

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, February 26, 2024, via Microsoft TEAMS. 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:

Corey Cerwinski	Marcia Hesse
Janel Langreck	Melissa Timmermans
Jeff Bunn	Nina Brickman
Joseph Pisney	Steve Breitbach
Jasmin Morrison	Wendy Shea
Les Askelson	
Linda Voshell	
Trisha Wilkins, Staff	
Karli Schmelzer, Staff	Chrishelle Stravers, Staff

Board members unable to attend are as follows:

Dan Byrnes	Shirley Vermace
Melissa Nation	Suellen Kolbet (2)
Nick Winter	Steve Doeppke

The first agenda item was review of the 2/26/2024 meeting agenda and the 1/22/2024 meeting minutes. It was noted that a correction was needed to the 1/22/2024 meeting minutes; Melissa Timmermans was listed as absent but should have been listed as present. Move to approve the 2/26/2024 meeting agenda and the corrected 1/22/2024 meeting minutes by Jeff Bunn, seconded by Corey Cerwinski. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the January Financial Reports. Moved to approve the January Financial Reports as presented by Linda Voshell, seconded by Janel Langreck. Motion carried all voting aye. The balance sheet was included with the Board packet and was for the Board's information.

Jeff Bunn 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 Jeff Bunn, seconded by Janel Langreck. Motion carried all voting aye.

The next item on the agenda was Board Member vacancy updates. Trisha Wilkins stated the Clayton County Low Income and the Head Start Liaison seats remain open. There has been progress on both the Howard and Allamakee County openings. Trisha shared that a candidate has committed to the Howard County Low-Income sector and should be ready at the next meeting.

Karli Schmelzer, Operations & Development Director, was February's presenter. Karli provided a PowerPoint presentation: A Day in the life of a Family Services Specialist, Food Pantry Operations, Head Start Support and AmeriCorps partnership. The Board thanked Karil Schmelzer for her presentation and the Family Services staff for all their hard work.

Trisha Wilkins then reviewed with the Board the February 2024 Program and Agency Dashboard 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 January Enrollment report, the January Attendance report, USDA Subsidy report and February Policy Council minutes. Trisha Wilkins also discussed the Head Start and Early Head Start Selection Criteria, noting that the only change was adding SNAP eligibility as an additional qualifying criterion. Trisha Wilkins also included the Head Start Policy Council Bylaws, which had no changes from last year's edition. Moved to approve the Head Start and Early Head Start Selection Criteria by Wendy Shea and seconded by Linda Voshell. Motion carried all voting aye. Moved to approve the Head Start Policy Council Bylaws by Corey Cerwinski and seconded by Joe Pisney. Motioned carried all voting aye.

Grants, Contracts & Funding Report was next on the agenda. Trisha Wilkins provided an update on funding contracts and amendments. LIHEAP and CSBG received contract amendments and Weatherization received the new HEAP contract for 2024. Transit also received the FY2024 Non-Urban Operating Assistance contract. A grant was awarded from Farm Credit Services of America for Howard & Bremer County Family Services and Food Pantry. Other grants applied for were; Allamakee County Community Foundation, United Way Dubuque Area Tri-States, and the Family Engagement Award. This was for the Board's information.

There were multiple items under the Director's Report. First was the review of the LIHEAP and Crisis Program data reports. Next, Trisha Wilkins provided an update on FaDSS Day on the Hill, the ICAA legislative breakfast and other state legislative updates. This was for the Board's information.

Trisha Wilkins stated that the agency is continuing with Board Spotlights. She asked if anyone was interested in being in the next spotlight to please let her know. This was for that Board's information. Lastly, Trisha Wilkins provided an update on website issues. This was for the Board's information.

There was nothing to discuss under Miscellaneous.

Moved to cancel the March 25th meeting, set the next meeting to April 22 (in-person in West Union), and adjourn the meeting by Corey Cerwinski and seconded by Jeff Bunn. Motion carried all voting aye.

Meeting adjourned at 6:50 pm.

Reporting Secretary

Chrishelle Stravers, CFO