

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 24, 2023 via Microsoft TEAMS. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:00pm. Board Vice Chair, Janel Langreck, called the meeting to order followed by reciting the NEICAC mission statement. Roll call was taken.

Present were:

Dan Byrnes
Corey Cerwinski
Janel Langreck
Jeff Bunn
Jenny Cole
Joseph Pisney
Julie Wurtzel
Linda Voshell
Mark Kubik

Melissa Nation
Nick Winter
Nina Brickman
Sara Noack
Shirley Vermace
Shannon Michael
Suellen Kolbet
Wendy Shea

Trisha Wilkins, Staff
Karli Schmelzer, Staff

Chrishelle Stravers, Staff
Lori Egan, Staff

Board members unable to attend are as follows:

Les Askelson
Marcia Hesse (2)
Steve Breitbach

Steve Doeppke
Tabitha Chase (4)

The next agenda item was review of the 4/24/23 meeting agenda and 3/27/23 meeting minutes. Moved to approve the 4/24/23 agenda and 3/27/23 meeting minutes as presented by Shirley Vermace, seconded by Corey Cerwinski. Motion carried all voting aye.

Trisha reviewed with the Board the March Financial Reports. Moved to approve the March Financial Reports as presented by Dan Byrnes seconded by Linda Voshell. Motion carried all voting aye.

Linda Voshell presented on behalf of the Finance Committee, stating that everything looked in order with no discrepancies noted. Dan Byrnes gave an update on the Finance Committee process and stated nothing is out of the ordinary. Moved to approve the Finance Committee

report of the bill and credit card review by Linda Voshell, seconded by Dan Byrnes. Motion carried all voting aye.

The program presenter this month was Lori Egan, Transportation Director. Lori Egan provided the Board with an update on the Earl Public Transit program, starting with the Upper Iowa Beef Route and CDBG grant that was completed on 1/31/2023. Next was data on ridership numbers and route changes. Due to low ridership and the driver shortage in Clayton County, it is proposed to decrease one day per week in Elkader and Guttenberg for in-town services which may allow for the increased provision of medical trips in this area. Other items discussed were Van Pools, Low/No Emission Vehicles, Capital Projects, and funding sources. Shirley Vermace asked how many indoor facilities we would need if the world was perfect, Lori replied "In each station point, at least with electricity and basic shelter." Lori Egan reviewed with the Board the FY24 Consolidated Grant application. Moved to approve the FY24 Consolidated Grant application as presented by Shirley Vermace, seconded by Mark Kubik. Motion carried all voting aye. The Board thanked Lori Egan for her presentation.

Trisha Wilkins then reviewed with the Board the April 2023 Program and Agency Dashboard Report. This was for the Board's information.

Next, Trisha Wilkins reviewed with the Board the quarterly and annual performance reports for the NEICAC Strategic Plan. Moved to approve NEICAC (Year 1) Strategic Plan Outcomes Analysis & Year 2 Plan Modifications as presented by Shirley Vermace, seconded by Wendy Shea. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the 2022 Stakeholder report which will be used in the next Community Needs Assessment. This was for the Board's information.

Next was a review of the CSBG Mid-Year Reports and Target Modifications presented by Trisha Wilkins and Karli Schmelzer. Moved to approve the CSBG Mid-Year Reports and Target Modifications as presented by Suellen Kolbet, seconded by Sara Noack. Motion carried all voting aye.

The HS/EHS monthly programming reports were next on the agenda. Trisha Wilkins reviewed with the Board the March enrollment and attendance reports, USDA subsidy reports, April Policy Council minutes, information memorandum ACF-IM-HS23-01, Fall 2023 Head Start Application status report, and the OHS Monitoring Review Report. This was for the Board's information. Trisha Wilkins then discussed the Annual 425 Reports for Head Start/Early Head Start. Moved to approve the Annual 425 Reports for Head Start/Early Head Start as presented by Linda Voshell, seconded by Nick Winter. Motion carried all voting aye. The last item for review was the carryover request for Head Start/Early Head Start funding. Moved to approve the carryover funding request for Early Head Start (\$163,851.76) and Head Start (\$89,716.16) as presented by Corey Cerwinske, seconded by Shannon Michael. Motion carried all voting aye.

Trisha Wilkins provided an update on grants and funding. We received notice that we will not receive any funds from the Allamakee County Community Foundation grant for the Crisis Assistance program. NEICAC has submitted applications for the following grants: POET Bioprocessing Community Impact Grant for \$4,000 to fund the Crisis Assistance program in Fayette County and the Bremer County Community Foundation Grant for \$10,000 to fund the Food Pantry and Crisis Assistance program in Bremer County. This was for the Board's information.

Karli Schmelzer provided information to the Board specific to the agency's fundraising needs and its agency impact and further discussed the Board's role with this. Wendy Shea asked about ways to connect with donors. Trisha Wilkins replied that any board member interested in helping with donor follow-up should contact her. Julie Wurtzel inquired about legacy gifts and Shirley Vermace mentioned the possibility of starting a subcommittee for fundraising. Janel Langreck asked if the Public Relations & Media committee could take this role.

There were multiple items under the Director's report. First was a review of the LIHEAP, Crisis and LIHWAP program data reports. Next, Trisha Wilkins reviewed the CSBG Organization Standards self-assessment review report, IDOT Subrecipient Review Report of Earl Public Transit, and the Embrace Iowa Final report. Trisha Wilkins also reminded the Board about the upcoming National Community Action Partnership Conference and ICAA Conference. If anyone is interested in attending, they should contact Trisha Wilkins by May 1st. This was for the Board's information.

Next item on the agenda is a status update on Trisha Wilkins' Performance Evaluation. Due to schedule conflicts this is being pushed back to May but still needs to be completed by the June Board meeting. The Personnel Committee will meet on May 22, 2023 at 5:15 pm, before the regular Board meeting.

Trisha Wilkins also addressed the need to schedule a Planning Committee meeting before the Board meeting in May. This is to discuss and recommend to the full Board the annual Community Services Block Grant Plan and Application. Trisha Wilkins will send out a poll with potential meeting times to the Planning Committee members.

There were no items to discuss under Miscellaneous.

Moved to approve setting the next meeting date of May 22, 2023 (in person) and adjourn meeting by Suellen Kolbet, seconded by Nick Winter. Motion carried all voting aye.

The meeting adjourned at 7:33pm.

Reporting Secretary

Chrishelle Stravers

Chrishelle Stravers, CFO