

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, November 27, 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 6:01 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	Melissa Nation
Corey Cerwinski	Nina Brickman
Janel Langreck	Shirley Vermace
Jeff Bunn	Steve Breitbach
Joseph Pisney	Steve Doeppke
Les Askelson	Suellen Kolbet
Marcia Hesse	Wendy Shea

Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Nichole Griese, Staff	Karli Schmelzer, Staff
Brooke Fay, Staff	

Board members unable to attend are as follows:

Julie Wurtzel	Melissa Timmermans
Linda Voshell	Nick Winter
Mark Kubik (2)	

The first agenda item was review of the 11/27/23 meeting agenda and the 10/23/23 meeting minutes. Trisha Wilkins noted an additional agenda item under item number ten, Office of Head Start Program Instruction ACF-PI-OHS-23-07. Move to approve the revised 11/27/23 meeting agenda as presented by Joe Pisney, seconded by Shirley Vermace. Motion carried all voting aye. Move to approve the 10/23/23 meeting minutes as presented by Nina Brickman, seconded by Dan Byrnes. Motion carried all voting aye.

Trisha Wilkins then reviewed the October Financial Reports. Moved to approve the October Financial Reports as presented by Suellen Kolbet, seconded by Joe Pisney. 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, stating 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 Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

This month's program presenter was Nichole Griese, NEICAC's FaDSS Director. Nichole provided and reviewed the FaDSS Missions Statement, Eligibility requirements, Spark Project update and the FY23 NEICAC FaDSS Annual Report. Currently there are 42 families enrolled in the program with 7 on the waiting list. Earlier during the year, staffing and agency caseload were reduced after a staff resignation. During the presentation, Nina Brickman asked if families were struggling to find childcare. Nichole replied that families have lost jobs due to no second-shift childcare in the area. Brooke Fay, NEICAC FaDSS employee, joined Nichole to share a client success story. Wendy Shea noted the board's appreciation for Nichole's work on the pilot program. Les Askelson added appreciation for all the hard work and achievements of the FaDSS staff as shown in the Annual Report. The Board thanked Nichole Griese and Brooke Fay for their presentation.

The next item on the agenda was an update on current Board vacancies. As of today, we are looking for a Winneshiek County Private Group Representative, an Allamakee County Private Group Representative (resignation came after the Board letter was sent out), and we are still currently working on the Head Start Liaison. The Clayton County Low-Income Representative is in the process of being filled and ballots have gone out to parents in the Clayton County Head Start classrooms. This was for the Board's information.

Trisha Wilkins then reviewed with the Board the November 2023 Program and Agency Dashboard Report. 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.

Trisha Wilkins reviewed with the Board the Personnel Committee's recommended Employee Handbook and Procedure revisions. Moved to approve the revisions by Wendy Shea, seconded by Joe Pisney. Motion carried all voting aye.

Les Askelson provided the Board with the Personnel Committee's recommended wage scale increase for the Weatherization Director and a 2.5% cost of living increase for all employees effective for the first payroll that includes 2/1/2024. Moved to approve the increases by Shirley Vermace, seconded by Nina Brickman.

Next item on the agenda is the Community Services Block Grant program. Trisha Wilkins reviewed both the PY23 Year End and Agency Resources Report. This was for the Board's information.

The Head Start/Early Head Start monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the October Enrollment report, the October Attendance report, USDA Subsidy report and November Policy Council minutes. Trisha Wilkins also included information for the Program Instruction ACF-PI-OHS-23-04 from the Office of Head Start. It is a notice of Proposed Rulemaking on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period. This was for the Board's information.

Trisha Wilkins reviewed the General Relief Program Budgets next. The proposed budgets for FY25 would begin 7/1/24 in Howard, Fayette, Chickasaw and Winneshiek Counties. This was for the Board's information.

Next, Trisha Wilkins provided an update on NEICAC Annual Fundraiser Campaign. The campaign will run from now until mid-January. This was for the Board's information.

Under Grants and Funding, Trisha Wilkins shared that we have received all October 1st new contracts. Iowa Community Action Association will consult on updating our agency's Community Needs Assessment. This was for the Board's information.

There were multiple items under the Director's Report. Trisha Wilkins discussed the LIHEAP and Crisis Fund Reports. Trisha Wilkins also reviewed the completed Weatherization SLICE report for 2022, which is an annual state-conducted report on Impacts and Costs of the Iowa Low-Income Weatherization Program. There was no update on the HHS Assessment. The Board is beginning a new project called "Board Spotlights" to share on our agency's social media platforms. Melissa Nation has agreed to go first. This was for the Board's information.

There were no items under Miscellaneous. Les Askelson shared that Trisha Wilkins is the new ICAA Board President and Sharon Burke is the new Iowa Head Start Association President. Les thanked Trisha and Sharon for their extra work serving in these roles.

Moved to set the next meeting date of January 20, 2024 (virtual) and adjourn meeting by Joe Pisney, seconded by Suellen Kolbet. Motion carried all voting aye.

Meeting adjourned at 7:04 pm.

Reporting Secretary



Chrishelle Stravers, CFO

