

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 annual meeting was held on Monday, July 25, 2022 in the Lower-Level Breakroom 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 6:21pm. Board Chair, Les Askelson, called the meeting to order followed by reciting the NEICAC mission statement.

Present were:

Dan Byrnes	Nick Winter
Janel Langreck	Nina Brickman
Joseph Pisney	Shirley Vermace
Les Askelson	Steve Breitbach
Linda Voshell	Steve Doeppke
Malissa Kappes	Suellen Kolbet
Marcia Hesse	Tim Neil
Martin Stanbrough	Wendy Shea
Melissa Nation	

Chrishelle Stravers, Staff	Lori Egan, Staff
Courtney Adam, Staff	Scott Fischer, Staff
Karen Henry, Staff	Trisha Wilkins, Staff
Karli Schmelzer, Staff	

Board members unable to attend are as follows:

Jenny Cole (2)	Sara Noack (4)
Julie Wurtzel (3)	Shannon Michael

Vacant Seats:

Head Start Policy Council Liaison

The second agenda item was review of the 7/25/22 amended meeting agenda and 6/27/22 meeting minutes. Moved to approve the 7/25/22 amended meeting agenda and the 6/27/22 meeting minutes as presented by Tim Neil, seconded by Steve Doeppke. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the June 2022 Financial Reports as outlined in the letter. Moved to approve the June 2022 Financial Reports as presented by Joseph Pisney, seconded by Nick Winter. 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 Janel Langreck. Motion carried all voting aye.

Program presenters this month were Courtney Adam, HR Director, and Chrishelle Stravers, CFO. Courtney Adam discussed agency turnover, current staffing needs, workers compensation claims, future staff engagement through our new strategic plan and agency all-staff meetings. Chrishelle Stravers provided copies of the Audit RFP to the board members and discussed the timeline, scoring grid and requirements. The Board thanked both Courtney Adam and Chrishelle Stravers for their presentation.

The next agenda item was a review of the amended Incentive Compensation Program Policy and the Incentive Compensation request for additional staff, as outlined in the Board letter. The Incentive Compensation Policy was revised to include the following: prior approval by Board of Directors, compensation must be paid in the proper grant period and justification for compensation and cost reasonableness. Moved to approve the amended Incentive Compensation Program Policy and the requested Incentive Compensation for staff as presented by Linda Voshell, seconded by Martin Stanbrough. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the annual Board Conflict of Interest Policy and Training. She also further discussed the Duty to Disclose in relation to the vendor list that was earlier provided to the Board. At this time, Trisha Wilkins also discussed the 2022 Board Assessment that was provided in the Board packet. Trisha Wilkins reminded Board members that the last six pages of the Conflict of Interest Policy and Board Assessment need to be completed. If they did not do so at the meeting, please send these items to her via mail or email.

Next was review of the NEICAC Bylaws. Revisions included change in job title from Executive Director to Chief Executive Officer, committee quorum requirement and date of audit presentation. Moved to approve the updated NEICAC Bylaws as presented by Nick Winter, seconded by Tim Neil. Motion carried all voting aye.

The next agenda item was review of the Supplemental Community Services Block Grant budget amendment, with Trisha Wilkins further discussing this as outlined in the Board letter. Moved to approve the Supplemental Community Services Block Grant budget amendment as presented by Suellen Kolbet, seconded by Linda Voshell. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the June enrollment, meal/USDA subsidy reports, July Policy Council minutes, Fall 2022 HS application numbers, and the Correction to ACF-IM-HS-21-01. Also reviewed was the Head Start/Early Head Start Program Self-Assessment. Moved to approve the Head Start/Early Head Start Program Self-Assessment as presented by Janel Langreck, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins provided an update on the Family Development and Self-Sufficiency funding as outlined in the Board letter. This was for the Board's information.

Trisha Wilkins provided an update on the Transit SFY2022 contract and funding as outlined in the Board letter. This was for the Board's information.

Tim Neil then presented on behalf of the nominating committee regarding Election of Board Officers. Slate of officers presented to the Board were as follows: Les Askelson, Board Chair; Janel Langreck, Vice Chair; Dan Byrnes, Secretary/Treasurer. Moved to approve the presented slate of officers effective 7/25/22 by Tim Neil, seconded by Shirley Vermace. Motion carried all voting aye. There were no member changes to the Finance, Planning & Evaluation, Personnel, Public Relations & Media committees.

Trisha Wilkins further discussed with the Board an update on the Non-Profit Innovation Fund for Infrastructure Project and Application as outlined in the Board letter. This was for the Board's information. There were two financial awards for the Bremer County Food Pantry; Farm Credit Services awarded \$2,000 and CBE Companies based in Cedar Falls, responded to our request and awarded \$3,000.

There were multiple items under the Director's Report. First was review of the Crisis and LIHWAP reports followed by Board member, Janel Langreck, sharing her feedback on attending the ICAA conference. Janel Langreck shared the benefits of attending the conference; staff interaction, state and ICAA staff interaction and reminder of board responsibilities. This was for the Board's information.

There were no items under Miscellaneous.

Moved to cancel the August meeting and set the next meeting date of September 26, 2022 (virtually) and adjourn meeting by Tim Neil, seconded by Martin Stanbrough. Motion carried all voting aye.

Meeting adjourned at 7:15pm.

Reporting Secretary

A handwritten signature in cursive script that reads "Chrishelle Stravers".

Chrishelle Stravers, CFO

