

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, January 23, 2023, 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 Linda Voshell reciting the NEICAC mission statement.

Present were:

Dan Byrnes
Corey Cerwinske
Janel Langreck
Jenny Cole
Joseph Pisney
Julie Wurtzel
Les Askelson
Linda Voshell
Marcia Hesse

Mark Kubik
Melissa Nation
Nick Winter
Nina Brickman
Shannon Michael
Shirley Vermace
Steve Breitbach
Steve Doepcke
Wendy Shea

Trisha Wilkins, Staff
Courtney Adam, Staff

Chrishelle Stravers, Staff

Guest:

Karl Eck, WIPFLI

Board members unable to attend are as follows:

Jeff Bunn
Sara Noack (3)

Suellen Kolbet
Tabitha Chase

Next Les Askelson introduced the new Board members that were present - Corey Cerwinske, Bremer County Public Representative and Mark Kubik, Howard County Low-Income Representative.

The next agenda item was review of the 1/23/23 meeting agenda and 11/28/22 meeting minutes. Trisha Wilkins noted an additional item to be added under agenda item #11, Approve Incentive Compensation Program Procedure. Moved to approve the revised 1/23/23 meeting agenda by Joe Pisney, seconded by Mark Kubik. Motion carried all voting aye. In review of the 11/28/22 meeting minutes, Wendy Shea questioned the wording of "as outlined in the Board Letter" within the Board minutes under the Housing program paragraph on page 3. Moved to approve the removal of "as outlined in the Board Letter. This was for the Board's information" from the 11/28/22 meeting minutes by Shirley Vermace, seconded by Janel Langreck. Motion carried all voting aye. Moved to approve the revised 11/28/22 meeting minutes by Shirley Vermace, seconded by Linda Voshell. Motion carried all voting aye.

The 11/15/22 Personnel Committee meeting minutes were reviewed. This was for the Board's information.

Trisha Wilkins reviewed with the Board the November and December Financial Reports. Moved to approve the November and December Financial Reports as presented by Dan Byrnes, 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.

Linda Voshell 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 Linda Voshell, seconded by Janel Langreck. Motion carried all voting aye.

The next agenda item was review of the agency-wide annual budget. Corey Cerwinski inquired about the increase in personnel costs in the Family Services Department compared to the previous year. This is due to the increase in staff members within that department, in addition to payrolls yet to be posted to the current year. Moved to approve the agency-wide annual budget as presented by Shirley Vermace, seconded by Jenny Cole. Motion carried all voting aye.

Program presenter this month was Karl Eck with WIPFLI. He provided the Board with information regarding the audit planning and process for the fiscal year ending 1/31/2023. Karl also discussed the process that occurs when switching auditors. The Board thanked Karl for his information.

Trisha Wilkins then reviewed with the Board the quarterly Strategic Plan report as well as the January Program and Agency Dashboard Report. This was for the Board's information.

Next, Chrishelle Stravers discussed the Fiscal Policy & Procedures Manual updates. Moved to approve the Fiscal Policy & Procedures Manual updates as presented with suggested grammatical changes by Nick Winter, seconded by Janel Langreck. Motion carried all voting aye.

There were several items for the Weatherization and Low-Income Home Energy Assistance Programs. Weatherization has new contracts for HEAP, Utilities (BHE, IPL and MEC), and the DOE Bipartisan Infrastructure Law. LIHEAP was provided a new contract for Emergency Supplemental Funding. Designation of Signatories is needed for the CEO and CFO to sign contract amendments, monthly funding requests and expense reports for the new contracts. Moved to approve the Designation of Signatories for the Weatherization and Low-Income Home Energy Assistance Program contracts as indicated above by Steve Doeppke, seconded by Mark Kubik. Motion carried all voting aye.

Trisha Wilkins then discussed with the Board the request for an additional wage increase of 0.4% to all agency staff and additional increases to Lead Teacher wages. The Lead Teacher vacancies and workforce shortages are causing potential Head Start classroom closures. Moved to approve the increase in Lead Teacher wages by Jenny Cole, seconded by Janel Langreck. Motion carried all voting aye. Moved to approve the proposed additional wage increase of 0.4% to all agency staff by Wendy Shea, seconded by Nick Winter. Motion carried all voting aye.

Trisha Wilkins also discussed a new job description and wage for the CACFP Food Delivery position. Moved to approve the new CACFP Food Delivery job description and wage as presented by Shirley Vermace, seconded by Julie Wurtzel. Motion carried all voting aye.

Last item up for discussion under Personnel was the added agenda item, Incentive Compensation Program Procedure. Wendy Shea inquired into the difference in number of days for different programs. This is due to the needs and onboarding investment within the individual programs. Moved to approve the Incentive Compensation Program Procedure as presented by Janel Langreck, 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 December enrollment and attendance reports, meal/USDA subsidy reports, January Policy Council minutes and information memorandum ACF-PI-HS-23-01. The Waukon Building USDA Loan Budget was discussed. Moved to approve the Waukon Building USDA Loan Budget as presented by Janel Langreck, seconded by Julie Wurtzel. The HHS Carryover request was also discussed. Head Start and Early Head Start are projected to have unobligated funds for the current program year. Moved to approve the request for HHS Carryover as presented by Nick Winter, seconded by Shirley Vermace. Motion carried all voting aye.

Next agenda item was discussion on the discontinuance of programs. First was the Wheels for Work program. Due to the increasing number of defaulted loans, the program funds are depleting, and no new funding is available. In addition, the current Transit staff does not have the capacity to administer the program. Moved to approve the discontinuance of the Wheels for Work program by Nick Winter, seconded by Dan Byrnes. Motion carried all voting aye. Second was the discontinuance of the "mini" food pantries that were established during COVID in Allamakee and Chickasaw Counties. There was discussion on the Northeast Iowa Food Bank's requirements for maintaining a partnership with them. These food pantries do not meet the minimum requirements established by the Northeast Iowa Food Bank. Moved to approve the discontinuance of the "mini" food pantries in Allamakee and Chickasaw County by Nick Winter, seconded by Joe Pisney. Motion carried all voting aye.

Trisha Wilkins provided an update on grants and funding. In December, the Northeast Iowa Food Bank Partner Capacity Application for Bremer County (\$2,104) and Howard County (\$2,787) was submitted. We will be applying for \$10,000 from the Allamakee County Community Foundation to fund the Crisis Assistance Program for Allamakee County. Cash match is required for the grant application. Moved to approve the cash match for the Allamakee County Community Foundation Fund application by Jenny Cole, seconded by Dan Byrnes. Motion carried all voting aye.

Trisha Wilkins updated the Board on our first Annual Campaign, which is now wrapping up. A total of \$24,966.33 has been raised so far.

There were multiple items under the Director's report. First was review of the LIHEAP, Crisis and LIHWAP program data reports. Next, Trisha Wilkins reviewed the Weatherization Monitoring Report Conclusion Letters and SLICE Data report. Trisha Wilkins then shared she had presented at each of the seven County Funding Meetings. She also updated the Board on the Embrace Iowa Program, which started accepting applications on January 3, 2023. Trisha Wilkins reported on behalf of herself and other agency staff that attended FaDSS Day on the Hill.

Finally, Trisha Wilkins shared with the Board the state office realignment plans, including the current structure of Iowa Department of Health & Human Services and the impact the realignment plans could have. This was all for the Board's information.

There was nothing to discuss under Miscellaneous. Joe Pisney shared that he will donate the remaining funds needed to reach \$25,000 for the Annual Campaign.

Moved to approve setting the next meeting date of February 27, 2023 (virtually) and adjourn meeting by Linda Voshell, seconded by Dan Byrnes. Motion carried all voting aye.

Meeting adjourned at 8:00pm.

Reporting Secretary



Chrishelle Stravers, CFO