

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 Tuesday, May 28, 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 Cerwinske | Melissa Timmermans |
| Jeff Bunn | Nick Winter |
| Joseph Pisney | Nina Brickman |
| Les Askelson | Shirley Vermace |
| Linda Voshell | Steve Doeppke |
| Marsha Hesse | Steve Breitbach |
| Cindy Yslas | Suellen Kolbet |
| Stacie Cooper | Wendy Shea |
| Trisha Wilkins, Staff | Chrishelle Stravers, Staff |
| Karli Schmelzer, Staff | Sharon Burke, Staff |
| Rebecca Phillips, Staff | |

Board members unable to attend are as follows:

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| Janel Langreck | Jasmin Morrison |
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The first agenda item was review of the 5/28/2024 meeting agenda and the 4/22/2024 meeting minutes. Move to approve the 5/28/2024 meeting agenda and the 4/22/2024 meeting minutes by Shirley Vermace, seconded by Wendy Shea. Motion carried all voting aye.

The next item on the agenda was the election of a new Board Member, Stacie Cooper. She will represent the Allamakee County Private Sector. Move to approve the election of Stacie Cooper as a new Board member by Dan Byrnes and seconded by Shirley Vermace. Motion carried all voting aye.

A new Board photo was taken in virtual format to celebrate May's Community Action Month. A plan for an in-person photo was made for the Board Meeting in June.

Trisha Wilkins then reviewed with the Board the April Financial Reports. Moved to approve the April Financial Reports as presented by Nick Winter, seconded by Dan Byrnes. Motioned 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 April Financial Reports and the Finance Committee report of the bill and credit card statements as presented by Dan Byrnes, seconded by Steve Doeppke. Motion carried all voting aye.

Sharon Burke, Early Childhood Programs Director and Rebecca Phillips, Child Adult Care Food Program (CACFP) Coordinator were May's presenters. Rebecca Phillips shared a PowerPoint presentation with background, goals, statistics, and updates with the Board. Sharon Burke provided program information and Head Start and Early Head Start updates. Shirley Vermace asked if Sharon would send out the slides, Sharon replied that she would.

Next on the agenda was Head Start/Early Head Start. Trisha Wilkins discussed the Head Start Enrollment Reduction Application and Classroom Closure Request. Due to projected budget shortfalls, two Head Start classrooms would be closed by the next school year; one being in Waukon and the second being Oelwein. We have the capacity to serve all income eligible children in three Oelwein classrooms and have five families on a wait list for Waukon. In addition, the Reduction Application requests to reduce Head Start Enrollment by 28 students for a new total enrollment of 285 (Head Start and EHS). Wendy Shea commented on the amount of work that went into the application. Marcia Hesse asked if additional funding became available later, would it be possible to reopen them. Corey Cerwinski stated he supports it because it was well researched, a decision had to be made and the facts align. Nick Winter said it was sad funding has not kept up with the program's cost. Moved to approve the Head Start Enrollment Reduction Application and Classroom Closure Request as presented by Nick Winter, seconded by Corey Cerwinski. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the Head Start/ Early Head Start April Enrollment report, the April Attendance report, USDA Subsidy report, the May Policy Council Meeting minutes, and the Fall 2024 Head Start Application Status. The annual Transportation Waiver for the Head Start Preschool program was discussed. The Fiscal Year 2024 Head Start Funding Increase (ACF-OHS-PI-24-02) and Strategies for Recommendation for Supporting Mental Health (ACF-OHS-IM-24-01) were also provided. This was for the Board's information.

Transit was next on the agenda and Trisha Wilkins shared some updates. First was a new transportation project collaborating with the Clayton County Veteran's Affairs and the VA Clinic in Decorah to better service Clayton County Veterans. Dan Byrnes said he would contact the Allamakee County Veteran's to see if this would be possible in Allamakee County. Secondly, Trisha Wilkins shared that Transit will need to increase their general fare box rates. A public hearing is scheduled for early June for the rate increase. This was for the Board's information.

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

Next on the agenda, Trisha Wilkins provided an update on an upcoming contract amendment for the FaDSS Program. They have requested that our FaDSS Director, Nichole, take on an additional role serving as a Peer TA for the state. Moved to approve the updated job description and position salary scale as presented by Suellen Kolbet, seconded by Dan Byrnes. Motion carried all voting aye.

Trisha Wilkins reviewed with the Board the CSBG FY25 Application and National Performance Indicators (NPIs) specific to Individuals, Families and Community Initiatives. As in previous years, the plan for the CSBG funds' use will be for Family Services and CSBG related staffing and office costs. Moved to approve the CSBG FY25 Application and NPI's as presented by Linda Voshell, seconded by Shirley Vermace. Motion carried all voting aye.

The Crisis Assistance Policy was next on the agenda. Karli Schmelzer provided additional revision information including the removal of Internet/Smart Phone Access and Swim Lessons/Extracurricular Activities from the policy. This is due to reduced funding and the greater need for utility and rent assistance. Moved to approve the revisions to the Crisis Assistance Policy as presented by Dan Byrnes, seconded by Corey Cerwinske. Motion carried all voting aye.

Next on the agenda was the revision for Trisha Wilkins' annual performance evaluation, with a plan to convert it to a survey form and send it to all NEICAC Board Members for completion. Les Askelson commented he liked the new format and that all board members would be able to participate. Wendy Shea asked how the responses would be compiled. Trisha Wilkins stated that she would work with Les and that responses would go to a board member who could pull a report. Wendy replied that she appreciates the new process. Dan Byrnes said it would be helpful to have a job description when completing the evaluation, Trisha replied she would include one. Moved to approve the updated performance evaluation tool as presented by Suellen Kolbet, seconded by Dan Byrnes. Motion carried all voting aye.

Grants, Contracts & Funding Report was next on the agenda. Trisha Wilkins provided an update on funding contracts and amendments. Weatherization, LIHEAP and CSBG received contract amendments. Grants from Oelwein United Way, United Way of Dubuque Area Tri-States, and Economic Development Authority were awarded. 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 Trisha provided an update on the Disaster Declarations issued for Allamakee and Fayette counties by Governor Reynolds. This proclamation activated the Iowa Individual Assistance Grant Program and the Iowa Disaster Case Advocacy program. Trisha Wilkins then shared the Weatherization Program's field monitoring report. Lastly, Trisha Wilkins shared that the Board Portal was back up and running. This was for the Board's information.

There was nothing to discuss under Miscellaneous.

Moved to set the next meeting to June 24, 2024 (in person in West Union) and adjourn the meeting by Steve Doepcke, seconded by Cindy Yslas. Motion carried all voting aye.

Meeting adjourned at 7:31 pm.

Reporting Secretary



Chrishelle Stravers, CFO