

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, September 26, 2022 via Microsoft TEAMS. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:02pm. 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	Nina Brickman
Janel Langreck	Sara Noack
Jenny Cole	Shannon Michael
Joseph Pisney	Shirley Vermace
Julie Wurtzel	Steve Breitbart
Les Askelson	Steve Doepke
Marcia Hesse	Suellen Kolbet
Melissa Nation	Tim Neil
Nick Winter	Wendy Shea
Trisha Wilkins, Staff	Karen Henry, Staff
Karli Schmelzer, Staff	Chrishelle Stravers, Staff

Board members unable to attend are as follows:

Linda Voshell	Malissa Kappes
Martin Stanbrough	

Vacant Seats:

Head Start Policy Council Liaison

The second agenda item was review of the 9/26/22 meeting agenda and 7/25/22 meeting minutes. Moved to approve the 9/26/22 meeting agenda and the 7/25/22 meeting minutes as presented by Steve Doepke, seconded by Dan Byrnes. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the July and August 2022 Financial Reports as outlined in the letter. Moved to approve the July and August 2022 Financial Reports as presented by Janel Langreck, seconded by Shirley Vermace. 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 Dan Byrnes. Motion carried all voting aye.

Program presenter this month was Karen Henry, LIHEAP and Outreach Director. Karen Henry discussed current staffing in the Outreach offices in each county. She then gave a recap of the ending year numbers for LIHEAP, LIHWAP, Crisis, Food Pantries and Disaster programs. Shirley Vermace inquired about the numbers for the Winneshiek County Food Pantry. Karen Henry will double check the report numbers and follow-up. The Board thanked Karen Henry for her presentation.

The next agenda item was a review of the new agency and program dashboard report. The report highlights the impact of the agency and programs in an easy to view format and will be provided monthly. This was for the Board's information.

Next on the agenda was the audit firm recommendation and approval. The RFP scoring sheet was included in the board packet, with Wipfli receiving the highest score. The Finance Committee made a recommendation to the Board to accept Wipfli as the auditor for NEICAC beginning with the audit year ending 1/31/23. After further discussion, it was moved to approve Wipfli as auditor for NEICAC beginning with the audit year ending 1/31/23 by Dan Byrnes, seconded by Tim Neil. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the program customer satisfaction reports for Head Start/EHS, Family Services, FaDSS, Weatherization and Transit. This was for the Board's information.

The next agenda item was review and discussion of the revised agency pay scale. The revised pay scale removes the numerical levels used in the previous scale and increases the pay range for the following positions: Transit Lead Driver, Transit Driver, Transit Dispatch, Head Start Co-Teachers, Family Services Specialists. Moved to approve the revised pay scale as presented by Joe Pisney, seconded by Janel Langreck. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the new Head Start position of Head Start Coach and pay scale. Wendy Shea commented that she thinks this a good idea and will have a powerful impact on the staff and program. Moved to approve the job description and pay scale for Head Start Coach as presented by Wendy Shea, seconded by Janel Langreck. Motion carried all voting aye.

Next was review of the CSBG budget amendment. Moved to approve the CSBG budget amendment as presented by Tim Neil, seconded by Shannon Michael. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the August enrollment and attendance reports, meal/USDA subsidy reports, September Policy Council minutes, information memorandums ACF-IM-HS-22-05 and ACF-IM-22-06, and the Head Start PIR Report. Also reviewed was the CACFP budget for the next program year. Moved to approve the CACFP budget as presented by Suellen Kolbet, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board a new Privacy Policy and Terms of Use Policy that is required as we transition into allowing donations directly through our website. Moved to

approve the Privacy Policy and Terms of Use Policy as presented by Joe Pisney, seconded by Dan Byrnes. Motion carried all voting aye.

Next on the agenda was review of the updated Transit Drug and Alcohol Policy. Moved to approve the Transit Drug and Alcohol Policy as presented by Shirley Vermace, seconded by Suellen Kolbet. Motion carried all voting aye.

Trisha Wilkins provided an update on the grants and funding as outlined in the Board letter. Unfortunately, we did not receive the Non-Profit Innovation Fund grant for the Postville building. We did receive the following grants: CHDO from Iowa Finance Authority for operating costs, DNR Food Storage Capacity for Waukon and Waverly food pantries, Farm Credit Services of America and EFSP for Bremer County. This was for the Board's information.

There were multiple items under the Director's Report. First was an update on our Family Services office in New Hampton. Trisha Wilkins reminded the Board about the Stakeholder Community Needs Survey. The Board's input is extremely important, and they are all asked to complete the survey by 10/31/22. Next Trisha Wilkins discussed our End of Year Fundraising Campaign and how the Board can participate. She also provided the Board with the new NEICAC rack card, agency story and pitch. Les Askelson and Trisha Wilkins then both shared their experiences from attending the national conference in NYC. Les talked about the struggles with funding and gave all the Board members an assignment to bring back five business names and five individual names to be added to the NEICAC mailing list. Lastly, Trisha reminded the Board that there are still members who need to turn in their Conflict of Interest paperwork. This was all for the Board's information.

There were no items under Miscellaneous.

Moved to set the next meeting date to October 24, 2022 (virtually) and adjourn meeting by Dan Byrnes, seconded by Shirley Vermace. Motion carried all voting aye.

Meeting adjourned at 7:31pm.

Reporting Secretary



Chrishelle Stravers, CFO

