

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, May 23, 2022 via Microsoft TEAMS. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:00pm. Board Vice Chair, Janel Langreck, called the meeting to order followed by reciting the NEICAC mission statement. Chrishelle Stravers then took roll call.

Present were:

Dan Byrnes	Shannon Michael
Janel Langreck	Shirley Vermace
Jenny Cole	Steve Breitbach
Joseph Pisney	Steve Doepcke
Linda Voshell	Suellen Kolbet
Marcia Hesse	Tim Neil
Melissa Nation	Wendy Shea
Cheryl Martins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	Sharon Burke, Staff
Trisha Wilkins, Staff	

Board members unable to attend are as follows:

Julie Wurtzel	Nick Winter
Les Askelson (2)	Nina Brickman
Malissa Kappes	Sara Noack (2)
Martin Stanbrough	

Vacant Seats:

Head Start Policy Council Liaison

The second agenda item was review of the 5/23/22 meeting agenda and 4/25/22 meeting minutes. Trisha Wilkins informed the Board of a change to the agenda; after #8-Planning Committee Update adding an agenda item to Approve Community Services Block Grant Amendment Request. Moved to approve the amended 5/23/22 meeting agenda and the 4/25/22 meeting minutes as presented by Joe Pisney, seconded by Dan Byrnes. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the April 2022 Financial Reports as outlined in the letter. Moved to approve the April 2022 Financial Reports as presented by Suellen Kolbet, seconded by Steve Doepcke. Motion carried all voting aye. The balance sheet was included with the Board packet and was for the Board's information.

Linda Voshell 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 Linda Voshell, seconded by Dan Byrnes. Motion carried all voting aye.

Program presenters this month were Sharon Burke, ECP Director, and Cheryl Martins, CACFP Coordinator. Sharon Burke discussed fall enrollment for classrooms, struggles with staff vacancies and the wage compatibility study for ECP staff. She encouraged the board members to spread the word about job openings in the agency. Sharon Burke also informed the board about multiple bonus and incentive opportunities for Head Start teachers outside of NEICAC. Cheryl Martins discussed current enrollment, meal reimbursements for Home Daycares and Head Start Classrooms and the USDA guidelines that need to be met for meal reimbursement. Cheryl Martins also discussed the most recent state monitoring report which had no corrective actions and a positive final closure. Shirley Vermace inquired about the number of children enrolled, which is currently 625. The Board thanked both Sharon Burke and Cheryl Martins for their presentations.

Trisha Wilkins gave an update on the Postville Office Building as outlined in the letter. This was for the Board's information.

The next agenda item was the Planning Committee Update from the 5/5/22 meeting. Karli Schmelzer provided information on the CSBG FY23 Application and National Performance Indicators (NPI's) specific to Individuals, Families, and Community Initiatives. Moved to approve the CSBG FY23 Application and NPI's as presented by Suellen Kolbet, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins shared the CSBG Amendment Request for the current program year. Shirley Vermace inquired about costs included in Other on the budget document. This includes job advertisements, software, and IT costs for Family Service staff. Moved to approve the CSBG Amendment Request as presented by Shirley Vermace, seconded by Wendy Shea. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the April enrollment and attendance reports, meal/USDA subsidy reports, May Policy Council minutes, Fall 2022 HS application numbers, Transportation Waiver and Information Memorandum ACF-IM-HS-21-01. Also presented to the Board was the Head Start COLA and Quality Improvement Grant. Moved to approve the Head Start COLA and Quality Improvement Grant as presented by Shirley Vermace, seconded by Jenny Cole. Motion carried all voting aye.

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

Trisha Wilkins further discussed with the Board the wage increase request for the WAP Specialist and ECP Director. Moved to approve the wage increase for the WAP Specialist position by Shirley Vermace, seconded by Joe Pisney. Motion carried all voting aye. Moved to approve the wage increase for the ECP Director position by Marcia Hesse, seconded by Shannon Michael. Motion carried all voting aye.

Next was a discussion of the Board meeting structure. Trisha Wilkins proposed a hybrid of in-person (in West Union) and virtual meetings throughout the year. In-person meetings would be held in March, June, July and November. Virtual meetings would be held in January, February, April, May, September and October. Typically, there are no meetings in August and December. Moved to approve the new meeting structure as presented by Linda Voshell, seconded by Joe Pisney. Motion carried all voting aye.

There were no grant updates to report.

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 CSBG Modernization Act Vote. Also was the review of the CACFP Home Sponsor Administrative Review Report, which included no findings or corrective action noted. All reports were included in the Board packet. This was for the Board's information.

There were a few items under Miscellaneous. First was review of the HS Information Memorandum ACF-IM-HS-22-03, which was received after the agenda was sent out. The second item was review of the Head Start completed annual final 429 form. Third item was the monitoring report on the Disaster Program, which noted no findings. Final item was Trisha Wilkins' report from the ICAA meeting where the state allocations of our federal Community Services Block Grant (CSBG) funds were discussed. Trisha Wilkins had provided additional information to the Board showing increases and decreases for all Iowa agencies using the approved formula and how it impacts rural agencies. This was for the Board's information.

Moved to set the next meeting date of June 27, 2022 in-person at the West Union Courthouse and adjourn meeting by Dan Byrnes, seconded by Wendy Shea. Motion carried all voting aye.

Meeting adjourned at 7:16pm.

Reporting Secretary



Chrishelle Stravers, CFO

