

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, May 22, 2023 via Microsoft TEAMS. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:00pm. Board Vice Chair, Janel Langreck, called the meeting to order followed by reciting the NEICAC mission statement. Roll call was taken.

Present were:

Dan Byrnes	Melissa Nation
Janel Langreck	Nick Winter
Jeff Bunn	Nina Brickman
Joseph Pisney	Shirley Vermace
Linda Voshell	Suellen Kolbet
Marcia Hesse	Steve Breitbach
Mark Kubik	Wendy Shea

Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	Sharon Burke, Staff
Rebecca Phillips, Staff	Tiffany Keimig – Iowa Community Action Agency

Board members unable to attend are as follows:

Corey Cerwinski	Jenny Cole
Julie Wurtzel	Les Askelson (2)
Sara Noack	Shannon Michael
Steve Doeppke (2)	Tabitha Chase (5)

The next agenda item was review of the 5/22/23 meeting agenda and 4/24/23 meeting minutes. Moved to approve the 5/22/23 agenda and 4/24/23 meeting minutes as presented by Shirley Vermace, seconded by Dan Byrnes. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the 5/15/23 Planning Committee meeting minutes. This was for the Board's information.

Trisha Wilkins discussed the Board vacancy in Bremer County (Private Sector). Shannon Michael has agreed to stay on while we recruit a new member. This was for the Board's information. Next a Board Photo was taken.

Trisha Wilkins then reviewed the April Financial Reports. Moved to approve the April Financial Reports as presented by Nick Winter seconded by Linda Voshell. 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 Suellen Kolbet, seconded by Shirley Vermace. Motion carried all voting aye.

The program presenters this month were Sharon Burke, Early Childhood Program Director and Rebecca Phillips, CACFP Coordinator. Rebecca Phillips provided an overview of the CACFP program including some history for new board members. She noted some of the activities she has been working on in her first couple of months in the position and how much she is learning in the process. Sharon Burke reviewed Head Start and Early Head Start programming, highlighting recent monitoring results and the ongoing challenges to keep all program components staffed to maintain services to children and families. Trisha Wilkins reported that the Head Start monitoring report was received after the board packet went out and would be shared with the board in June's packet. The Board thanked them for their presentation.

Next, Tiffany Keimig from ICAA provided the Board Duties and Responsibilities Training.

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

Next, Trisha Wilkins reviewed with the Board the Payroll & Pay Practices and Incentive Compensation Program Policy revisions from the Employee Handbook. She also reviewed the Payroll & Related and Accounts Payable Management policy revisions from the Financial Policy & Procedures manual. Moved to approve both the Payroll & Pay Practices and Incentive Compensation Program Policies from the Employee Handbook as well as the Payroll & Related and Accounts Payable Management Policies revisions from the Fiscal Policy & Procedures Manual as presented by Mark Kubik, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the Family Services/Processing Specialist position job description. Moved to approve the Family Services/Processing Specialist position job description and pay scale as presented by Suellen Kolbet, seconded by Nina Brickman. Motion carried all voting aye.

Trisha Wilkins then reviewed the updated CEO Succession plan, noting that primary changes were in response to updating formatting and language. Trisha Wilkins also indicated that the Operations & Development Director was added to the succession plan. Janel Langreck noted that there was one correction needed to replace Executive Director with Chief Executive Officer. Moved to approve the Updated CEO Succession Plan as presented with the noted revision by Nick Winter, seconded by Dan Byrnes. Motion carried all voting aye.

Next, Trisha Wilkins reviewed the FY2023 CSBG budget amendment request noting that our final allocation resulted in an overall budget decrease because of the new census data and the way in which funding is determined across the state. Wendy Shea noted the decrease in salaries and fringe in the budget and asked about the impact that will have on our operations. Trisha Wilkins explained

the other funding sources that support Family Services operations including county and city 28E agreements, LIHEAP, and Head Start contracts. She also noted that we will be intently considering next steps with each staff transition going forward. Moved to approve the FY2023 CSBG budget amendment as presented by Dan Byrnes, seconded by Mark Kubik. Motion carried all voting aye.

Trisha Wilkins reviewed the Planning Committee meeting minutes and updated the Board on the completion of the CSBG Plan-Application. Trisha Wilkins highlighted differences between last year's and this year's application and referenced the budget decrease we are facing in CSBG funds. She reviewed the Individual and Family National Performance Indicators we will report on in addition to the Community Initiative. Janel Langreck thanked Trisha Wilkins for the work on putting together the application. Moved to approve the FY2024 CSBG Application & Individual/Family and Community Initiative National Performance Indicators as presented by Dan Byrnes, seconded by Suellen Kolbet.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the April enrollment and attendance reports, USDA subsidy reports, May Policy Council minutes, and provided a status update on Fall 2023 Head Start Applications. Wendy Shea inquired about attendees for the Policy Council, noting that less than half of the classroom locations are represented at the meeting. Trisha spoke to the challenges in trying to secure members to serve and that we would be open to any suggestions for increasing participation in that area. This was for the Board's information.

Next was a discussion on Board meeting structure (in-person & virtual). Many opinions and thoughts were provided by Board members. After further discussion, it was suggested that the conversation be tabled for further discussion at the in-person meeting in June. It was also suggested that a survey go out to all Board members, so that those who don't feel comfortable discussing their thoughts in person can share their opinions. Trisha Wilkins agreed to send out a survey and add this topic back onto the agenda for June's Board meeting. Moved to approve to table the Board meeting structure discussion until next month in person by Nick Winter, seconded by Nina Brickman. Motion carried all voting aye.

Trisha Wilkins asked County Supervisors and other Board members for their thoughts on the frequency of information shared with County Board of Supervisor groups. Dan Byrnes reported that any time we can provide updates is good, noting that January is a busy time for budget requests and acknowledged positive feedback is always good. Shirley Vermace mentioned the benefit of program presentations when Trisha Wilkins referenced the recent presentation to the Winneshiek County Board of Supervisors on Transit Programming.

The only item up for review under Grant/Contract Funding updates was the Designation of Additional Signatories for Weatherization DOE, DOE-BIL, HEAP and Utilities Contracts. Moved to approve the Designation of Additional Signatories for Weatherization DOE, DOE-BIL, HEAP and Utilities Contracts as presented by Nick Winter, seconded by Mark Kubik. 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 reviewed 2022 CACFP Program Head Start Center review report. Trisha Wilkins also provided an update on Disaster Declarations and the settled Woolen Mill lawsuit. This was for the Board's information.

Trisha Wilkins reminded the Personnel Committee that they will meet prior to the Board meeting on 6/26/23 at 5:15pm.

There were no items to discuss under Miscellaneous.

Moved to approve setting the next meeting date of June 26, 2023 (in person) and adjourn meeting by Steve Doeppke, seconded by Nick Winter. Motion carried all voting aye.

The meeting adjourned at 8:01pm.

Reporting Secretary

Chrisshelle Stravers, CFO
Karli Schmelzer, Operations & Development Director