

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, January 22, 2024, 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:

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| Dan Byrnes | Melissa Nation |
| Corey Cerwinski | Nick Winter |
| Janel Langreck | Nina Brickman |
| Joseph Pisney | Shirley Vermace |
| Les Askelson | Melissa Timmermans |
| Linda Voshell | |
| Marcia Hesse | |

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

Guest:

Karl Eck, WIPFLI

Board members unable to attend are as follows:

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| Jeff Bunn | Suellen Kolbet |
| Steve Doepcke | Steve Breitbach |
| Wendy Shea | |

The first agenda item was review of the 1/22/2024 meeting agenda and the 11/27/23 meeting minutes. Move to approve the 1/22/2024 meeting agenda as presented by Corey Cerwinski, seconded by Shirley Vermace. Motion carried all voting aye. Move to approve the 11/27/23 meeting minutes as presented by Linda Voshell, seconded by Dan Byrnes. Motion carried all voting aye.

The next item on the agenda was the election of a new Board Member, Dr. Jasmin Morrison. She will represent the Winneshiek County Private sector. Move to approve the election of Dr. Jasmin Morrison as a new Board member by Nick Winter and seconded by Cory Cerwinski. Motion carried all voting aye.

Trisha Wilkins then provided an update on current Board vacancies. As of today, Allamakee County (Private), Head Start Liaison, Clayton County (Resident), and Howard County (Low Income) are vacant. This was for the Board's information.

This month's presenter was Karl Eck with WIPFLI. He provided the Board with audit planning and processing information. He discussed the new auditing standards and the lease standard that was implemented last year. He indicated that WIPFLI will focus on Head Start, HOME Program funds and possibly CACFP during this year's audit. The Board thanked Karl for his information.

Trisha Wilkins reviewed with the Board the November and December Financial Reports. Moved to approve the November and December Financial Reports as presented by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye. The balance sheet was included with the Board 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 the bill and credit card statements by Dan Byrnes, seconded by Linda Voshell. Motion carried all voting aye.

The next item on the agenda was the review of the agency-wide annual budget. This includes projected budgets for all agency programs for the next fiscal year. Moved to approve the agency-wide budget as presented by Corey Cerwinski, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the January 2024 Program and Agency Dashboard Report and an update on the Strategic Plan. This was for the Board's information.

Chrishelle Stravers presented the agency Fiscal Policy and Procedures Manual updates. The revisions of the manual were included in the Board Packet, and the full manual is posted to the Board Portal. Updates were made for formatting, spelling, and grammar throughout the manual. In addition, slight changes to the following sections: Cost Sharing & Matching, Credit Card/Online Receipts, Accounting for Elements of Cost, Disbursements and Cash & Cash Management. Moved to approve the Fiscal Policy and Procedures Manual updated as presented by Shirley Vermace, seconded by Marcia Hesse. Motion carried all voting aye.

Next item on the agenda is the Community Services Block Grant budget amendment. Trisha Wilkins reviewed the adjusted budget line items. There was no change to the total CSBG budget. Moved to approve the Community Services Block Grant budget amendment as presented by Nick Winter, seconded by Linda Voshell. Motion carried all voting aye.

The Head Start/Early Head Start monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the December Enrollment report, the December Attendance report, USDA Subsidy report and January Policy Council minutes. Trisha Wilkins also included the Program Instruction ACF-PI-OHS-24-01 from the Office of Head Start. The Waukon Building USDA Loan Budget was also discussed. Moved to approve the Waukon Building USDA Loan Budget as presented by Dan Byrnes, seconded by Nick Winter. Motion carried all voting aye.

Trisha Wilkins reviewed the Grants, Contracts and Funding Reports next. Motion needed for the cash match commitment for the Allamakee Community Foundation Grant, if awarded the grant will fund the Crisis Assistance Program for the county. Moved to approve the cash match for the Allamakee County Community Foundation Grant application by Linda Voshell, seconded by Janel

Langreck. Motion carried all voting aye. Trisha Wilkins provided an update on NEICAC Annual Fundraiser Campaign. The campaign is beginning to wrap up. As of today, NEICAC has received 63 separate donations. This was for the Board's information. Last time under this section was an update on Weatherization HEAP and Utility Contracts that were supposed to begin on January 1. The state is still working through the contract process and hopes to have the contracts issued to agencies by the end of January.

The next item on the agenda was the Crisis Assistance Program Policy. Trisha Wilkins shared the revisions which included the Emergency Shelter policy and no longer requiring income verification for Food Pantries. Dan Byrnes commented that this was similar to what the Food Shelf does and thinks it is a good move. Shirley Vermace agreed and added that community members may support the Food Pantry more by making this change. Moved to approve the Crisis Assistance Program Policy revisions as presented by Nina Brickman, seconded by Dan Byrnes. Motion carried all voting aye.

There were multiple items under the Director's Report. Trisha Wilkins discussed the LIHEAP and Crisis Program data reports. Trisha Wilkins then shared she had met with all but Bremer County for the County Funding Meetings, with Bremer's being scheduled for 1/23/2024. She also updated the Board on the Embrace Iowa Program which began accepting applications on January 1 and have already received 44 applications. Trisha Wilkins also mentioned that the HMA Assessment report by HHS has been released, which she had sent in an email previously.

Finally, Trisha Wilkins also mentioned upcoming legislative events. FaDSS Day on the Hill at the Des Moines Capital will be January 25, 2024, Nichole (FaDSS Director) and her staff plan on attending. A Legislative Breakfast, sponsored by Iowa Community Action Association (ICAA) is also scheduled for Wednesday, February 14 in Des Moines. Chrishelle Stravers and Karli Schmelzer will be representing NEICAC. This was for the Board's information.

The only item under Miscellaneous is Trisha Wilkins' vacation from February 6 through February 14. Also, RSVP cards will no longer be sent for board meetings due to mail delays.

Moved to set the next meeting date of February 26, 2024 (virtual) and adjourn meeting by Linda Voshell, seconded by Janel Langreck. Motion carried all voting aye.

Meeting adjourned at 6:55 pm.

Reporting Secretary



Chrishelle Stravers, CFO

