



PLANNING & PROGRAM DEVELOPMENT COMMITTEE MEETING

7:00 P.M. Thursday, March 31, 2016

Oshkosh ADVOCAP Office

2929 Harrison St.

Oshkosh, WI

MEETING MINUTES

PRESENT: Will Albrecht, Tom Dornbrook, Ted Eischeid, Chris Kniep, Ann Marshall,
Su Van Houwelingen

**ABSENT/
EXCUSED:** Connie Anderson, Daniel Eisenach, Joe Gonyo, Christian Harpt, Sister Caryl Hartjes,
Natalie Lambert

STAFF/GUEST: Tony Beregszazi, Michael Bonertz, Lea Wiesen

CALL TO ORDER: The meeting was called to order by Vice Chair Tom Dornbrook at 7:00 p.m.

ROLL CALL: Roll call was taken and a quorum of 6/12 was present.

**AGENDA
APPROVAL:** A motion was made by Chris Kniep with a second by Ann Marshall to
approve the agenda as presented.

MOTION CARRIED

**MINUTES
APPROVAL:** A motion was made by Chris Kniep with a second by Will Albrecht to
accept the January 21, 2016 minutes.

MOTION CARRIED

CHOOSE REPRESENTATION FOR NOMINATIONS COMMITTEE:

Committee nominated Sister Caryl to be the representative for the Nominations
Sister Caryl was not in attendance to accept or decline her nomination.
Chris Kniep accepted the nomination as an alternate should Sister Caryl
decline her nomination and / or be unavailable.

DISCUSSION AND APPROVAL OF SURVEY DOCUMENT:

Mike Bonertz presented the 2016 Needs Assessment Survey. A few edits were suggested
which will be made by Lea Possehl prior to mailing.

DISCUSSION AND APPROVAL OF SURVEY PROCESS:

Mike Bonertz discussed the survey process. The committee agreed to send out the survey
to professionals as a separately titled survey (to keep the results from staff &
professionals separate from Community results). The professional / staff survey will
request the Top 3 be selected and prioritized.

A motion was made by Ted Eischeid with a second by Su Van Houwelingen to
approve both the survey document with edits and the survey process as discussed.

MOTION CARRIED

OTHER BUSINESS/ANNOUNCEMENTS/REPORTS:

Lea Possehl reminded committee of location change for upcoming Board meeting.

AJOURNMENT:

A motion was made by Su Van Houwelingen with a second by Chris Kneip to adjourn the meeting at 8:20 p.m.

MINUTES BY:

Lea Possehl, Executive Administrative Assistant