

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, February 28, 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	Joseph Pisney
Jenny Cole	Tim Neil
Wendy Shea	Janel Langreck
Marcia Hesse	Malissa Kappes
Nick Winter	Steve Doeppke
Linda Voshell	Martin Stanbrough
Shannon Michael	Nina Brickman

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

Board members unable to attend are as follows:

Dan Byrnes	Julie Wurtzel
Suellen Kolbet	Sara Noack
Melissa Nation	Shirley Vermace

Vacant Seats:

Chickasaw County – Board of Supervisors  
Head Start Policy Council Liaison

Board Chair, Les Askelson, called the meeting to order followed by reciting the NEICAC mission statement. Les Askelson announced the addition of a new Board member, Shirley Vermace, who will replace John Beard and represent the Public Sector for Winneshiek County.

The third agenda item was review of the 2/28/22 meeting agenda and 1/24/22 meeting minutes. Moved to approve the 2/28/22 meeting agenda and 1/24/22 meeting minutes as presented by Nick Winter, seconded by Martin Stanbrough. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the January 2022 Financial Reports as outlined in the letter. Moved to approve the January 2022 Financial Reports as presented by Linda Voshell, seconded by Steve Doeppke. Motion carried all voting aye. The balance sheet was included with the Board packet and was 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 of the bill and credit card review by Janel Langreck, seconded by Wendy Shea. Motion carried all voting aye.

Program presenter this month was Karli Schmelzer, Operations & Development Director, discussing the Community Adolescent & Pregnancy Prevention Program. Karli Schmelzer shared data on STD and pregnancy rates for Iowa and our specific service counties which the state uses to determine funding. Only funding for Floyd, Allamakee, Howard and Fayette County was awarded for our next grant year. In an update for the current year, Parent Share and Support is helping to serve counties during our staff transition. Karli Schmelzer also provided information on students/schools currently served by county. The Board thanked Karli Schmelzer for the program update.

Trisha Wilkins then provided a quick update on the Strategic Planning process. Wendy Shea added that it is a very comprehensive and well thought out process and is excited to see it progress. This process update was for the Board's information.

Next on the agenda was discussion on the COVID and Safety Net Innovation (CASI) Technical Assistance (TA) Initiative. Karli Schmelzer led this discussion as outlined in the letter. This was for the Board's information.

Trisha Wilkins reviewed with the Board the next agenda item, Request for Proposal Updates, as outlined in the letter for the Community Adolescent Pregnancy and Prevention Program and the Family Development & Self-Sufficiency Program. The Community Adolescent Pregnancy and Prevention Program was awarded \$60,000 for FY23. 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 January enrollment and attendance reports, meal/USDA subsidy reports, and February Policy Council minutes. This was for the Board's information. Also included was the Head Start Bylaws. Per the Policy Council meeting minutes there were no changes. Moved to approve the Head Start Bylaws as presented by Nina Brickman, seconded by Tim Neil. Motion carried all voting aye.

Next on the agenda was the Low-Income Home Energy Assistance Program (LIHEAP). As outlined in the letter, the LIHEAP PY22 funding contract was reviewed. Trisha Wilkins presented to the Board the Designation of Additional Signatories form for the LIHEAP contract to authorize both the Executive Director and CFO to sign contract amendments. Moved to approve the authorization of Designation of Additional Signatories as presented by Jenny Cole, seconded by Janel Langreck. Motion carried all voting aye. Last discussion item for LIHEAP, as highlighted in the letter, is the supplemental funds provided to eligible customers. This was for the Board's information.

Under grant updates, Trisha Wilkins informed the Board that we applied for \$8,000 from the Allamakee County Community Foundation Grant for the Crisis program. In the months ahead, Karli Schmelzer will be prepping and submitting for additional grant opportunities. This was for the Board's information.

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 Housing Civil Rights response. This was for the Board's information.

Under Miscellaneous, Trisha Wilkins provided the Board with the Office of Head Start Program Instruction regarding the flexibility for Head Start designation renewal in certain emergencies (ACF-PI-HS-22-01) as well as the Information Memorandum regarding Head Start transportation services during the COVID-19 pandemic (ACF-IM-HS-22-01). This was for the Board's information.

Last item was discussion on the updated CDC guidance for masking.

Moved to set the next meeting date of March 28, 2022 and adjourn meeting by Nick Winter, seconded by Janel Langreck. Motion carried all voting aye.

Meeting adjourned at 6:43pm.

Reporting Secretary



Chrishelle Stravers, CFO