

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, June 26, 2023, in the Assembly Room of the Fayette County Courthouse in West Union. The Personnel Committee met at 5:15 pm. 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. Roll call was taken.

Present were:

Corey Cerwinski  
Dan Byrnes  
Janel Langreck  
Jeff Bunn  
Joseph Pisney  
Julie Wurtzel  
Les Askelson  
Marcia Hesse

Melissa Nation  
Shirley Vermace  
Steve Breitbach  
Steve Doeppke  
Suellen Kolbet  
Wendy Shea

Trisha Wilkins, Staff  
Karli Schmelzer, Staff

Chrishelle Stravers, Staff  
Karl Eck, WIPFLI

Board members unable to attend are as follows:

Jenny Cole (2)  
Linda Voshell  
Mark Kubik  
Nick Winter

Nina Brickman  
Sara Noack (2)  
Shannon Michael (2)  
Tabitha Chase (6)

The next agenda item was review of the 6/26/23 meeting agenda and 5/22/23 meeting minutes. Trisha Wilkins noted a couple additional agenda items; revise 4/24/2023 Board minutes to be added under agenda item number two and FaDSS designation of signatories to be added after agenda item number ten. Moved to approve the 6/26/23 revised agenda and 5/22/23 meeting minutes as presented by Joe Pisney, seconded by Shirley Vermace. Motion carried all voting aye. In the previously approved 4/24/23 Board minutes, the carryover funding request amounts need to be corrected to reflect Early Head Start (\$163,851.76) and Head Start (\$89,716.16). Moved to approve the revised 4/24/23 Board minutes by Wendy Shea, seconded by Steve Doeppke. Motion carried all voting aye.

The next agenda item was the FY23 NEICAC Financial Audit Presentation from Karl Eck of WIPFLI. Karl also provided an update on the 2022 IRS 990 form. Moved to approve the FY2023 Financial

Audit Report as presented by Corey Cerwinski, seconded by Steve Breitbach. Motion carried all voting aye. Les Askelson thanked Karl Eck for the presentation.

Trisha Wilkins then reviewed the May Financial Reports. Moved to approve the May Financial Reports as presented by Dan Byrnes, seconded by Corey Cerwinski. Motion carried all voting aye. The balance sheet was included in the Board's packet and was for the Board's information.

Dan Byrnes presented on behalf of the Finance Committee, stating that everything looked to be in order with no discrepancies noted. Moved to approve the Finance Committee report of all the bill and credit card review by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the June 2023 Program and Agency Dashboard Report. Julie Wurtzel and Shirley Vermace suggested this be sent to all county supervisors. This was for the Board's information.

Next, Trisha Wilkins discussed with the Board the future of the Board of Directors meeting structure. It was proposed to have in-person meetings in March, June, July, September, and November with virtual meetings in January, February, April, May, and October. Typically, there are no meetings held in August and December. Moved to approve the Board of Directors schedule as proposed by Suellen Kolbet, seconded by Julie Wurtzel. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed the May enrollment and attendance reports, the May USDA Subsidy reports, June Policy Council minutes and Information Memorandum ACF-IM-HS-23-02. Trisha Wilkins also provided an update on the Fall 2023 Head Start applications and reviewed with the Board the Focus Area 2 Monitoring Report. In addition, the 2023/2024 Head Start Transportation Waiver was approved. This was for the Board's information.

Trisha Wilkins reviewed the Head Start (COVID Funding) Final 425 Reports. Moved to approve the Head Start (COVID Funding) Final 425 Reports as presented by Marcia Hesse, seconded by Wendy Shea. Motion carried all voting aye.

The last item under Head Start/ Early Head Start is review of the proposed Head Start/ Early Head Start position wage increases. Positions included Head Start Sub, ECP Administrative Assistant, HS/EHS Specialists, Head Start Coach, EHS Health & Development Specialist, Behavioral Specialist, Center Managers, Professional Development Specialists, Health & Development Specialist and Early Childhood Program Director. Moved to approve the Head Start / Early Head Start position wage increases as presented by Shirley Vermace, seconded by Janel Langreck. Motion carried all voting aye.

Next, Trisha Wilkins provided an update on grants and funding. NEICAC was approved for \$9000 for crisis assistance from the Bremer County Community Foundation. Weatherization was granted HEAP funding from the state of \$81,948. Transit also received an additional \$71,952 from the DOT ARPA Funding Contract. This was for the Board's information.

Trisha Wilkins then discussed the added agenda item of designation of signatories for FaDSS. Moved to approve the designation of signatories as presented by Suellen Kolbet, seconded by Joe Pisney. Motion carried all voting aye.

Next was updates on the Housing Program. Trisha Wilkins discussed the NEICAC Iowa Finance Authority Home Loans, Woolen Mills lawsuit settlement, and the IFA Housing/ HOME Program Monitoring Report. This was for the Board's information.

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 the FaDSS Program Fidelity Report and DHS Monitoring Report for the Howard County Food Pantry. Trisha Wilkins also gave an update on the Luther College Fellowship and Bremer County AmeriCorps Partnership Projects and the Department of Human Rights Alignment – HSS Service Delivery Assessment.

Under Miscellaneous, Trisha Wilkins informed the Board that she would be on vacation 6/27-7/5/23.

Moved to approve setting the next meeting date of July 24, 2023 (in person) and adjourn meeting by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

The meeting adjourned at 7:23pm

Reporting Secretary

Chrishelle Stravers, CFO