



**EXECUTIVE COMMITTEE MEETING**

**5:30 P.M.– Thursday, June 26, 2014**

**ADVOCAP Prairie View Office**

**W911 State Highway 44**

**Markesan, WI. 53946**

**MEETING MINUTES**

**PRESENT:** Connie Anderson, Donna Blend, Tom Dornbrook (6:30 pm), Joe Gonyo, Chris Kniep, Larry Lautenschlager, John Schneider, Tom Widener

**ABSENT/**  
**EXCUSED:** Darlene Bilstad, Natalie Lambert, Ann Marshall, William Wuske

**STAFF:** Tony Beregszazi, Michael Bonertz, Kathy Doyle, Lu Scheer, Jason Vander Velden, Linda Wheeler

**CALL TO**  
**ORDER:** The meeting was called to order at 5:30 pm by President Connie Anderson

**ROLL**  
**CALL:** Roll call taken and a quorum was present.

**AGENDA:** Mike asked to add one item to the agenda. Tom Widener would like to suggest a change in the By-Laws and would like to present to the Executive committee before taking it to the full board. **A motion was made by Donna Blend with a second by Joe Gonyo to approve the agenda with addition.**

**MOTION CARRIED UNANIMOUSLY**

**MINUTES APPROVAL:**  
**A motion was made to review and approve minutes of the April 17, 2014 meeting by Tom Widener and a second by Chris Kniep.**  
**MOTION CARRIED UNANIMOUSLY**

**REVIEW AND APPROVAL OF COMMITTEE DUTIES AND RESPONSIBILITIES:**  
**Motion made by Donna Blend with a second by Tom Widener to accept the committee duties and responsibilities as written.**  
**MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF AMOUNTS TO BE REQUESTED FROM COUNTIES FOR 2015 FUNDING:**  
Mike went over with the committee the past history of amounts asked for. Donna suggested asking for \$19,000 from Fond du Lac county. Joe suggested asking for \$7,000 again from Green Lake county. Tom Widener said we would receive the standard 2% increase from Winnebago county. **Motion made by Donna Blend with a second by Tom Widener to ask for the following amounts: Fond du Lac \$19,000; Green Lake \$7,000 and Winnebago \$ 34,557.**

**MOTION CARRIED UNANIMOUSLY**

**REVIEW AND APPROVAL OF SMALL BUSINESS ADMINISTRATION BORROWING:**

Mike explained to the committee that we want to borrow up to \$100,000 that we can then use for small business loans. **Motion made by Chris Kniep with a second by Donna Blend to approve applying for up to \$100,000 from the SBA.**

**MOTION CARRIED UNANIMOUSLY**

**REVIEW AND APPROVAL OF BORROWING FOR FRESH START HOUSE:**

Mike and Lu Scheer updated the committee about the next house Fresh Start at 345 Superior Street. A construction loan is needed to cover the cost of materials. **Motion made by Donna Blend with a second by Larry Lautenschlager to approve borrowing up to \$105,000 for a construction loan on 345 Superior Street.**

**MOTION CARRIED UNANIMOUSLY**

**REVIEW AND APPROVAL OF FRESH START BIDS FOR 345 SUPERIOR STREET:**

Lu Scheer shared with the committee the contractor bids we have received on the new Fresh Start House. Lu has recommended going with the low bids on all areas we bid out. **Motion made by Larry Lautenschlager with a second by Tom Widener to approve lowest bidders for 345 Superior Street.**

**MOTION CARRIED UNANIMOUSLY**

**REVIEW AND APPROVAL OF OFFICE OF COMMUNITY SERVICES GRANT:**

Mike shared we would like to submit a grant application for \$800,000 to the Office of Community Services (OCS) for a Community Economic Development healthy food financing initiative project. This would allow the Super Value in Menasha to reopen and eliminate a food desert in that area. This employer would create 32 full time positions with at least 75% filled by low income people. The committee had some questions on wages but Tony explained this would be a great work experience opportunity for low income individuals. **Motion made by Tom Widener with a second by Donna Blend to approve applying for a \$800,000 grant from the Office of Community Service.**

**MOTION CARRIED UNANIMOUSLY**

**REVIEW AND APPROVAL OF WEATHERIZATION CONTRACTORS:**

Jason Vander Velden shared information about the sub-contractors the program would like to use. He would use the lowest bidders in the first spot with the exception of Paul Faris Plumbing. Because of some issues with this contractor the committee would like to move him to the #3 position. **Motion made by Tom Widener with a second by Larry Lautenschlager to approve using the lowest bidding contractors in the #1 position with the exception of the plumbing contractor Paul Faris who will be moved to the #3 position and have the other plumbing contractors move up in position.**

**MOTION CARRIED UNANIMOUSLY**

**REVIEW AND APPROVAL OF CONTRACT EXTENTION WITH MINUTE MEALS:**

Tony shared with the committee that Minute Meals was only given a 6 month contract at the beginning of the year due to some issues/concerns. These issues have been addressed and they are supplying a quality product. **Motion made by Chris Kniep with a second by Donna Blend to renew the Minute Meal contract for the remaining 6 months .**

**MOTION CARRIED UNANIMOUSLY**

**UPDATE ON POSSIBLE LITIGATION FOR FRAUDULENT TONER CLAIM:**

Mike gave the committee an update on a fraudulent toner claim we have been involved in. Our attorney, Louie Andrews from Andrew Law Offices, has written a letter to the company

stating we did not order or receive the toner in question. There is a possibility they may move forward with legal action and if so Louie does not do litigation. He has some attorney's he recommends that handle litigation. Tom Dornbrook stated he would like to check into this and see about bringing in law enforcement involvement since it is dealing with a California based company.

**OTHER BUSINESS/ANNOUNCEMENTS/REPORTS:**

Tom Widener shared with the committee that he would like to look at changing the matrix for the Executive committee which would require a by-law change. He would like to have the county matrix setup to be Fond du Lac - 2; Winnebago - 2; and Green Lake - 1. The committee would still have 10-12 members without having to have the other 5-7 people tied to a specific county. The committee agreed to bring this item before the full board at the September 25 meeting.

**ADJOURNMENT:**

**On a motion by Donna Blend with a second by John Schneider the meeting was adjourned at 6:50 pm.**

**MOTION CARRIED UNANIMOUSLY**

**MINUTES BY:** Linda Wheeler, Executive Administrative Assistant