

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, June 27, 2022 in the Assembly Room of the Fayette County Court House in West Union. 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.

Present were:

Dan Byrnes	Shirley Vermace
Janel Langreck	Steve Breitbach
Les Askelson	Steve Doepcke
Malissa Kappes	Suellen Kolbet
Martin Stanbrough	Tim Neil
Shannon Michael	Wendy Shea
Chrishelle Stravers, Staff	Karli Schmelzer, Staff
Trisha Wilkins, Staff	

Board members unable to attend are as follows:

Jenny Cole	Melissa Nation
Julie Wurtzel (2)	Nick Winter (2)
Joseph Pisney	Nina Brickman (2)
Linda Voshell	Sara Noack (3)
Marcia Hesse	

Vacant Seats:

Head Start Policy Council Liaison

Guest:

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

The second agenda item was review of the 6/27/22 meeting agenda and 5/23/22 meeting minutes. Moved to approve the 6/27/22 meeting agenda and the 5/23/22 meeting minutes as presented by Tim Neil, seconded by Steve Doepcke. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the May 2022 Financial Reports as outlined in the letter. Moved to approve the May 2022 Financial Reports as presented by Suellen Kolbet, seconded by Martin Stanbrough. 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 Janel Langreck. Motion carried all voting aye.

Program presenter this month was Neil Schraeder from the auditing firm Hacker, Nelson & Co. P.C. Neil Schraeder presented to the Board the completed FY22 (2/1/21 – 1/31/22) Financial Audit Report and 990 Form. Neil Schraeder answered questions from the Board and highlighted that agency management is doing a good job. Extra testing was done on LIHEAP, CSBG and TANF grants. No findings were reported. On behalf of the Board members, Les Askelson thanked Neil Schraeder and the staff at Hacker, Nelson & Co. P.C. for their services. Moved to approve the FY22 Financial Audit report and 990 form as presented by Suellen Kolbet, seconded by Steve Breitbach. Motion carried all voting aye.

The next agenda item was review of the completed Executive Director Performance Evaluation. Positive feedback was shared by Board members. Les Askelson commented the board is very pleased with Trisha's work, especially during COVID and dealing with funding challenges. Moved to approve the completed Executive Director Performance Evaluation as presented by Janel Langreck, seconded by Wendy Shea. Motion carried all voting aye.

The Board then reviewed the updated Executive Director job description. One notable change in the job description is a change in job title from Executive Director to Chief Executive Officer. Shannon Michael suggested one small change to the physical demands section, to reflect 15 lbs. for lifting. Moved to approve the Chief Executive Officer (formerly Executive Director) job description as presented by Tim Neil, seconded by Shannon Michael. Motion carried all voting aye.

In addition, the Board also reviewed the Executive Director compensation and fringe package. Moved to approve the Executive Director compensation and fringe package as presented by Suellen Kolbet, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins then provided the Board with a progress update for the NEICAC Strategic Plan. This was for the Board's information.

The next agenda item was discussion regarding the administration of the CAPP program. Discussion with the Board included review of the informational sheet provided in the Board packet which outlined the pros/cons and agency recommendation to the Board. Board members commented that CAPP is a much-needed program but with the decreases in funding, reduction of service area, and changes to program requirements there didn't seem to be any other option. Moved to approve discontinuation of the CAPP Program effective 6/30/22 by Steve Breitbach, seconded by Martin Stanbrough. Motion carried all voting aye.

The HS/EHS monthly programing reports were next on the agenda. Trisha Wilkins reviewed with the Board the May enrollment and attendance reports, meal/USDA subsidy reports, June Policy Council minutes, Fall 2022 HS application numbers. Wendy Shea asked if the Policy Council had any future plans to return to in-person meetings. Followed was discussion regarding the benefits to virtual meetings when meeting attendance is low. Also presented to the Board was the Annual 425 Federal Financial Reports for the CRRSA/ARP funding. Moved to

approve the Annual 425 Federal Financial Reports as presented by Tim Neil, seconded by Malissa Kappes. Motion carried all voting aye.

Karli Schmelzer then reviewed with the Board the Upper Mississippi Gaming Corporation grant application. Moved to approve the Upper Mississippi Gaming Corporation grant application requesting \$20,000 as presented by Steve Breitbach, seconded by Janel Langreck. Motion carried all voting aye.

At this time Trisha Wilkins also shared that we have submitted an application to the Telligen Community Initiative Grant for \$38,246, which would help fund our food pantries. We will find out if we are funded by October 2022.

Next item on the agenda was discussion on Non-Profit Innovation Fund for Infrastructure Project and Application, a grant opportunity from the State of Iowa that could assist us in building office space in Postville. Also provided was information on a property currently for sale in Postville that could be the future building site. Moved to approve moving forward with the Postville project, grant application and land offer with contingency on obtaining the grant by Malissa Kappes, seconded by Shirley Vermace. 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 FaDSS FY23 Program changes. As outlined in the Board letter, Trisha Wilkins further discussed the conversation she had with a local landlord looking to sell his apartment complex. Next was review of the HUD Counseling Certification program – one deficiency was noted, and Housing is working on a plan to address it. Last item under the Director's report, Trisha Wilkins and Chrishelle Stravers discussed the upcoming RFP for Auditors. This was for the Board's information.

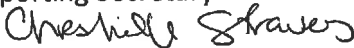
There were a few items under Miscellaneous. First was a wage increase request for a Bilingual Family Services Position. Moved to approve the wage increase as presented by Shannon Michael, seconded by Tim Neil. Motion carried all voting aye.

Next was the Naming of a Nominating Committee for Board Officers. The committee must represent each Board category (public, private, low-income rep). Thank you to those who volunteered to be on the Nominating Committee: Tim Neil, Shannon Michael and Malissa Kappes.

Last item under Miscellaneous is review of the Head Start Information Memorandum ACF-IM-HS-22-04, which highlights Competitive Bonuses for the Head Start Workforce.

Moved to set the next meeting date of July 25, 2022 in-person at the West Union Courthouse and adjourn meeting by Steve Breitbach, seconded by Martin Stanbrough. Motion carried all voting aye.

Meeting adjourned at 7:41pm.

Reporting Secretary

Chrishelle Stravers, CFO

