

NORTHEAST IOWA COMMUNITY ACTION CORPORATION
305 MONTGOMERY STREET, P.O. BOX 487
DECORAH, IA 52101

The Northeast Iowa Community Action Corporation Board of Directors met for their regular scheduled meeting in the Employee Break Room of the Fayette County Court House in West Union, Iowa on Monday, February 1, 2010. Present for the meeting were:

Steve Samec	Les Askelson
Don Nelson	Lennie Burke
Linda Voshell	Wayne Bockenstedt
Vicki Rowland	Rick Holthaus
Janel Langreck	Barbara Zemke
Lance Gritters	Neil Schraeder, Hacker & Nelson
Mary Ann Humpal, Staff	David Boss, Staff
Patty Marlow, Staff	

Board members unable to attend are as follows: (numbers represent consecutive meetings missed)

Mary Klauke (1)	Ann Gearhart (2)
Julie Wurtzel (1)	Ron Garceau (1)
John Klein (1)	Alice Bartz (1)
Jan McGovern (1)	Kenneth Kammeyer (2)
Amy Jones (5)	

The meeting was called to order at 6 p.m. The Personnel Committee presented their recommendations regarding changes in the policies and also the recommended salary increases of 2.5% across the board with a few selected positions receiving a slightly different increase as outlined in the raise proposal presented to the board.

After much discussion the motion was made by Vicki Rowland to accept the Personnel Committee recommendations as presented. Barbara Zemke seconded. Motion carried with two no votes.

Barbara Zemke made the motion to approve the November 23, 2009 Board of Directors minutes as well as the January 25, 2010 Executive Committee minutes as mailed. Don Nelson seconded. Motion carried all voting aye.

Don Nelson and Steve Samec reported that the bills and credit card statements that were reviewed by the Finance Committee in December and January were all in order.

The November/December Operational Report was reviewed with Mary Ann stating that we had received \$130,000 for Phase II and \$100,000 for Phase III since the report was prepared. Barbara Zemke made the motion to accept the Finance Committee Report and the Operational Report as presented. Janel Langreck seconded motion. Motion carried all voting aye.

Neil Schraeder, CPA from Hacker, Nelson and Co., P.C. in Decorah met with the board to present their process for the upcoming audit. He handed out a letter stating the responsibilities of Hacker and Nelson in preparing the audit and answered any questions the board had. He also stated that he will present the audit to the Board after it has been completed. The Board thanks Neil for his time.

Mary Ann requested the boards approval for our engagement letter from Brooks Lodden P.C. for our audit review. This needs to be done to comply with audit standards due to the fact that we do not have a CPA on staff. Janel Langreck made the motion to allow Mary Ann to sign the engagement letter from Brooks Lodden P.C. Barbara Zemke seconded. Motion carried all voting aye.

David Boss was the presenter this month. He gave some general information on the Homeless Prevention & Rapid Re-Housing Program (HPRP), Community Services Block Grant Program (CSBG), and the General Relief Programs for both Fayette and Winneshiek Counties. He also noted that three of the Family Service offices also operate their county food pantries. He said that he makes approximately 36 presentations annually to churches, community, civic and government groups for both educational and fund raising efforts. He offered his services to any group who may be interested. He answered any questions the board had and they thanked him for his time.

Mary Ann presented the 1st Quarter Strategic Planning Report. After discussion the motion was made by Linda Voshell and seconded by Wayne Bockenstedt to accept the report. Motion carried all voting aye.

The board reviewed the FaDSS grant application for FY2011 in the amount of \$250,023. Vicki Rowland made the motion to apply for the FaDSS grant, seconded by Linda Voshell. Motion carried all voting aye.

Mary Ann reported that Lori Egan would like to apply for \$3,800 from Allamakee County for a Family Planning Parent Education Program. Wayne Bockenstedt made the motion to apply for the funds, seconded by Barbara Zemke. Motion carried all voting aye.

Next on the agenda was approval of bids. Mary Ann informed the board that she had held an Executive Committee conference call regarding the approval of the insurance bid for the Corporation. The Executive Committee had approved to accept the bid from Leschensky Insurance Company.

The next bid was for the Head Start buildings and equipment. There was no bid on the Cresco Classroom. Wayne Bockenstedt made the motion to accept the high bid on the Cresco shed and equipment and the Riceville shed. Don Nelson seconded, motion carried all voting aye.

Mary Ann discussed the Head Start and Early Head Start enrollment numbers. She said that from now on she will also be sharing the attendance and meal reports to

comply with the new Head Start law. They have in the past been reviewed by the Policy Council but now need to also be reviewed by the Board of Directors. She also reviewed the Policy Council Minutes of January 26, 2010.

Next was the ARRA spending report. We are continuing to spend the money but not as fast as the Feds would like us to. This report is to keep the board informed as to how we are spending the stimulus funds.

Mary Ann discussed the Weatherization monitoring report. Scott will be correcting and responding to their recommendations.

The Family Planning Year End Progress Report was also discussed. There were no findings on this report.

Mary Ann reviewed the LHEAP numbers stating that we have received our final allocation bringing our budget to \$2,918,685.

We have received contracts for the Weatherization Utility Contracts effective January 1st for IPC \$122,457, BHE \$73,276 and MEC \$18,087. We have also received a new HEAP contract in the amount of \$305,151.12.

The Corporation mileage rate has dropped from 50 cents to 45 cents per mile (5 cents below the federal reimbursements) effective January 1, 2010.

Mary Ann discussed the updated fee schedule for the Family Planning Program which we are required by the State to update annually.

She also reviewed the Family Planning Client Satisfaction Survey and the Clinic Evaluation.

Mary Ann is in the process of making visits to all the County Board of Supervisors with the county packet information. She has one more visit to make this week and will have met with all 7 counties.

Mary Ann gave an update on the Housing Program. On the Phase III the West Union and Volga houses are up with walls and a roof. The Tripoli basement has been poured. Regarding the Phase II houses, the West Union one is filled and we are in the process of trying to get the Lawler one filled also.

On the original five houses we had a loan from Hawkeye REC that was to have had a balloon payment for \$49,028.04 that was due on January 1, 2010. REC agreed to extend that loan until December 1, 2010 since we have until then to sell the last house.

As of this board meeting nothing more has been done regarding Routematch. Earl Henry will attend the February Board Meeting to update the Board and talk about any recent developments.

Mary Ann reviewed the IDOT authorizing resolution for FY2011 state Transit funding. This includes both FTA and STA amounts. Wayne Bockenstedt made the motion to approve, seconded by Vicki Rowland. Motion carried.

The next meeting will be held February 22, 2010 at 6 o'clock.

As there was no further business Wayne Bockenstedt made the motion to adjourn, seconded by Janel Langreck. Motion carried all voting aye.

Patty Marlow
Acting Secretary

/pm

