

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, April 25, 2022 via Microsoft TEAMS. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:00pm. Board Secretary/Treasurer, Dan Byrnes, called the meeting to order followed by reciting the NEICAC mission statement. Chrishelle Stravers then took roll call.

Present were:

Dan Byrnes	Melissa Nation
Joseph Pisney	Nick Winter
Julie Wurtzel	Nina Brickman
Linda Voshell	Steve Breitbach
Malissa Kappes	Suellen Kolbet
Marcia Hesse	Tim Neil
Martin Stanbrough	Wendy Shea
Chrishelle Stravers, Staff	Lori Egan, Staff
Karli Schmelzer, Staff	Trisha Wilkins, Staff

Board members unable to attend are as follows:

Janel Langreck	Shannon Michael
Jenny Cole	Shirley Vermace
Les Askelson	Steve Doepcke
Sara Noack	

Vacant Seats:

Head Start Policy Council Liaison

The second agenda item was review of the 4/25/22 meeting agenda and 3/28/22 meeting minutes. Moved to approve the 4/25/22 meeting agenda and the 3/28/22 meeting minutes as presented by Nick Winter, seconded by Tim Neil. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the March 2022 Financial Reports as outlined in the letter. Moved to approve the March 2022 Financial Reports as presented by Linda Voshell, seconded by Wendy Shea. 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 Nick Winter. Motion carried all voting aye.

Program presenter this month was Lori Egan, Transportation Director. Lori Egan provided the Board with an update on the EARL Public Transit Program, loss control practices, vehicle projects, electric vehicle conversions, and upcoming community events. Lori Egan also informed the board on the process of advanced disposition to decrease fleet size to not exceed 20% of vehicles in backup status. The Board thanked Lori Egan for the program update.

Next agenda item was review of Banked Time and Incentive Compensation policies as outlined in the letter. After further discussion, moved to approve the Banked Time policy with the addition to clarify the rate of accrual by Tim Neil, seconded by Nick Winter. Motion carried all voting aye. Moved to approve the Incentive Compensation policy as presented by Suellen Kolbet, seconded by Nina Brickman. Motion carried all voting aye.

Trisha Wilkins then discussed the Postville Office Building Purchase (134 W. Greene St). The office space would be utilized by multiple programs including, Early Head Start, Head Start, Family Services, and FaDSS. Nina Brickman commented that the location would be beneficial to EHS families served in the area as 38 of 80 are listed as being in Allamakee County. Dan Byrnes inquired about a building inspection; Trisha Wilkins replied that the City of Postville had already shared the recently completed inspection report. Moved to approve the Postville Office Building purchase up to \$105,000 by Linda Voshell, motion died for lack of a second. After further discussion, moved to approve the Postville Office Building purchase with a cash offer up to \$125,000 by Nick Winter, seconded by Julie Wurtzel. Motion carried all voting aye.

Next was review of a new agency position, Family Development & Services Specialist, which would combine a Family Development Specialist & Family Services Specialist. Moved to approve the Family Development & Services Specialist job description and pay scale as presented by Nick Winter, seconded by Tim Neil. Motion carried all voting aye.

The approval request of the NEICAC Strategic Plan (5/1/22 – 4/30/25) was next on the agenda. Trisha Wilkins led the discussion regarding the extensive work done for the updated plan and also shared with the Board a strategic plan overview PowerPoint presentation provided by WIPFLI. During the discussion, Dan Byrnes inquired about reporting frequency and WIPFLI's involvement going forward. Moved to approve the 2022 – 2025 NEICAC Strategic Plan as presented by Wendy Shea, seconded by Julie Wurtzel. Motion carried all voting aye.

Next was review of the CSBG Mid-Year reports and request to approve Target Modifications, presented by Karli Schmelzer. Moved to approve Target Modifications as presented by Malissa Kappes, seconded by Tim Neil. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the March enrollment and attendance reports, meal/USDA subsidy reports, and April Policy Council minutes. The annual 425 report was reviewed next. Moved to approve the annual 425 report as presented by Suellen Kolbet, seconded by Joe Pisney. Motion carried all voting aye. The last item under HS/EHS was the carryover request for HS/EHS funding. Moved to approve \$58,220.13 for HS carryover funding and \$119,878.71 for EHS funding by Nick Winter, seconded by Malissa Kappes. Motion carried all voting aye.

Next was the approval request for the Child & Adult Food Care Program (CACFP) policy and procedure updates as outlined in the letter. Moved to approve the 2022 Policies & Procedures

for CACFP as presented by Suellen Kolbet, seconded by Steve Breitbach. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the FY22 Department of Energy funding contract. This was for the Board's information.

Under grant updates, Trisha Wilkins reviewed with the Board the status of grant funds we have applied for as outlined in the letter. These include submitted applications to Upper Mississippi Gaming Corporation and Community Foundation of Greater Dubuque Women's Giving Circle and an approved application from the Allamakee 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, review of the Community Adolescent & Pregnancy Prevention (CAPP) program monitoring report and Embrace Iowa final report – all of which were included in the Board packet. Trisha Wilkins also reminded the Board about the upcoming National Community Action Conference and Iowa Community Action Conference opportunities. Board members are to let her know if they are interested in attending. This was for the Board's information.

Next, Trisha Wilkins reminded the Personnel Committee members to complete and submit the Evaluation Tool to Les Askelson. It will need to be presented at the June Board meeting.

Trisha Wilkins stated that the Planning Committee members will need to meet soon to discuss the FY23 Community Services Block Grant (CSBG) application. The completed application will need to be approved by the full Board at May's meeting. She will reach out and get a meeting scheduled.

There were a few items under Miscellaneous that Trisha Wilkins discussed: Howard and Winneshiek counties being declared as disaster areas from the 4/12/22 storm and the Office of Head Start ACF-PI-HS-22-02 Program Instruction. This was for the Board's information.

Moved to set the next meeting date of May 23, 2022 and adjourn meeting by Steve Breitbach, seconded by Nick Winter. Motion carried all voting aye.

Meeting adjourned at 7:27pm.

Reporting Secretary



Chrishelle Stravers, CFO

