

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, April 22, 2024, in the Lower-Level Breakroom 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 6:05 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	Cindy Yslas
Corey Cerwinske	Melissa Nation
Janel Langreck	Melissa Timmermans
Joseph Pisney	Shirley Vermace
Jasmin Morrison	Steve Doepcke
Les Askelson	Suellen Kolbet
Linda Voshell	Wendy Shea
Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	

Board members unable to attend are as follows:

Jeff Bun	Nina Brickman
Marcia Hesse	Steve Breitbach
Nick Winter (2)	

The first agenda item was review of the 4/22/2024 meeting agenda and the 2/26/2024 meeting minutes. Move to approve the 4/22/2024 meeting agenda and the 2/26/2024 meeting minutes by Joe Pisney, seconded by Corey Cerwinske. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the March Financial Reports. 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 March Financial Reports and the Finance Committee report of the bill and credit card statements as presented by Linda Voshell, seconded by Suellen Kolbet. Motion carried all voting aye. The balance sheet was included with the Board packet and was for the Board's information.

Trisha Wilkins presented on behalf of Lori Egan, Transportation Director. Trisha discussed the Transit program highlighting updates and challenges. She also included additional information on Transit's role in the current transportation project in Lansing, IA while the bridge is being fixed. Trisha Wilkins also reviewed with the Board the FY25 Consolidated Grant for Transit's funding and funding allocations. Moved to approve the FY25 Consolidated Grant as presented by Shirley Vermace, seconded by Jasmin Morrison. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the April 2024 Program and Agency Dashboard Report. This was for the Board's information.

The next item on the agenda was the Community Needs Assessment, which needs to be completed every three years. Trisha Wilkins shared the Executive Summary and full Community Needs Assessment Report results. Results show similar needs as previous reports such as childcare, housing/housing resources, transportation, medical insurance/facility access, food, and others. This shows the importance of understanding partner agency services for providing referrals when needed as well. Moved to approve the 2024 Community Needs Assessment Report as presented by Linda Voshell, seconded by Janel Langreck. Motion carried all voting aye.

Next, Trisha Wilkins reviewed with the Board the quarterly and plan year two annual performance reports for the NEICAC Strategic Plan. Trisha Wilkins discussed the Plan to Date Annual Plan Summary with the plan's six strategic initiatives. Moved to approve continuing with the Six Strategic Initiatives as presented by Shirley Vermace, seconded by Joe Pisney. Motion carried all voting aye.

Trisha Wilkins then reviewed the Community Services Block Grant Mid-Year Reports and Target Modifications. There are some changes to the final target numbers than initially thought, these reflect the numbers served in the past six months and the anticipation of how many we will service in the next six months. Multiple board members commented on the level of data that is collected and how much time that must take. Moved to approve modifying the Indicated Target Numbers as presented by Suellen Kolbet, seconded by Wendy Shea. 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 March Enrollment report, the March Attendance report, USDA Subsidy report and April Policy Council minutes. Trisha Wilkins also provided an update on the Head Start Fall 2024 application status. Trisha Wilkins also included the Annual 425 Reports for Head Start and Early Head Start. Moved to approve the Head Start and Early Head Start Annual 425 Reports by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye.

Grants, Contracts & Funding Report was next on the agenda. Trisha Wilkins provided an update on funding contracts and amendments. Funding Contracts and amendments were received for the Low-Income Energy Assistance Program/Black Hills Energy and the Family Development & Self Sufficiency Program. Grants were awarded from Northeast Iowa Food Bank for Pantry Development, Building Direction for Families for Head Start in Oelwein, and the Winneshiek County Community Foundation for Crisis Assistance. This was for the Board's information.

Next, Karli Schmelzer provided information to the Board specific to the agency's unrestricted funding needs and its agency impact and further discussed the Board's role. This was part of the planned semi-annual training to refresh existing Board members and educate the new members. This was for the Board's information.

Trisha Wilkins then provided an update on the Corporate Office/Smith Building discussion. This was for the Board's information.

There were multiple items under the Director's Report. First, Trisha Wilkins reviewed the LIHEAP and Crisis Program data reports. Next the Embrace Iowa Final Report was discussed with 37 households being assisted. Lastly, Trisha Wilkins provided a legislative update regarding the importance of the Community Action Commission and FaDSS Council. Trisha Wilkins also reminded

the Board about the upcoming National Community Action Partnership Conference in Seattle, WA, and the Iowa Community Action Association Conference in Des Moines. If anyone is interested in attending, they should contact Trisha Wilkins by May 1<sup>st</sup>. This was for the Board's information.

There was nothing to discuss under Miscellaneous.

Moved to set the next meeting to May 28, 2024 (virtual) and adjourn the meeting by Janel Langreck, seconded by Linda Voshell. Motion carried all voting aye.

Meeting adjourned at 7:28 pm.

Reporting Secretary



Chrishelle Stravers, CFO

