

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, February 27, 2023, 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 Fayette County Board Members reciting the NEICAC mission statement. Roll call was taken.

Present were:

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| Dan Byrnes | Mark Kubik |
| Corey Cerwinski | Melissa Nation |
| Janel Langreck | Nick Winter |
| Jeff Bunn | Nina Brickman |
| Jenny Cole | Sara Noack |
| Joseph Pisney | Shirley Vermace |
| Les Askelson | Steve Breitbach |
| Linda Voshell | Steve Doeppke |
| Marcia Hesse | |

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| Trisha Wilkins, Staff | Chrishelle Stravers, Staff |
| Karli Schmelzer, Staff | |

Board members unable to attend are as follows:

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| Julie Wurtzel | Suellen Kolbet (2) |
| Shannon Michael | Tabitha Chase (2) |
| Wendy Shea | |

The next agenda item was review of the 2/27/23 meeting agenda and 1/23/23 meeting minutes. Trisha Wilkins noted two additional items to be added under agenda item #7, (1) Approve Head Start COLA Increase and (2) Approve Head Start Equipment Budget Amendment. Moved to approve the amended 2/27/23 agenda by Steve Doeppke, seconded by Nick Winter. Motion carried all voting aye. Moved to approve the 1/23/23 meeting minutes as presented by Mark Kubik, seconded by Sara Noack. Motion carried all voting aye.

Trisha reviewed with the Board the January Financial Reports. Moved to approve the January Financial Reports as presented by Shirley Vermace, seconded by Dan Byrnes. Motion carried all voting aye.

Janel Langreck presented on behalf of the Finance Committee, stating that everything looking 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 Dan Byrnes. Motion carried all voting aye.

Program presenter this month was Karli Schmelzer representing the Family Services Department. Karli Schmelzer's presentation was via PowerPoint on the following topics: FSS Outreach Office updates, Client Satisfaction Survey results, the new Omni Channel system and updates to the NEICAC website. Dan Byrnes asked how long the survey has been collecting data. Karli Schmelzer responded that this format has been used since July 2022. Les Askelson commented on the positive comments in the survey results and thanked staff for their hard work. The Board thanked Karli Schmelzer for her presentation.

Trisha Wilkins then reviewed with the Board the February 2023 Program and Agency Dashboard Report. This was for the Board's information.

Next, Trisha Wilkins discussed with the Board the updated NEICAC Core Values for approval. Recommended Core Values are as follows: Growth, Compassion, Adaptability, Responsiveness, Respect and Collaboration. Moved to approve the updated NEICAC Core Values as presented by Mark Kubik, 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 January enrollment and attendance reports, meal/USDA subsidy reports, and the February Policy Council minutes. This was for the Board's information. Next was discussion and request of approval for the Head Start & Early Head Start Selection Criteria as well as the Head Start Policy Council Bylaws. There were no changes made to either document from the previous edition. Moved to approve the Head Start & Early Head Start Selection Criteria and the Head Start Policy Council Bylaws as presented by Shirley Vermace, seconded by Dan Byrnes. Motion carried all voting aye. Trisha Wilkins then reviewed the first of the newly added agenda items – Approve Head Start COLA Increase. Trisha Wilkins discussed with the Board ACF-PI-HS-23-02 which officially indicates that the FY23 COLA increase is 5.6% not the 5.4% which was originally communicated. Due to this, approval is requested to increase Early Childhood Program staff wages by an additional .2% effective 2/1/23 to meet this requirement. Moved to approve the additional .2% wage increase to Early Childhood Program staff to meet the 5.6% requirement effective 2/1/23 by Nick Winter, seconded by Shirley Vermace. Motion carried all voting aye. Trisha Wilkins then addressed the second of the newly added agenda items, Approve Head Start Equipment Budget Amendment. Moved to approve the Head Start Equipment Budget Amendment as presented by Mark Kubik, seconded by Steve Doeppke. Motion carried all voting aye.

Next agenda item was review of the Family Development Self-Sufficiency (FaDSS) Program Annual Report. This was for the Board's information.

Trisha Wilkins then reviewed with the Board the Crisis & Food Assistance Policy Update. Janel Langreck made comment that Executive Director needs to be corrected to read CEO in Item #5 on page 2. Moved to approve the Crisis & Food Assistance Policy Update subject to changing Executive Director to CEO in Item #5 on page 2 by Janel Langreck, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins provided an update on grants and funding. NEICAC was funded for both Bremer County Food Pantry (\$2,104) and Howard County Food Pantry (\$2,787) for their full grant requests. Transit received a contract for FY22 Operating Assistance in January 2023 (\$772,732). This was for the Board's information.

There were multiple items under the Director's report. First was review of the LIHEAP, Crisis and LIHWAP program data reports. Next, Trisha Wilkins provided an update on the Embrace Iowa Program and the Department of Human Rights Alignment. This was for the Board's information.

There was nothing to discuss under Miscellaneous.

Moved to approve setting the next meeting date of March 27, 2023 (in person) and adjourn meeting by Steve Doeppke, seconded by Marcia Hesse. Motion carried all voting aye.

Meeting adjourned at 6:55pm.

Reporting Secretary



Chrishelle Stravers, CFO

