

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, October 23, 2023, via Microsoft TEAMS. 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:

Dan Byrnes
Janel Langreck
Julie Wurtzel
Les Askelson
Linda Voshell
Melissa Nation

Nick Winter
Nina Brickman
Shirley Vermace
Suellen Kolbet
Wendy Shea

Trisha Wilkins, Staff
Julie Buddenberg, Staff

Chrishelle Stravers, Staff
Karli Schmelzer, Staff

Board members unable to attend are as follows:

Jenny Cole (5)
Corey Cerwinske
Jeff Bunn
Joseph Pisney

Marcia Hesse
Mark Kubik
Steve Breitbach
Steve Doeppke

The first agenda item was review of the 10/23/23 meeting agenda and the 9/25/23 meeting minutes. Move to approve the 10/23/23 meeting agenda and 9/25/23 meeting minutes as presented by Suellen Kolbet, seconded by Dan Byrnes. Motion carried all voting aye.

The next item on the agenda was the election of a new Board Member, Melissa Timmermans. She will represent the Bremer County Private sector and will fulfill the licensed attorney member requirement for Head Start. Move to approve the election of Melissa Timmermans as a new Board member by Julie Wurtzel and seconded by Janel Langreck. Motion carried all voting aye.

Trisha Wilkins then reviewed the September Financial Reports. Moved to approve the September Financial Reports as presented by Nick Winter, seconded by Shirley Vermace. Motion carried all voting aye. The balance sheet was included in the Board's packet and was for the Board's information.

Nick Winter 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 the bill and credit card statements by Nick Winter, seconded by Dan Byrnes. Motion carried all voting aye.

This month's program presenter was Julie Buddenberg, Housing Programs Coordinator. Julie provided a PowerPoint presentation and further discussed updates on properties, home sales, and overall program information. 117 household members were served in the 13 NEICAC properties. Les Askelson thanked Julie Buddenberg for her work in the housing program and the thorough presentation to the board.

Trisha Wilkins then reviewed with the Board the October 2023 Program and Agency Dashboard Report. Wendy Shea requested a demonstration of the Omni Channel. Karli Schmelzer will prepare a presentation for the Board. This was for the Board's information.

Next, Trisha Wilkins provided the Board with an update on the Strategic Plan. This was for the Board's information.

Next item on the agenda is the Community Services Block Grant program. Both the 2023 National Performance Indicators for Individuals and Families/Community Initiatives year-end report and 2024 National Performance Indicators for Individuals and Families and Community Initiatives initial targets were reviewed. Moved to approve the FY2023 Year-End Individual & Family/Community Initiative National Performance Indicators and FY24 National Performance Indicators Target numbers by Nick Winter, seconded by Suellen Kolbet. Motion carried all voting aye.

The next agenda item was Board Manual Revisions. There was a revision to be made to have the language match our Board bylaws and added the federal CSBG language. Moved to approve the Board Manual Revisions by Shirley Vermace and seconded by Nick Winter. Motion carried all voting aye.

Trisha Wilkins then discussed the agency Health Insurance Benefits. The board discussed the timing and level of approval necessary for renewals in future years. Nick Winter made a motion to allow NEICAC staff to work through the health insurance renewal process and bring it to the board for review and seconded by Suellen Kolbet. Motion carried all voting aye. Moved to approve the Health Insurance Plan/Benefit & Employee Contribution by Nick Winter and seconded by Suellen Kolbet. Motion carried all voting aye.

There were multiple items under Head Start/Early Head Start. Trisha Wilkins reviewed with the Board the September Enrollment report, the September Attendance report, USDA Subsidy report and October Policy Council minutes. Wendy Shea praised the committee on the number of members present for the virtual meeting and congratulated Sharon Burke on her election to President of the IHSA Board. Trisha Wilkins also discussed an Early Head Start Budget Amendment Request, the Semi-Annual Federal Financial Report 425, and the Head Start Funding Application & HS/EHS/T&TA Budgets.

Moved to approve the Early Head Start Budget Amendment to move \$7,148 from Salaries/Fringe/Indirect into Equipment to purchase a copier for the EHS office in Monona by Linda Voshell and seconded by Janel Langreck. Motion carried all voting aye.

Moved to approve the Semi-Annual Federal Financial Report 425 by Dan Byrnes and seconded by Wendy Shea. Motion carried all voting aye.

Moved to approve the Head Start Funding Application & HS/EHS/T&TA Budgets by Nick Winter and seconded by Suellen Kolbet. Motion carried all voting aye.

Under Grant and Funding, Trisha Wilkins shared amendments for FaDSS, LIHEAP, and LIHWAP contracts and the new CACFP contracts beginning 10/1/23. We continue to wait for LIHEAP and CSBG contracts that began their program October 1st. This is for the Board's information.

Trisha Wilkins then reviewed the revisions to our local Crisis Assistance Program Policy to align with LIHEAP income guidelines. Moved to approve the revisions for the local Crisis Assistance Program Policy by Suellen Kolbet, seconded by Dan Byrnes. Motion carried all voting aye.

The next item on the agenda was the annual approval for the Transit Drug & Alcohol Policy. Moved to approve revisions indicated for the Transit Drug & Alcohol Policy by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

Karli Schmelzer then reviewed a PowerPoint on the NEICAC pitch, Board portal resources, opportunities for donating and the 2023 annual campaign prep. While wrapping up the conversation Trisha Wilkins acknowledged Les Askelson and LA Communications for their recent UTV/ATV ride which raised \$9,000 for NEICAC.

The next item on the agenda is the Director's Report. Trisha Wilkins reviewed and discussed the LIHEAP, Crisis & LIHWAP Program Data Reports. Trisha Wilkins also gave an update on a tenant issue at Washington Court. This was for the Board's information.

Trisha Wilkins mentioned the need to schedule a Personnel Committee meeting before the next Board meeting in November. Trisha Wilkins will be sending out a Doodle Poll for this.

There was nothing to discuss under Miscellaneous.

Moved to set the next meeting date of November 27, 2023, in person in West Union and adjourn meeting by Dan Byrnes, seconded by Nick Winter. Motion carried all voting aye.

Meeting adjourned at 7:39 pm.

Reporting Secretary



Chrishelle Stravers, CFO