

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, September 25, 2023, in the Assembly Room 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 6:00 pm. Board Chair, Les Askelson, called the meeting to order followed by reciting the NEICAC mission statement. Roll call was taken.

Present were:

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| Dan Byrnes | Marcia Hesse |
| Corey Cerwinski | Mark Kubik |
| Janel Langreck | Nina Brickman |
| Jeff Bunn | Steve Breitbach |
| Joseph Pisney | Steve Doeppke |
| Les Askelson | Suellen Kolbet |
| Linda Voshell | |

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

Board members unable to attend are as follows:

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| Jenny Cole (4) | Nick Winter |
| Melissa Nation (2) | Shirley Vermace |
| Julie Wurtzel | Wendy Shea |

The next agenda item was review of the 9/25/23 meeting agenda and the 7/24/23 meeting minutes. Trisha Wilkins noted an additional agenda item; request to approve the Family Services Support Specialist job description and pay scale under item number eleven. Move to approve the revised 9/25/23 meeting agenda as presented by Corey Cerwinski, seconded by Joseph Pisney. Motion carried all voting aye. Move to approve the 7/24/23 meeting minutes as presented by Nina Brickman seconded by Suellen Kolbet. Motion carried all voting aye.

Trisha Wilkins then reviewed the July and August Financial Reports. Moved to approve the July and August Financial Reports as presented by Janel Langreck, 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, 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 Dan Byrnes, seconded by Steve Doeppke. Motion carried all voting aye.

Trisha Wilkins then provided an update on current Board vacancies. As of today, we have Bremer County (Private), Head Start Liaison, and Clayton County (Resident). This was for the Board's information.

Next Trisha Wilkins discussed with the Board current Board Committee assignments and Head Start designations. Board member with background/experience in: fiscal management and accounting is Nick Winter and County Supervisors, early childhood education/development is Marcia Hesse, and licensed attorney is currently vacant. If a committee assignment adjustment is requested, please contact Les Askelson or Trisha Wilkins.

This month's program presenter was Karen Henry, NEICAC's LIHEAP & General Relief Director. Karen provided a data handout and further discussed the start of LIHEAP season and its changes in eligibility and funding levels, General Relief Services and Crisis Assistance pre- and post-COVID. LIHEAP assistance per household is decreasing to \$700 for FY24, however utility bills have not decreased. Mark Kubik asked what the average funeral cost was under General Relief. Karen responded that it is about \$1,200. Karen Henry also mentioned that there may be an increase in requests for utility assistance due to decreases in other funding, but that General Relief is a payment of last resort if eligible. The Board thanked Karen Henry for her information.

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

Next, Trisha Wilkins provided the Board with program customer satisfaction reports for Head Start/EHS, Family Services, FaDSS, Weatherization and Transit. Moved to approve the program customer satisfaction reports as presented by Linda Voshell, seconded by Marcia Hesse. Motion carried all voting aye.

Trisha Wilkins also informed the Board that the statewide client assessment survey process has begun. The survey will be provided to clients, on Facebook, in the monthly dashboard and on the NEICAC website. The survey is available in English and Spanish. This was for the Board's information.

Next item on the agenda is the Transit Public Participation Plan, which details the process and channels to communicate its efforts to engage and inform the public in the decisions and activities of the Region 1 Public Transit system. Move to approve the Transit Public Participation Plan as presented by Nina Brickman, seconded by Joe Pisney. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the August enrollment report, the August attendance report, USDA subsidy report, September Policy Council minutes, and the CACFP budgets for the next program year. Trisha Wilkins also provided training required for staff, policy council and Board members specific to Head Start/ Early Head Start eligibility. This is for the Board's information.

Trisha Wilkins reviewed with the Board the Transit Outreach Specialist job description and pay scale. Moved to approve the Transit Outreach Specialist job description and pay scale as presented by Mark Kubik, seconded by Janel Langreck. Motion carried all voting aye.

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

Under Grant and Funding, the only update for this month is that we are waiting for contracts for LIHEAP and CSBG that will begin their program October 1st. This is for the Board's information.


There were multiple items under the Director's Report. First was the review of the Crisis and LIHWAP Program Data Reports. Trisha Wilkins and Janel Langreck both reported on the ICAA Conference and the training they attended. Janel shared her experience in the poverty simulation and added that families can do things right and still end up needing help. She also stated that it was beneficial to share ideas with other agencies and interact with agency staff at the conference. Janel said she highly recommends other board members attend the conference. Trisha Wilkins provided an update on the HHS realignment and assessment process. Trisha Wilkins reviewed with the Board the most recent Weatherization Field Inspection report. Trisha Wilkins reminded Board members who are missing their Conflict-of-Interest paperwork and of the UTV/ATV ride sponsored by LA Communications. This was for the Board's information.

There was just one item to discuss under miscellaneous. Trisha Wilkins shared that she was recently elected President of the Iowa Community Action Association Board.

Moved to set the next meeting date of October 23, 2023 (virtual) and adjourn meeting by Joe Pisney, seconded by Linda Voshell. Motion carried all voting aye.

Meeting adjourned at 7:10 pm.

Reporting Secretary.


Chrishelle Stravers, CFO

