

Minutes of Newcap, Inc. Board of Directors
October 13, 2016 – 11:30 a.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 Treasurer Pat DeWitt.

2. **ROLL CALL:**

Present: Berg, Brock, Brunette, Bubb, Champion, DeWitt, Dillinger, Doeren, Genrich, Hamilton, Hoppe, Hoslet, Johnson, Londo, Moeller, Nye, Reinhart, Sauve, Starszak, Thompson, Van Pembroke, and Withers.

Excused: Carper, Ehrfurth, McKenzie, Mosley, Pederson, and Polarek.

Absent: Honish.

Staff Present: Detrick, Barlament, Ratzburg, Filz, Bushman, Muhl, Zielinski, and Paitrick.

Guests: Shirley Dittman and Alan DeWitt from Thrivent Financial.

3. **INTRODUCTIONS:**

4. **DISCUSSION OF AGENDA:** Detrick asked that the Strategic Plan 2017-2019 be presented after in New Business the Review and Approval of 2017 CSBG and Needs Assessment and then b through d in New Business should be Action Items.

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

6. **APPROVAL OF MINUTES:** Motion made by Hoppe to approve the minutes. Second by Berg. Carried.

7. **NEW EMPLOYEE:**

a) Mary Paitrick, CFO. Mary served her country in the military. She has lived in several different parts of the state and has a vast variety of experiences with her work positions. She will be a great asset to the organization.

8. **AUGUST 2016 FINANCIALS PRESENTATION – ACTION REQUIRED** Financial Committee meeting in December before the Board meeting. Line of credit discussion. Weatherization money from 2015 was spent ahead of being received, so this year the amounts of the first two payments that were “advances” will be set aside for the last part of the contract.. Village on Water in Marinette, it will be 20-25 years before getting the money back that was loaned to this project from AHP grant. Motion made by Hoslet. Second by Champion. Move to accept and put on file.
9. **CEO REPORT:** The 360 Evaluation process has started with the direct reports and will be rolled to the rest of the staff by mid-November. Boldt Company is working on getting numbers together regarding the hospital, whether this is going to work for the organization or not. Looking to replace Jane, since she will only be with us for an additional two months.
10. **OLD BUSINESS:** None.
11. **NEW BUSINESS:**
 - a) Presentation, review and approval of 2016 Community Needs Assessment and 2017 Community Services Block Grant Fund application. Motion made by Hoslet. Second by Berg. Carried.
12. **STRATEGIC PLAN 2017-2019 PRESENTATION:**
 - a) Cheryl Detrick – High level strategic plan, who we are as an organization. This is new to everyone including staff. Michael Troyer worked on this compiling the information from everyone. Economic security – not poverty. Vote on this in December. Please call it a rough draft. Any changes/additions due to Cheryl by 11/15.
13. **ACTION ITEMS:**
 - a) Approval of purchase of 1540 Capitol Drive, Green Bay, WI for \$325,000. Close of Escrow to be no later than 12/1/16. Community Health will relocate from W. Mason location; Jobs & Business Development will relocate from downtown Green Bay and the new Brown County Permanent Supportive Housing Program will be house at the new location. The programs rent will be paid to us instead of outside landlords. Approval of Real Estate Loan with FirstMerit Bank for \$260,000 for 1540 Capitol Drive, Green Bay. Motion made by Starszak. Second by Dillinger. Carried.
 - b) Loan Secured with FirstMerit Bank secured by 1201 Main St., Oconto and 1939 Hall Ave., Marinette to turn existing \$500,000 line of credit into a mortgage. Motion made by Hoppe. Second by Starszak. Carried. Total payment for both items (a&b) will be approximately \$4700 per month and will be one loan.
 - c) Decrease the existing line of credit with FirstMerit Bank from \$500,000 to \$200,000. Discussion regarding potentially needing to increase line as payroll increases. Borrowing authority exists for CEO to do that on file if needed in meantime. Motion made by Champion. Second by Hoppe. Carried.
14. **ANNOUNCEMENTS:** None.

15. **PUBLIC COMMENTS:** Thrivent Financial. Shirley Dittman and Alan DeWitt did a presentation. Community Action Teams and rehab homes. They have money to donate for helping communities.

16. **ADJOURNMENT:** Motion to adjourn made by Hamilton. Second by Hoppe. Carried.

Pat DeWitt, Treasurer
Sarah Bauman, Recording Secretary