

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

Approved

The Northeast Iowa Community Action Corporation Board of Directors meeting was held on Monday, August 23, 2021 via Zoom. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:00pm.

Present were:

Rick Holthaus	Nick Winter
Joseph Pisney	Jenny Cole
Dan Byrnes	Anna Wilkes
Julie Wurtzel	Martin Stanbrough
Wendy Shea	Nina Brickman
Suellen Kolbet	Steve Doeppke
Janel Langreck	Les Askelson
Linda Voshell	John Beard

Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Courtney Adam, Staff	Karen Henry, Staff

Board members unable to attend are as follows:

Malissa Kappes (3)	Kelly Faga (3)
Tim Neil (2)	Sara Noack (2)
Marcia Hesse	Shannon Michael

Board Chair, Les Askelson, called the meeting to order followed by reciting the NEICAC mission statement. Second agenda item was review of the 8/23/21 meeting agenda and review of the 7/26/21 meeting minutes. Trisha Wilkins made note that the CSBG Budget Amendment Request needed to be added to the current agenda following item #6. Moved to approve the revised 8/23/21 meeting agenda and 7/26/21 meeting minutes as presented by Nick Winter, seconded by Steve Doeppke. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the July 2021 Financial Report discussing a few program specifics as outlined in the letter. Moved to approve the July 2021 Financial Report as presented by Nina Brickman, seconded by Suellen Kolbet. Motion carried all voting aye. The balance sheet was included with the Board packet and is for the Board's information.

Janel Langreck reported on behalf of the Finance Committee stating that everything looked in order with no discrepancies noted. Moved to approve the Finance Committee report by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

Program presenter this month is Karen Henry, NEICAC Outreach & LIHEAP Director. Karen Henry provided the Board with updates on the LIHEAP program, outreach office services and the food pantries. The Board thanked Karen Henry for her presentation.

Next was discussion on our Strategic Planning Process. Moved to approve using a consultant for our strategic planning by Nick Winter, seconded by Rick Holthaus. Motion carried all voting aye.

Trisha Wilkins and Chrishelle Stravers then reviewed with the Board updates to the Financial Policy & Procedures Manual. Each Board member had received a hard copy and revisions were outlined in the letter. Moved to approve the Financial Policy & Procedures Manual as presented by Nina Brickman, seconded by Wendy Shea. Motion carried all voting aye.

Added agenda item, CSBG Budget Revision was next on the agenda. Moved to approve the CSBG Budget Revision as presented by Nick Winter, seconded by Janel Langreck. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the program customer satisfaction reports for Head Start/EHS, Family Services, FaDSS and Weatherization as outlined in the letter. This was for the Board's information.

The Head Start monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the July EHS enrollment, meal/USDA subsidy reports for summer WRAP participants and the August Policy Council minutes. This was for the Board's information.

The Head Start Program Self-Assessment was reviewed. Following review was further discussion on what role can Board members be part of to help the program, specifically relationships within the school districts and parent involvement in Policy Council. Moved to approve the Head Start Program Self-Assessment as presented by Suellen Kolbet, seconded by Anna Wilkes. Motion carried all voting aye.

The EHS Program Information Report will be shared with the Board in September. The last item for review was the Fall 2021 Head Start application numbers. This was for the Board's information.

Trisha Wilkins provided the Board with detailed updates regarding the FaDSS program as outlined in the letter. This was for the Board's information.

Next was review of the CACFP budget and application. Moved to approve the CACFP budget and application as presented by Nina Brickman, seconded by Dan Byrnes. Motion carried all voting aye.

A current list of Board Committee positions was included in the board packet for review.

Trisha Wilkins provided the Board with an update on 28E Agreements with Counties and Cities within our service area.

Next was discussion on Board meeting structure. Trisha Wilkins had looked into an alternate venue that would accommodate in-person and virtual meetings (West Union Library – \$30 for 4 hours). With the new COVID variants that are surfacing, it was agreed that Board meetings will continue as is for the foreseeable future.

There were no Grant updates to report.

There were multiple items under the Director's Report. First was an update on the monthly Crisis Report followed by current Operations/Changes to Policies, Iowa Rent & Utility Assistance Program, a new Low-Income Water Assistance Program and the Howard County Disaster Proclamation.

Under Miscellaneous, Trisha Wilkins informed the Board that not all members have submitted their Conflict of Interest and Assessment forms. They were reminded to mail or email them to Trisha Wilkins as soon as possible.

The September meeting will be cancelled and the next meeting is scheduled for October 25, 2021. Moved to approve the cancellation of the September meeting, setting October meeting and adjourn meeting by Steve Doeppke, seconded by Janel Langreck. Motion carried all voting aye.

Meeting adjourned at 7:10pm.

Reporting Secretary



Chrishelle Stravers, CFO

