

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, November 28, 2022, in the Lower-Level Breakroom of the Fayette County Courthouse 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	Nick Winter
Janel Langreck	Nina Brickman
Joseph Pisney	Steve Doeppke
Les Askelson	Suellen Kolbet
Linda Voshell	Tim Neil
Martin Stanbrough	Tabitha Chase
Trisha Wilkins, Staff	Nichole Griese, Staff
Chrishelle Stravers, Staff	Brooke Fay, Staff
Karli Schmelzer, Staff	

Board members unable to attend are as follows:

Jenny Cole	Shannon Michael
Julie Wurtzel (2)	Shirley Vermace (2)
Marcia Hesse	Steve Breitbach
Melissa Nation	Wendy Shea
Sara Noack (2)	

Vacant Seats:

Howard County Low-Income Representative

The second agenda item was review of the 11/28/22 meeting agenda and 10/24/22 meeting minutes. Trisha Wilkins noted an additional item to be added under agenda item #8, Approve increase to Flex Spending Annual Cap. Moved to approve the revised 11/28/22 meeting agenda and the 10/24/22 meeting minutes as presented by Joe Pisney, seconded by Nick Winter. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the October Financial Report as outlined in the letter. Moved to approve the October Financial Report as presented by Linda Voshell, 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 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 Tim Neil, seconded by Dan Byrnes. Motion carried all voting aye.

Before moving onto the next agenda item, Les Askelson took a moment to thank Tim Neil and Martin Stanbrough for their time serving on the Board. He also welcomed new member, Tabitha Chase – Head Start Policy Council Liaison.

Program presenters this month were Nichole Griese, FaDSS Program Coordinator and Brooke Fay, Family Development & Services Specialist. Nichole Griese provided information specific to program eligibility, supervision, and goal setting. The program has a Coordinator and three Specialists serving 45 families. In addition, there are 19 families on the program waiting list. Brook Fay presented the Board with a FaDSS family success story. The Board thanked them for their presentation and hard work for the FaDSS program.

Trisha Wilkins then reviewed with the Board the November Program and Agency Dashboard Report. This was for the Board's information.

Next was a review of the updated Board manual. Moved to approve the updated Board manual as presented by Steve Doeppke, seconded by Linda Voshell. Motion carried all voting aye.

Review of the agency-wide comprehensive risk assessment report was next. This comprehensive risk assessment must be completed every two years per the CSBG Organizational Standards. This was for the Board's information.

Les Askelson reported on behalf of the Personnel Committee regarding their meeting on 11/15/22. Les Askelson stated that the Personnel Committee recommended that the Board approve the requested Employee Handbook policy revisions, wage scale increases for specific positions (Operations & Development Director, Transportation Director, and Housing Programs Coordinator) in addition to a 5% cost of living increase for all employees. Les Askelson felt that the 5% cost of living increase was needed due to the increase in insurance rates employees will see this year. Moved to approve the Employee Handbook policy revisions by Nina Brickman, seconded by Martin Stanbrough. Motion carried all voting aye. Trisha Wilkins then discussed increasing the Flex Spending annual cap amount, which was added as an agenda item. This is in response to the higher deductible and out of pocket max amounts under the new health insurance plan. Motion carried all voting aye. Moved to approve the wage scale increases for specific positions (Operations & Development Director, Transportation Director, and Housing Programs Coordinator) effective the start of the next payroll, the 5% cost of living increase for all employees effective the first payroll of FY23 and increasing the Flex Spending annual cap to \$1,950 by Nick Winter, seconded by Suellen Kolbet. Motion carried all voting aye.

Next, Trisha Wilkins reviewed with the Board the CSBG 22-09 Contract Extension & Budget Amendment request as well as the FY22 CSBG Year End & Agency Resources Report. Moved to approve the CSBG 22-09 Contract Extension & Budget Amendment Request as presented by Joe Pisney, seconded by Janel Langreck. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the October enrollment and attendance reports, meal/USDA subsidy reports, November Policy Council minutes and information memorandums ACF-IM-HS-22-08 and ACF-IM-HS-22-09. This was for the Board's information.

As outlined in the Board letter, Trisha Wilkins then reviewed with the Board the General Relief Budgets for Chickasaw, Fayette, Howard, and Winneshiek Counties that would begin 7/1/2023. In addition, General Relief Ordinances and Resolutions have been updated for Chickasaw, Howard, and Winneshiek counties and in process for Fayette County. This was for the Board's information.

Under the Housing Program agenda item, Trisha Wilkins discussed the Wollen Mills property.

Trisha Wilkins gave the current status of the NEICAC Annual Fundraiser campaign. As of the date of the Board meeting, we have raised \$5,891. Les Askelson announced that the annual food pantry fundraiser at the KVIK Radio studio is scheduled for 12/8/22.

Trisha Wilkins provided an update on the grants and funding as outlined in the Board letter. We were awarded \$2,500 from Theisen Stores through the Community Foundation, which will be used for Crisis Funding in all our service area counties. We had applied for \$35,000 through Telligen Community Initiative, but we were not funded.

There were two items under the Director's report. First was review of the Weatherization House Inspections & Administrative Program Reviews. Next, Trisha Wilkins noted Marissa Ornelas will be supporting our Bremer County Food Pantry operations through the AmeriCorps Program. Marissa will also focus on increasing awareness of our new Family Services office in Postville. This was all for the Board's information.

Next, Trisha Wilkins reviewed the Board Membership for NEICAC Public Representatives (post-Election). We will have some changes effective January 2023 in Bremer and Fayette County, and potentially other counties if there are adjustments made to Supervisor Committee assignments. Trisha Wilkins also took this opportunity to thank Tim Neil and Martin Stanbrough again for their time and support while serving on the NEICAC Board of Directors.

There was nothing to discuss under Miscellaneous.

Moved to approve cancelling the December 2022 Board meeting, setting the next meeting date of January 23, 2023 (virtually) and adjourn meeting by Martin Stanbrough, seconded by Tim Neil. Motion carried all voting aye.

Meeting adjourned at 7:33pm.

Reporting Secretary



Chrishelle Stravers, CFO

