. **ADJOURN – ACTION REQUIRED:** Motion to adjourn made by Berg. Second by Polarek. Carried.

Chris Carper, Chairperson
Sarah Bauman, Recording Secretary