

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, January 24, 2022 via Zoom. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:00pm.

Present were:

Les Askelson	John Beard
Joseph Pisney	Jenny Cole
Dan Byrnes	Tim Neil
Julie Wurtzel	Wendy Shea
Nina Brickman	Suellen Kolbet
Janel Langreck	Marcia Hesse
Malissa Kappes	Sara Noack
Nick Winter	Steve Doeppke
Linda Voshell	Martin Stanbrough
Shannon Michael	Melissa Nation

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

Board members unable to attend are as follows:

None

Vacant Seats:

Chickasaw County – Board of Supervisors
Head Start Policy Council Liaison

Guests:

Neil Schraeder, Hacker Nelson & Co., P.C.
Michelle Martinek, Hacker Nelson & Co., P.C.

Board Chair, Les Askelson, called the meeting to order followed by reciting the NEICAC mission statement. Second agenda item was review of the 1/24/22 meeting agenda and 11/22/21 meeting minutes. Under agenda item #11, Review of HS Grant Funding was added as a discussion item. Moved to approve the revised 1/24/22 meeting agenda and 11/22/21 meeting minutes as presented by John Beard, seconded by Nick Winter. Motion carried all voting aye.

Trisha Wilkins then welcomed Melissa Nation to the Board. She will represent the low-income sector for Bremer County. Current Board vacancies are the Chickasaw County public sector and Head Start Policy Council Liaison.

Next was review of the Executive Committee minutes from the 12/28/21 meeting. Further discussion took place regarding Spouse Eligibility on the Health Insurance Plan.

Trisha Wilkins reviewed with the Board the November and December 2021 Financial Reports discussing a few program specifics as outlined in the letter. Moved to approve the November and December 2021 Financial Reports as presented by Suellen Kolbet, seconded by Janel Langreck. 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 Dan Byrnes. Motion carried all voting aye.

Next item on the agenda was the annual agency budget. Moved to approve the annual agency budget as presented by Linda Voshell, seconded by Tim Neil. Motion carried all voting aye.

Program presenter this month was Neil Schraeder and Michelle Martinek of Hacker Nelson & Co., P.C. Neil discussed their audit planning and process with the Board also giving insight on what programs and other items they will be zoning in on during this year's audit. He encouraged board members to contact him if they have any questions or concerns. The Board thanked them for their presentation.

Trisha Wilkins led the conversation to recap the CAPLAW Board Training that was earlier emailed to the Board.

Next agenda item was an update on the Strategic Planning process as outlined in the letter. Wendy Shea commented on how impressed she is by the success and amount of work that is being put into it. Les Askelson also agreed. This process update was for the Board's information.

Trisha Wilkins then provided the Board with an update on the mandated testing/vaccine/masking requirements from federal OSHA in addition to the Head Start program. In addition, due to the complexity of mandated procedures, Trisha Wilkins reviewed with the Board a policy statement regarding required testing and vaccination. Moved to approve the testing and vaccination policy statement as presented by Wendy Shea, seconded by Linda Voshell. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the December enrollment and attendance reports, meal/USDA subsidy reports, January Policy Council minutes and OHS Program Instruction ACF-PI-HS-21-04. Also enclosed in the packet was the budget for the Waukon Head Start USDA loan. This was for the Board's information.

Also reviewed at this time was the HHS Carryover Request for Head Start/Early Head Start funds. Moved to approve the HHS Carryover Request as presented by Nick Winter, seconded by Tim Neil. Motion carried all voting aye.

Last item under HS was the Grant Funding, this was an update on funding allocated for the 2/1/22-1/31/23 Head Start year.

Next on the agenda was Weatherization. Trisha Wilkins reviewed with the Board the Field Monitoring Report, Administrative Monitoring Update and the HEAP & Utilities funding contracts. This was for the Board's information.

Trisha Wilkins then presented to the Board the Designation of Additional Signatories form for Weatherization. Moved to approve the authorization of Designation of Additional Signatories as presented by Nina Brickman, seconded by Sara Noack. Motion carried all voting aye.

Under grant updates, Trisha Wilkins informed the Board that we applied for \$10,000 from the Fayette County Community Foundation Grant. We will also be submitting an application for \$8,000 from the Allamakee County Community Foundation Grant. Transit received \$3,000 from Fayette County Public Health for transportation of county residents for appointments.

A Board letter for cash match commitment and the Allamakee County crisis program budget was presented to the Board in regards to the Allamakee County Community Foundation Grant application requirement. Moved to approve the cash match commitment as presented by Steve Doepke, seconded by Malissa Kappes. Motion carried all voting aye.

There were multiple items under the Director's Report. First was review of the LIHEAP, Crisis, and LIHWAP reports followed by an update on County funding requests/presentations, Embrace Iowa program, Family Services Operations, and the Housing Civil Rights response. She also took the opportunity to remind the Board about the Board Portal on the agency website. This was for the Board's information.

Under Miscellaneous, it referenced the updated Board Member listing and committee assignments that were included in the Board packet. This was for the Board's information.

Moved to set the next meeting date of February 28, 2022 and adjourn meeting by Janel Langreck, seconded by Linda Voshell. Motion carried all voting aye.

Meeting adjourned at 7:02pm.

Reporting Secretary



Chrishelle Stravers, CFO

