

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, July 26, 2010. Present for the meeting were:

Steve Samec	Les Askelson
Don Nelson	Lennie Burke
Linda Voshell	Wayne Bockenstedt
Vicki Rowland	Ron Garceau
Janel Langreck	Barbara Zemke
Mary Klauke	Stacy Davies
Ann Gearhart	Julie Wurtzel
Melissa Kappes	Mary Ann Humpal, Staff
Trisha Wilkins, Staff	David Boss, Staff
Patty Marlow, Staff	

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

Lance Gritters (4)	Alice Bartz (1)
John Klein (1)	Kenneth Kammeyer (1)
Jan McGovern (1)	Rick Holthaus (1)
Clayton County vacancy	

The meeting was called to order at 6:05 p.m. Lennie Burke made the motion to approve the minutes of the June 14, 2010 board meeting as mailed. Janel Langreck seconded. Motion carried.

Mary Ann reviewed the finance report for June stating that we should be receiving \$109,000 for the Homeless ARRA program any day. She is concerned about the Transit Program as we know we will not be getting \$44,000 in State funds and that we will have to use some carryover money to balance out this fiscal year. She also noted that we have received word that the DOE ARRA Program which has a current budget of \$1,701,371 will be receiving an additional \$1,637,072 for a total budget of \$3,338,443. This contract will be effective until March 31, 2012. The other programs that have negative balances are due to the fact that these are reimbursable programs. Lennie Burke made the motion to accept the June Operational Budget Report. Wayne Bockenstedt seconded. Motion carried.

David Boss then reviewed the NEICAC Board of Directors Conflict of Interest Policy. He asked that after the board members had an opportunity to read the policy that they sign a statement that they had received, read and agree to comply with the policy. These forms are required to be kept on file.

Trisha Wilkins, Human Resources Director was the program presenter this month. Trisha reviewed with the board some of the projects she has been working on. The Health Care Reform is just in the beginning stages but we will be dealing with this as it is developed. She reviewed the Fair Labor Standards Act which requires employers to provide a private location for nursing mothers to express breast milk for their children for the first year of the child's life. She then reported that DHS is now requiring Fingerprints for all Head Start/Family Services staff and

volunteers. Since this will become a significant cost to the program NEICAC staff will be attending training to learn to run our own Fingerprints. She also noted that she has been updating job descriptions. The board thanked Trisha for her information.

Mary Ann reviewed the Head Start enrollment numbers stating that they are looking excellent. Roundups started today. She also noted that the Policy Council minutes for June 15th and July 20th had been mailed with the board letter.

Mary Ann reviewed the 3rd quarter Strategic Planning report. After some discussion Barbara Zemke made the motion to accept the Strategic Planning report as written. Mary Klauke seconded. Motion carried.

Mary Ann presented the Community Adolescent Prevention Program (CAPP) budget amendment noting that it will move money out of salaries and fringe and move it into educational materials. Julie Wurtzel made the motion to approve the CAPP budget amendment. Linda Voshell seconded the motion. Motion carried.

The CAPP Program is also applying for \$10,000 from the McElroy Trust to help with marketing educational materials, presentation supplies and training costs. Vicki Rowland made the motion to approve applying for these funds. Janel Langreck seconded. Motion carried.

In the Director's Report Mary Ann said that the DOE ARRA Program is under extreme scrutiny nationwide and is having a national evaluation done. She expects that the DOE FEDS will visit every Weatherization Program in the nation including ours.

On the housing report Mary Ann reported that we are getting ready to finalize the Rent To Own Phase III project in Tripoli, West Union and Volga. The Tripoli sewer incident has been turned over to our insurance company. There will be a small claims court hearing on July 27th.

Mary Ann then reviewed NEICAC's investment in the Rent To Own Phase III program. NEICAC put \$10,159 in as match money so that we were able to secure Housing Trust Fund money in the amount of \$15,000 from Fayette County and \$25,636 from INRCOG for the Tripoli home. NEICAC will also be loaning at least \$24,830 to the project to finalize it out – this will be paid back when the homes are sold.

The Phase III West Union house has been rented and the tenants will move in August 1st. There will be an Open House in Tripoli on July 27th and one in Volga on July 29th. All other properties are filled except the house in Lawler.

Mary Ann reported that Trisha Wilkins and Mark Kvammen have both passed their Certified Community Action Professionals (CCAP) test. The board sends their congratulations to these two employees.

Mary Ann reviewed the Postville Eminent Threat (PET) monitoring report stating that we got a clean report.

The CACFP Head Start monitoring review was discussed. There were two findings on this review and Mary Ann explained what the problem is stating that we wait until the program is

near the end and figures how much money the program has generated and do journal entries accordingly. This was for the boards information.

Head Start bids were next on the agenda. Patty reported that we had only received one bid for the Cresco classroom. Don Nelson had opened and reviewed the bid from Regional Health Services of Howard County in the amount of \$4,999.99. Ann Gearhart made the motion to approve the bid from Howard County Regional Health Services pending Regional Head Start approval. Ron Garceau seconded. Motion carried.

As no bids were submitted for the Waukon playground equipment this will be bid out again.

Mary Ann reviewed the Transit bid on miscellaneous parts. This was for the board's information.

Mary Ann reviewed the monthly ARRA spending report. EFSP has spent 100% of their funds. Head Start, Early Head Start and CSBG will be ending on September 30, 2010. As Mary Ann reported earlier we have been notified of the additional \$1,637, 072 that we will be receiving for the DOE ARRA program that will have to be spent by March, 2012.

Mary Ann reviewed the monthly Disconnect Report showing that for the period October 1, 2009 thru July 15, 2010 we have assisted 1,861 households with a total of \$614,442.69 thru all of our emergency funding sources.

The nominating committee of Janel Langreck, Vicki Rowland and Linda Voshell presented the following slate of candidates for the board: Les Askelson – Chairman, Steve Samec – Vice President and Linda Voshell – Secretary/Treasurer. Ann Gearhart made the motion that nominations cease. Ron Garceau seconded. Vote taken to approve the officers as stated. Motion carried all voting aye.

We have received a LHEAP contract amendment decreasing our contract by \$122,672 bringing the contract down to \$2,946,486.

The next item is the problem with the screen doors at the Calmar Apartments. Mary Ann reported that we will be taking bids for new front doors for the apartments and getting rid of the screen doors completely.

Mary Ann presented a modification to the Great American 403B Plan. She explained the plan amendment stating that loans and hardship distributions are not permitted. Barbara Zemke made the motion to accept the plan modification be approved. Vicki Rowland seconded. Motion carried.

Mary Ann reviewed an article that appeared in the HAC Rural Voices that featured the West Union Rent to Own home.

She then handed out a monitoring report that she had received today for the Family Planning Program. The report appeared to be clear with no corrective submissions required.

The next meeting will be held August 23, 2010 at 6 o'clock.

As there was no further business Ron Garceau made the motion to adjourn. Janel Langreck seconded. Motion carried. Meeting adjourned at 7:20 p.m.

Patty Marlow
Acting Secretary

/pm