

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, November 22, 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	John Beard
Joseph Pisney	Jenny Cole
Dan Byrnes	Tim Neil
Julie Wurtzel	Wendy Shea
Nina Brickman	Suellen Kolbet
Janel Langreck	Les Askelson
Malissa Kappes	Sara Noack
Nick Winter	Steve Doeppke

Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	Nichole Griese, Staff
Paula Duff, Staff	

Board members unable to attend are as follows:

Marcia Hesse (3)	Martin Stanbrough
Linda Voshell	Shannon Michael

Vacant Seats:

Bremer County – Low Income	Head Start Policy Council Liaison
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Board Chair, Les Askelson, called the meeting to order followed by reciting the NEICAC mission statement. Second agenda item was review of the 11/22/21 meeting agenda and 10/25/21 meeting minutes. Moved to approve the 11/22/21 meeting agenda and 10/25/21 meeting minutes as presented by Tim Neil, seconded by Steve Doeppke. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the October 2021 Financial Reports discussing a few program specifics as outlined in the letter. Moved to approve the October 2021 Financial Report as presented by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye. The balance sheet was included with the Board packet and was 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 Janel Langreck. Motion carried all voting aye.

Program presenter this month was Nichole Griese, FaDSS Coordinator and Paula Duff, FaDSS Specialist. Nichole Griese reviewed with the Board the annual report, provided a current program status and discussed program eligibility. Nichole Griese also provided updates on grants within the program. Paula Duff shared a participant success story. Janel Langreck congratulated the FaDSS program for the targets they surpassed and Les Askelson thanked them for their hard work.

Next was review of the recommendations from the Personnel Committee meeting on 11/16/21. Moved to approve the Handbook Policy revisions as presented by Nick Winter, seconded by Nina Brickman. Motion carried all voting aye. Moved to approve the Health Insurance the new premium and no plan changes by Tim Neil, seconded by Jenny Cole. Motion carried all voting aye. Moved to approve a \$.56/hr increase to wage scales for all employees effective for the first day of the payroll that includes 2/1/2022 by Suellen Kolbet, seconded by Rick Holthaus. Motion carried all voting aye.

Trisha Wilkins then discussed CAPLAW Board Training. After an earlier discussion Trisha Wilkins had with Les Askelson, it was decided that training opportunities/videos would be sent to Board members via email to do on their own and it would then be on the agenda to discuss at a future meeting. This was for the Board's information.

Next was an update of our Strategic Planning process. Trisha Wilkins shared her thoughts regarding the WIPFLI workshops and what the next steps of the process will be. Suellen Kolbet and Wendy Shea also shared their thoughts and what they learned through the workshops. This was for the Board's information.

Trisha Wilkins then provided the Board an update on the Housing Program as outlined in the letter. This was for the Board's information.

Next on the agenda was review of the CSBG PY21 Year-End and Agency Resources Report. This was for the Board's information.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the October enrollment and attendance reports, meal/USDA subsidy reports, and November Policy Council minutes. This was for the Board's information.

Trisha Wilkins then provided the Board with an update on the CAPP program in addition to the RFP and funding decrease as outlined in the letter. This was for the Board's information.

Next item on the agenda was discussion of General Relief program budgets in addition to updated General Relief Ordinances and Resolutions for Howard and Winneshiek County. This was for the Board's information.

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

Under grant updates, Trisha Wilkins informed the Board that we applied for \$4,000 from Community Foundation of Northeast Iowa for financial assistance for student and family extracurricular activities in Howard County.

There were multiple items under the Director's Report. First was review of the LIHEAP, Crisis, and LIHWAP reports followed by an update on the LIHWAP (Water) Program, and review of the WAP Administrative Monitoring report. This was for the Board's information.

Under Miscellaneous, as outlined in the Board letter, Trisha Wilkins informed the Board that the annual SLICE report for the Weatherization Program has been received and highlighted some important sections of the report. The Board thanked the Weatherization Program for doing a great job. This was for the Board's information.

Janel Langreck requested a schedule of meetings with the County Board of Supervisors for funding requests so that Board members have an opportunity to attend.

As with previous years, the December meeting will be cancelled and we will plan for a January 24, 2022 meeting. Moved to approve cancelling the December meeting, setting the January meeting and to adjourn the current meeting by Nick Winter, seconded by Janel Langreck. Motion carried all voting aye.

Meeting adjourned at 7:11pm.

Reporting Secretary

A handwritten signature in cursive script that reads "Chrishelle Stravers".

Chrishelle Stravers, CFO

