

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, June 24, 2024, in the Assembly Room of the Fayette County Courthouse. 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
Janel Langreck
Jasmin Morrison
Jeff Bunn
Joseph Pisney
Les Askelson
Marcia Hesse
Cindy Yslas

Melissa Timmermans
Nina Brickman
Shirley Vermace
Steve Doeppke
Stacie Cooper

Trisha Wilkins, Staff
Karli Schmelzer, Staff

Chrishelle Stravers, Staff

Guest:

Julie Murphy, WIPFLI

Board members unable to attend are as follows:

Corey Cerwinske
Melissa Nation
Steve Breitbach
Wendy Shea

Linda Voshell
Nick Winter
Suellen Kolbet

The first agenda item was review of the 6/24/2024 meeting agenda and the 5/28/2024 meeting minutes. Trisha Wilkins noted a couple additional agenda items; request to approve FaDSS signatory under item 14 and under item 15 approve the Upper Mississippi Gaming Corporation Grant application. Move to approve the 6/24/2024 meeting agenda with additions by Joe Pisney, seconded by Shirley Vermace. Motion carried all voting aye. Move to approve the 5/28/2024 meeting minutes by Nina Brickman, seconded by Stacie Cooper. Motion carried all voting aye.

The presenter this month was Julie Murphy from WIPFLI LLP. Julie presented to the Board the completed FY24 (2/1/23-1/31/24) Financial Audit Report. Julie Murphy stated that there were no material weaknesses or significant deficiencies reported. The prior year significant deficiency on the Financial Statements for a prior period adjustment was resolved. Julie Murphy answered questions on the financial statements from the Board. Board members received the completed audit by email

and paper copy. Move to approve the FY24 (2/1/23-1/31/24) Financial Audit Report as presented by Joe Pisney, seconded by Steve Doepcke. Motion carried all voting aye.

The next item on the agenda was a discussion of the NEICAC 2023 IRS 990 form. Chrishelle Stravers provided a status update; the form will not be filed until after the audit report is completed. It will be presented during the next Board meeting for approval. This was for the Board's information.

The next item on the agenda presented by Trisha Wilkins was the request for approval to add Chrishelle Stravers as a signor to Fidelity Bank and Trust. She will join the existing signors of Les Askelson, Linda Voshell and Trisha Wilkins. Move to approve adding Chrishelle Stravers as a signor to Fidelity Bank and Trust Account #3132217, all other existing signors will stay on as signors by Shirley Vermace, seconded by Janel Langreck. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the May Financial Reports. Moved to approve the May Financial Reports as presented by Joe Pisney, seconded by Jasmin Morrison. Motioned 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 as presented by Jeff Bunn, seconded by Dan Brynes. Motion carried all voting aye.

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

The next item on the agenda was a rate increase request for the Transit Program presented by Trisha Wilkins. Due to the loss of COVID operating funds and increasing expenses, Transit will need to increase rates. Effective July 1, 2024, Transit will increase the General Fare Box rate to \$3.00 per ride. Move to approve the General Fare Box rate increase to \$3.00 as presented by Shirley Vermace, seconded by Jeff Bunn. Motion carried all voting aye.

Request for approval of the Employee Travel Policy Revisions was next on the agenda. Trisha Wilkins shared the proposed changes to the employee's personal auto insurance requirements based on job risk factors. This includes reduced requirements to the state-required minimums for all employees and the higher levels of insurance (\$100,000/300,00 in bodily injury and \$100,00 in property damage) for identified agency positions. Employees must carry the higher level of insurance to be eligible for reimbursable mileage. Multiple board members commented on the struggles of retaining employees and balancing risk. Move to approve the revised policy by Dan Brynes, seconded by Cindy Yslas. Motion carried all voting aye.

Next on the agenda was Head Start/Early Head Start. Trisha Wilkins reviewed with the Board the Head Start/Early Head Start May Enrollment report, the May Attendance report, USDA Subsidy report, the June Policy Council Meeting minutes, and the Fall 2024 Head Start Application Status. New Eligibility Provisions for American Indian and Alaska Native Programs (ACF-OHS-PI-24-03) and New Eligibility Provisions for Migrant and Seasonal Head Start Programs (ACF-OHS-PI-24-04) were also provided. This was for the Board's information.

The next item on the agenda was a Housing Program update. Trisha Wilkins provided an update from Julie Buddenberg, the Housing Programs Coordinator. NEICAC was awarded a dollar-for-dollar match grant for dirt work to be completed at the Calmar Apartments from the Northeast Iowa Regional Housing Trust Fund. The Washington Court and Woolen Mill apartments were awarded the EECBG grant to install/replace heat-pumps. NEICAC also applied for the FHLB AHP grant, expecting to be notified of the awarding in December 2024. Trisha Wilkins also shared an update on the Ridgewood Duplex, which was built for low-income individuals with disabilities. The tenants required 24-hour care from another service, which is no longer providing these services. Trisha Wilkins will keep the Board updated on the impact this could have. This was for the Board's information.

Trisha Wilkins then gave an update on the Iowa Individual Assistance Grant Program. On April 17, 2024, the disaster proclamations for Allamakee and Fayette Counties opened applications for the Iowa Individual Assistance Grant Program (IIAGP) as well as the disaster proclamation for Fayette County on May 22, 2024. Beginning July 1, 2024, the grant amount will increase from \$5,000 to \$7,000, starting with disasters July 1, 2024, or later, this change will not impact any currently active disaster proclamations. As of July 1, 2024, the reimbursement structure for program support for IIAGP will change as well. For NEICAC, reimbursement will be provided for direct costs plus our existing negotiated indirect cost rates. This was for the Board's information.

The next item on the agenda presented by Trisha Wilkins was the request for approval for LIHEAP, Weatherization and FaDSS program signatories. Move to approve the program signatories that authorize Trisha Wilkins and Chrishelle Stravers to sign contracts and amendments for those programs by Janel Langreck, seconded by Stacie Cooper. Motion carried all voting aye.

Grants, Contracts & Funding Report was next on the agenda. Trisha Wilkins provided an update on funding contracts and amendments received for Weatherization, LIHEAP and FaDSS. In addition, NEICAC was awarded a forgivable grant for Housing from the Northeast Iowa Regional Housing Trust Fund, as discussed earlier, and a Bremer County Community Foundation grant for Crisis Assistance. A Grant was submitted for Transit to the National Aging & Disability Transportation Center. A request was made to apply for the Upper Mississippi Gaming Corporation Grant for Clayton County Crisis. Move to approve the application to Upper Mississippi Gaming Corporation Grant for the Clayton County Crisis Fund as presented by Marcia Hesse, seconded by Cindy Yslas. Motion carried all voting aye.

The next item on the agenda was the discussion and decision on the Smith Building in Decorah. Trisha Wilkins shared with the Board a list of properties that were visited, inspection report of the Smith Building, electrical inspection letter from Perry Novak, estimated Smith Building costs, and the Beacon public records assessor data. After board discussion, there was a move to extend an offer to purchase the Smith Building for \$1 with contingency of securing insurance for the building by Dan Byrnes, seconded by Cindy Yslas. Motion carried all voting aye.

The Director's Report was next on the agenda. Trisha Wilkins shared the Crisis Fund Report stating that since October 1st NEICAC has assisted with 899 payments for emergency/crisis needs. This was for the Board's information.

There was nothing to discuss under Miscellaneous.

Moved to set the next meeting to July 22, 2024 (in person in West Union) and adjourn the meeting by Jeff Bunn, seconded by Joe Pisney. Motion carried all voting aye.

Meeting adjourned at 7:45 pm.

Reporting Secretary



Chrishelle Stravers, CFO