

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, March 27, 2023, at 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	Nina Brickman
Corey Cerwinske	Shirley Vermace
Jeff Bunn	Steve Breitbach
Joseph Pisney	Steve Doeppeke
Les Askelson	Suellen Kolbet
Mark Kubik	Wendy Shea
Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	Scott Fischer, Staff

Board members unable to attend are as follows:

Janel Langreck	Jenny Cole
Julie Wurtzel (2)	Linda Voshell
Marcia Hesse	Melissa Nation
Nick Winter	Sara Noack
Shannon Michael (2)	Tabitha Chase (3)

The next agenda item was review of the 3/27/23 meeting agenda and 2/27/23 meeting minutes. Moved to approve the 3/27/23 agenda and 2/27/23 meeting minutes as presented by Joe Pisney, seconded by Shirley Vermace.

Trisha reviewed with the Board the February Financial Reports. Moved to approve the February Financial Reports as presented by Dan Byrnes seconded by Steve Doeppeke. Motion carried all voting aye.

Dan Byrnes 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 Dan Byrnes, seconded by Joe Pisney. Motion carried all voting aye.

The program presenter this month was Scott Fischer, Weatherization Director. Scott Fischer provided the Board with Weatherization expenditures and completions from PY2022 and

discussed in detail Weatherization guidelines and work process. He also discussed the 2022 Slice Report highlighting NEICAC's high rankings in expenses per home, savings per home and total number of homes served. The Board thanked Scott Fischer for his presentation.

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

Next, Trisha Wilkins discussed with the Board the updated NEICAC Marketing & Social Media Strategy and Brand Guidelines. The manual incorporates our recent branding and awareness changes and directs staff on how to use our logo, colors and fonts to provide consistent messaging to the public and also offers encouragement for creativity. This was for the Board's information.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the February enrollment and attendance reports, meal/USDA subsidy reports, March Policy Council minutes, information memorandum ACF-PI-HS-23-03 and the Fall 2023 Head Start Application status report. This was for the Board's information. Trisha Wilkins then discussed the Focus Area 2 Monitoring notice for the upcoming Head Start and Early Head Start monitoring review. Next was a review of the Waukon USDA 2022 Annual Report. Moved to approve the Waukon USDA 2022 Annual report as presented by Shirley Vermace, seconded by Suellen Kolbet. Motion carried all voting aye. The last item under HS/EHS is the Head Start/EHS COLA and Quality Improvement Grant application. Moved to approve applying for the Head Start/EHS COLA and Quality Improvement Grant as presented by Wendy Shea, seconded by Jeff Bunn. Motion carried all voting aye.

Trisha Wilkins provided an update on grants and funding. NEICAC has submitted applications for the following grants: Allamakee County Community Foundation for Crisis Assistance \$10,000; Waverly Shell Rock Area United Way for Food Pantry and Crisis Assistance \$10,000; Oelwein Area United Way for Crisis Assistance \$16,000. This was for the Board's information.

Next was a review of the updated CACFP Coordinator job description and wage scale. Mark Kubik inquired if the position was full time, Trisha Wilkins answered that it was. Wendy Shea asked how many daycare providers NEICAC currently has and Chrishelle Stravers commented that it is currently around 50 but there is concern about losing a few with the tier changes coming up this summer. Moved to approve the CACFP Coordinator job description and wage scale as presented by Nina Brickman, seconded by Mark Kubik. Motion carried all voting aye.

Review of the updated Termination of Employment Policy was next. The updated policy will reflect that terminated employees will not be eligible for retroactive wage/salary increases. Moved to approve the updated Termination of Employment Policy by Corey Cerwinski, seconded by Joe Pisney. Motion carried all voting aye.

There were multiple items under the Director's report. First was a review of the LIHEAP, Crisis and LIHWAP program data reports. Next, Trisha Wilkins discussed the letter from IFA regarding

their Housing review completed in late 2022 – all was within compliance. Trisha Wilkins also shared with the Board information on Moratorium Protections, which will lift for the season on April 1st. Trisha Wilkins then provided the Board with an update regarding the Department of Human Rights Alignment bill which passed the state level and will be signed off on by the Governor. Nina Brickman commented that she appreciates all the updates provided by Trisha and wondered if other states were going through similar restructuring. This was for the Board's information.

Trisha Wilkins shared her experience attending the National Community Action Foundation Conference in Washington DC. Attending the conference provided an opportunity to learn more about important legislation necessary for Community Action agencies and the families we assist. There was also an opportunity to meet with Senator Grassley and House delegation staff to explain and request their support and continued funding for CSBG, Weatherization and LIHEAP programs.

At this time Trisha Wilkins shared with the Board the annual Board Training opportunities coming up with the National Community Action partnership Conference (Atlanta, GA) in August and the Iowa Community Action Association Conference (Des Moines, IA) in July. Any Board member interested in attending either conference is to contact Trisha Wilkins no later than May 1st so that she can make registration and travel arrangements.

Next item on the agenda is to schedule Trisha Wilkins' Performance Evaluation with the Board Personnel Committee members. Board Personnel Committee members are Steve Breitbach, Corey Cerwinski, Joe Pisney, Shirley Vermace, Nick Winter, Wendy Shea, Janel Langreck, Melissa Nation and Les Askelson. After discussion, it was decided that the Personnel Committee will meet on April 24 at 5:15 pm, before the regular Board meeting.

Originally there was nothing under Miscellaneous, but Trisha Wilkins wanted to take this opportunity to discuss the recent Letter to the Editor on www.decorahnews.com regarding food pantries. Trisha Wilkins had shared our response to the Editor, submitted by Karli Schmelzer, with the Board members. Trisha Wilkins and Karli Schmelzer also discussed best buy/sell by dates and our process of upfront conversations with clients regarding food received by the food pantry. This was for the Board's information.

Moved to approve setting the next meeting date of April 24, 2023 (in person) and adjourn meeting by Suellen Kolbet, seconded by Corey Cerwinski. Motion carried all voting aye.

The meeting adjourned at 7:10pm.

Reporting Secretary


Chrishelle Stravers, CFO

