

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, October 24, 2022 via Microsoft TEAMS. 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 Chickasaw County Representatives reciting the NEICAC mission statement. Chrishelle Stravers then took roll call.

Present were:

Dan Byrnes
Janel Langreck
Jenny Cole
Joseph Pisney
Les Askelson
Linda Voshell
Marcia Hesse

Melissa Nation
Nina Brickman
Shannon Michael
Steve Breitbach
Suellen Kolbet
Tim Neil
Wendy Shea

Trisha Wilkins, Staff
Karli Schmelzer, Staff

Julie Buddenberg, Staff
Chrishelle Stravers, Staff

Board members unable to attend are as follows:

Julie Wurtzel
Martin Stanbrough (2)
Nick Winter
Sara Noack

Shirley Vermace
Steve Doeppke
Tabitha Chase

Vacant Seats:

Howard County Low-Income Representative

The second agenda item was review of the 10/24/22 meeting agenda and 9/26/22 meeting minutes. Trisha Wilkins noted an additional agenda item, Health Insurance Renewal – Discussion & Approval, to be added after agenda item 5. Program Presenter. Moved to approve the revised 10/24/22 meeting agenda and the 9/26/22 meeting minutes as presented by Joe Pisney, seconded by Melissa Nation. Motion carried all voting aye.

Next Trisha Wilkins provided the Board with an update on current Board vacancies. Malissa Kappes has resigned from her position as the Howard County Low-Income Representative due to her move out of Howard County. We are currently looking to fill this position. Effective 10/18/22, Tabitha Chase is our new Head Start Policy Council Liaison.

Trisha Wilkins reviewed with the Board the September Financial Report as outlined in the letter. Moved to approve the September Financial Report as presented by Linda Voshell, seconded by Dan Byrnes. Motion carried all voting aye. The balance sheet was included with the Board packet and was for the Board's information.

Janel Langreck presented 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 Janel Langreck, seconded by Tim Neil. Motion carried all voting aye.

Program presenter this month was Julie Buddenberg, Housing Property Manager. She provided an update on the Housing program including current vacancy rates, property maintenance, Lease Purchase homes and their sale progress, and how to access landlord lists for our service areas. Wendy Shea asked where people could access the landlord lists; Julie replied they were available at all NEICAC Family Service Offices and from herself. The Board thanked Julie for her presentation, client success stories and great work in the Housing program.

Trisha Wilkins then presented to the Board the Health Insurance Renewal option received by Brian Huinker of Group Benefit Partners. The renewal option would be moving coverage to Wellmark – Silver Modified Group Plan effective 12/1/2022. Trisha Wilkins further discussed how this would affect employee/employer contribution costs. Moved to approve the Health Insurance Renewal option presented by Nina Brinkman, seconded by Shannon Michael. Motion carried all voting aye with 1 abstaining.

Review of the October Program and Agency Dashboard Report was next. This is for the Board's information.

The next agenda item was a review of the quarterly Strategic Plan Update. Trisha Wilkins further discussed the Performance Summary as outlined in the letter. Les Askelson commented that this format is much easier to read. This is for the Board's information.

Trisha Wilkins then reviewed with the Board the recommended changes to the Annual Leave Policy. The revised policy would replace the year-end carryover deadline with a carryover requirement for the entire year (hard cap), at a higher number of hours. Moved to approve the Annual Leave Policy recommended changes as presented by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

Karli Schmelzer presented the required year-end reporting for the Community Services Block Grant. Both the FY22 Year-End NPI and Community Initiative Report and FY23 NPI and Community Initiative Target Report was reviewed with the Board. Moved to approve both the FY22 Year-End and FY23 Target NPI and Community Initiative reports as presented by Suellen Kolbet, seconded by Marcia Hesse. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the September enrollment and attendance reports, meal/USDA subsidy reports, October Policy Council minutes, and information memorandum ACF-IM-HS-22-07. Trisha Wilkins informed the board that the Head Start program was selected for the FY23 CLASS pilot monitoring review.

The Semi-Annual Federal Financial Report 425 was presented to the Board. Moved to approve the Semi-Annual Federal Financial Report 425 as presented by Dan Byrnes, seconded by Wendy Shea. Motion carried all voting aye.

The Head Start Funding Application and HS/EHS/T&TA Budgets were also presented and reviewed. Moved to approve the Head Start Funding Application and HS/EHS/T&TA Budgets as presented by Dan Byrnes, seconded by Suellen Kolbet. Motion carried all voting aye.

Next up was review of the LIHEAP and LIHWAP programs. Trisha Wilkins first discussed the FY23 LIHEAP & LIHWAP designation of signatories to include herself and Chrishelle Stravers, CFO. Moved to approve the FY23 LIHEAP & LIHWAP Designation of Signatories by Janel Langreck, seconded by Shannon Michael. Motion carried all voting aye. Trisha Wilkins also provided an update on the LIHEAP Supplemental Payments that were issued in September. This is for the Board's information.

Karli Schmelzer then provided the Board with training on our agency's fundraising needs and its agency impact. Trisha Wilkins discussed the new agency newsletter that was sent out via email and also shared the subscribe link with the Board.

Les Askelson then asked for any business/individual contacts collected by Board members for use in our annual campaign. At September's meeting, it was requested that all members provide contact information for 5 businesses and 5 individuals. Les Askelson has requested all contact information be submitted to him or Trisha by Friday, October 28th.

Trisha Wilkins provided an update on the grants and funding as outlined in the Board letter. We were awarded \$20,000 from the Upper Mississippi Gaming Commission for Clayton County Crisis funding. LIHEAP and LIHWAP contracts began October 1st. Due to funding, it is anticipated that LIHWAP will be done after FY23. Also, the new FY23 CSBG contract was received.

There were multiple items under the Director's report. First was an update on our recent meeting with State Senator Mike Klimesh. Next was the monitoring report for HOME project contract #22-CO-OP-3, which was administered in compliance with program requirements. The last item under the Director's report was the CACFP FY22 Administrative Review follow-up. This was all for the Board's information.

There was only one item under Miscellaneous, Health Insurance Renewal rates, which was addressed earlier in the meeting.

A Personnel Committee meeting date needs to be set prior to the November meeting. Trisha Wilkins will send out a doddle poll to see what works best for the committee.

Moved to set the next meeting date to November 28, 2022 (in person) and adjourn meeting by Janel Langreck, seconded by Linda Voshell. Motion carried all voting aye.

Meeting adjourned at 7:28pm.

Reporting Secretary

A handwritten signature in black ink that reads "Chrishelle Stravers". The signature is written in a cursive, flowing style.

Chrishelle Stravers, CFO.