

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, March 28, 2022 via Zoom. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:00pm. Board Chair, Les Askelson, called the meeting to order followed by reciting the NEICAC mission statement. Chrishelle Stravers then took roll call.

Present were:

Dan Byrnes	Melissa Nation
Janel Langreck	Nick Winter
Jenny Cole	Nina Brickman
Joseph Pisney	Sara Noack
Julie Wurtzel	Shannon Michael
Les Askelson	Shirley Vermace
Linda Voshell	Steve Breitbach
Malissa Kappes	Steve Doeppke
Martin Stanbrough	Suellen Kolbet

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

Board members unable to attend are as follows:

Marcia Hesse	Tim Neil
Wendy Shea	

Vacant Seats:

Head Start Policy Council Liaison

Les Askelson introduced new Board member, Steve Breitbach, who replaced Rick Holthaus and represents the Public Sector for Chickasaw County.

Trisha Wilkins gave a reminder for New Board Member Orientation on March 30th via zoom.

The third agenda item was review of the 3/28/22 meeting agenda and 2/28/22 meeting minutes. Trisha Wilkins made note that there is an addition under Miscellaneous: Move to Microsoft 365 from Zoom for Board Meeting. Janel Langreck brought attention to a spelling error in the last paragraph of the 2/28/22 meeting minutes. Moved to approve the 3/28/22

meeting agenda with addition and the revised 2/28/22 meeting minutes as presented by Janel Langreck, seconded by Steve Doeppke. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the February 2022 Financial Reports as outlined in the letter. Moved to approve the February 2022 Financial Reports as presented by Nina Brickman, seconded by Linda Voshell. Motion carried all voting aye. The balance sheet was included with the Board packet and was for the Board's information.

Dan Byrnes 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 Dan Byrnes. Motion carried all voting aye.

Program presenter this month was Scott Fischer, Weatherization Assistance Program Director. Scott Fischer gave an update on the Weatherization Program for 2022. He provided a handout detailing the program contracts and number of homes completed by county for 2021. Also listed was the number of deferrals, which are homes that are unable to be completed due to roof issues, infestations, etc. Scott Fischer answered questions from the board members including where the referrals come from and what other partners we work with. The Board thanked Scott Fischer for the program update.

Next agenda item was review and approval for a recently created agency position, Lead Family Services Specialist. Trisha Wilkins further discussed the need for this position and the positive impact it will have. Moved to approve the Lead Family Services Specialist job description and level 10 pay scale by Suellen Kolbet, seconded by Sara Noack. Motion carried all voting aye.

Trisha Wilkins then provided an update on the agency Strategic Plan development and its implementation process. Julie Wurtzel asked what format will be provided to board members. Trisha Wilkins noted that the system will provide reports for Board members, and the Strategic Plan will come to the Board for review before implementation. 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 February enrollment and attendance reports, meal/USDA subsidy reports, March Policy Council minutes, and Information Memorandum ACF-IM-HS-22-02. Shirley Vermace asked if the strategic plan included conversations about how to increase capacity to meet the needs of those on the waiting list. Trisha Wilkins replied that it was not in the new strategic plan and explained how Head Start is designed to move to meet the need. Janel Langreck asked why some centers list nothing to report in the Policy Council Minutes, Trisha Wilkins replied that they likely had nothing extra to report or didn't send in a report. Also included was the Waukon USDA 2021 Annual Report for the Waukon Head Start building owned by NEICAC. Moved to approve the Waukon USDA 2021 Annual Report as presented by Linda Voshell, seconded by Dan Byrnes. Motion carried all voting aye.

Next was the approval request for the Transit Program FY23 Consolidated Grant Application as outlined in the letter. Moved to approve the Transit Program FY23 Consolidated Grant Application as presented by Nick Winter, seconded by Nina Brickman. Motion carried all voting aye.

Under grant updates, Trisha Wilkins reviewed with the Board the status of grant funds we have applied for as outlined in the letter. This included Waverly-Shell Rock United Way, Oelwein Area United Way, Bremer County Community Foundation, and Fayette County Community Foundation. 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 FaDSS RFP funding award. Next was the 2019 CACFP Management/Program review letter, which was included in the Board packet. Also under the Director's Report, Trisha Wilkins provided the Board with an update on the Agency Masking Policy, Embrace Iowa Program, Moratorium Protections, and both the National and State Community Action Conferences coming up this summer. This was for the Board's information.

Next item on the agenda is to schedule Trisha Wilkins Performance Evaluation with the Personnel Committee. Trisha Wilkins will send out the Evaluation Tool to committee members and they should submit to Les Askelson once complete. The plan is to have it completed by the June Board meeting.

There was an addition under Miscellaneous: Move to Microsoft 365 from Zoom for Board Meetings. Trisha Wilkins discussed this further and explained how it would work for meetings going forward. Any Board member who would like to practice the new platform before the meeting should reach out to Trisha. This was for the Board's information.

Moved to set the next meeting date of April 25, 2022 and adjourn meeting by Nick Winter, seconded by Linda Voshell. Motion carried all voting aye.

Meeting adjourned at 7:08pm.

Reporting Secretary



Chrishelle Stravers, CFO

