

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, October 25, 2021 via Zoom. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:05pm.

Present were:

Rick Holthaus	John Beard
Joseph Pisney	Jenny Cole
Dan Byrnes	Tim Neil
Julie Wurtzel	Martin Stanbrough
Wendy Shea	Nina Brickman
Suellen Kolbet	Linda Voshell
Janel Langreck	Les Askelson
Shannon Michael	

Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	

Board members unable to attend are as follows:

Malissa Kappes (4)	Sara Noack (3)
Marcia Hesse (2)	Nick Winter
Steve Doeppke	

Vacant Seats:

Bremer County – Low Income	Head Start Policy Council Liaison
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Board Vice Chair, Janel Langreck, called the meeting to order followed by reciting the NEICAC mission statement. Second agenda item was an update on the Head Start Policy Council Liaison vacancy. Next was review of the 10/25/21 meeting agenda and review of the 8/23/21 meeting minutes. Trisha Wilkins made note that the CSBG Budget Amendment Request needed to be added to the current agenda under item #9. Moved to approve the revised 10/25/21 meeting agenda and 8/23/21 meeting minutes as presented by John Beard, seconded by Linda Voshell. Motion carried all voting aye.

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

Tim Neil reported on behalf of the Finance Committee stating that everything looked in order with no discrepancies noted. Moved to approve the Finance Committee report of the bill and credit card review by Tim Neil, seconded by Dan Byrnes. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the Executive Committee meeting minutes from 10/11/21. This was for the Board's information.

Next was the CAPLAW Board Training: "Process – Who Says What Goes", due to technical difficulties during the presentation, this will be emailed out to all board members.

Trisha Wilkins then discussed the Strategic Planning Commitment and reviewed with the Board the WIPFLI Letter of Engagement, which was included with the Board letter. This was for the Board's information.

Trisha Wilkins reviewed with the Board the 4<sup>th</sup> Quarter Strategic Planning & Program Reports. Moved to approve the 4<sup>th</sup> Quarter Strategic Planning & Program Reports as presented by Nina Brickman, seconded by Suellen Kolbet. Motion carried all voting aye.

Next was review and discussion of multiple items under item#9 - Community Services Block Grant. First was the required FY21 Year-End Individual and Family and Community Initiative National Performance Indicators Report. Moved to approve the FY21 Year-End Individual and Family and Community Initiative National Performance Indicators Report as presented by Janel Langreck, seconded by Rick Holthaus. Motion carried all voting aye.

The Board then moved onto the FY22 Individual and Family and Community Initiative National Performance Indicators Target Report. Moved to approve the FY22 Individual and Family and Community Initiative National Performance Indicators Target Report as presented by Nina Brickman, seconded by Linda Voshell. Motion carried all voting aye.

Last item under the Community Services Block Grant is the CSBG Budget Amendment Request that was added to the agenda. Moved to approve the CSBG Budget Amendment Request as presented by Tim Neil, seconded by Rick Holthaus. Motion carried all voting aye.

The HS/EHS monthly programing reports were next on the agenda. Trisha Wilkins reviewed with the Board the September enrollment and attendance reports, meal/USDA subsidy reports, October Policy Council minutes, EHS Program Information Report, and the ACF-IM-HS-21-05 (Supporting Wellness of All Staff in the Head Start Workforce). This was for the Board's information.

Trisha Wilkins then reviewed with the Board the Semi-Annual Federal Financial Report 425. Moved to approve the Semi-Annual Federal Financial Report 425 as presented by Nina Brickman, seconded by Janel Langreck. Motion carried all voting aye.

Last item under HS/EHS is review of the Head Start Funding Application and HS/EHS/T&TA Budgets. Moved to approve the Head Start Funding Application and HS/EHS/T&TA Budgets as presented by Sue Ellen Kolbet, seconded by Wendy Shea. Motion carried all voting aye.

Next item on the agenda was review of the updated Transit Drug & Alcohol Policy. Moved to approve the updated Transit Drug & Alcohol Policy as presented by Rick Holthaus, seconded by Nina Brickman. Motion carried all voting aye.

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

There were no Grant updates to report at this time.

There were multiple items under the Director's Report. First was an update on Crisis Funds and LIHEAP followed by an update on the LIHWAP (Water) Program, Disaster Program and the Bremer County Low-Income Representative Board vacancy. This is for the Board's information.

Under Miscellaneous, as outlined in the Board letter, Trisha Wilkins informed the Board on a Transit matter. This is for the Board's information.

Trisha Wilkins will send an email out to Personnel Committee members to set up the regular meeting for policies and wages.

The next meeting is scheduled for November 22, 2021. Moved to approve setting the November meeting and adjourn the current meeting by Martin Stanbrough, seconded by Linda Voshell. Motion carried all voting aye.

Meeting adjourned at 6:56pm.

Reporting Secretary



Chrishelle Stravers, CFO

