

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, July 24, 2023, in the Lower-Level Breakroom of the Fayette County Courthouse in West Union. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:08pm. Board Chair, Les Askelson, called the meeting to order followed by reciting the NEICAC mission statement. Roll call was taken.

Present were:

Dan Byrnes
Janel Langreck
Joseph Pisney
Julie Wurtzel
Les Askelson
Marcia Hesse

Nick Winter
Nina Brickman
Shirley Vermace
Steve Breitbach
Steve Doeppke
Suellen Kolbet
Wendy Shea

Trisha Wilkins, Staff
Karen Henry, Staff
Courtney Adam, Staff

Chrishelle Stravers, Staff
Scott Fisher, Staff
Lori Egan, Staff

Board members unable to attend are as follows:

Corey Cerwinske
Jeff Bunn
Jenny Cole (3)
Linda Voshell (2)
Mark Kubik (2)

Melissa Nation
Sara Noack (3)
Shannon Michael (3)
Tabitha Chase (7)

The next agenda item was review of the 7/24/23 meeting agenda and the 6/26/23 meeting minutes. Trisha Wilkins noted a couple additional agenda items; request to accept the 2022 IRS Form 990 under item number five and Election of Officers after item number thirteen. Under item eleven remove Transit Nondiscrimination Plan, Policy and Complaint form and replace with Transit Title VI Complaint Process. Move to approve the revised 7/24/23 meeting agenda as presented by Shirley Vermace, seconded by Nick Winter. Motion carried all voting aye. Move to approve the 6/26/23 meeting minutes as presented by Joe Pisney, seconded by Steve Doeppke. Motion carried all voting aye.

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

Janel Langreck presented on behalf of the Finance Committee, stated 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 Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

Our program presenters this month were Courtney Adam, HR Director and Chrishelle Stravers, CFO. Courtney Adam provided information on current workforce demographics and what impacts our updated policies and pay scales have had on recruitment and retention. Chrishelle Stravers provided the board with information regarding the IRS Form 990. The Board thanked Courtney Adam and Chrishelle Stravers for their information.

The Board reviewed the NEICAC 2022 IRS Form 990. Moved to approve the NEICAC 2022 IRS Form 990 as presented by Nick Winter, seconded by Shirley Vermace. Motion carried all voting aye.

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

Next, Trisha Wilkins discussed the NEICAC Employee Handbook revisions. Sections updated were General Purpose, Equal Employment Opportunity, Whistleblower Policy, Nepotism, Employee Pay Deductions, Working Hours, Telecommuting Policy, Substance Abuse Policy, Transit Substance Abuse Policy, and Pregnancy Leave. Moved to approve the NEICAC Employee Handbook revisions as presented by Wendy Shea, seconded by Janel Langreck. Motion carried all voting aye.

Next was a discussion on the Hybrid Remote Work Policy. Julie Wurtzel asked how many days per week employees would be allowed to work remotely, Trisha Wilkins noted that it would be determined by the Department/Program based on needs. Moved to approve the Hybrid Remote Work Policy as presented by Nina Brickman, seconded by Suellen Kolbet. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the Strategic Plan update. This was for the Board's information.

Trisha Wilkins then reviewed with the Board the annual Board Conflict of Interest Policy and Training. Trisha Wilkins reminded the Board members that the last six pages of the Conflict of Interest Policy needs to be completed. Trisha Wilkins also discussed the Vendor List that was emailed earlier to the Board. Changes to the Board Assessment and Annual Meeting structure were discussed. Any board members with additional thoughts should email them to Trisha Wilkins.

Next was a review of the Transit Title VI Complaint Process Policy. Moved to approve the Transit Title VI Complaint Process Policy as presented by Joe Pisney, seconded by Nick Winter. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the June enrollment, USDA subsidy report, July Policy Council minutes, Fall 2023 Head Start Application status and Information Memorandums ACF-IM-HS-23-03 and ACF-IM-HS-23-04. This was for the Board's information.

Under Grant and Funding, the only update for this month was that NEICAC applied for \$750,000 for repairs to the Woolen Mills Property in Decorah through the Federal Home Loan Bank's Competitive Affordable Housing Grant. The grant award announcement will be issued in December. This was for the Board's information.

Next is the Agenda Addition – Election of Officers. Shirley Vermace presented the slate of officers on behalf of the nominating committee as follows: Les Askelson, Board Chair; Janel Langreck, Vice Chair; Dan Byrnes, Secretary/Treasurer. Moved to approve the presented slate of officers effective 7/24/23 by Nina Brickman, seconded by Shirley Vermace. Motion carried all voting aye.

The next agenda item was a review of the completed CEO Performance Evaluation. Positive feedback was shared by Board members. Moved to approve the completed CEO Performance Evaluation as presented by Shirley Vermace, seconded by Steve Doepcke. Highlighted accomplishments were keeping the board informed on budget and agency issues, the success of the fundraising campaign, and the new dashboard. Les Askelson shared appreciation for the hard work and dedication Trisha Wilkins has given to NEICAC. Motion carried all voting aye.

Trisha Wilkins then discussed changes to the CEO Performance Evaluation Process to include all Board members utilizing an online form. Moved to approve the change to the CEO Performance Evaluation Process as presented by Shirley Vermace, seconded by Wendy Shea. Motion carried all voting aye.

Next was a review of the current CEO compensation and request to revise the CEO and CFO salary scales. Moved to approve the CEO compensation and revised CEO and CFO salary scales as presented by Nina Brickman, seconded by Suellen Kolbet. Motion carried all voting aye.

There were multiple items under the Director's Report. First was a review of the Crisis and LIHWAP Program Data Reports. The ICAA Conference Report will come in August or September. Trisha Wilkins also provided an update on the HHS realignment and assessment process. A stakeholder survey will be coming out shortly as part of the assessment process and we will distribute widely within our communities and encourage input. This was for the Board's information.

There was just one item to discuss under Miscellaneous. At the end of June, the Oelwein Early Childhood/ Little Husky Childcare Center was flooded due to a water main break. This affected all four of our Head Start classrooms in the Oelwein location. This was for the Board's information.

Moved to cancel the August meeting and set the next meeting date of September 25, 2023 (in person) and adjourn meeting by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye.

Meeting adjourned at 7:35pm.

Reporting Secretary-


Chrishelle Stravers, CFO

