

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, July 22, 2024, in the Lower-Level Breakroom of the Fayette County Courthouse. The Finance Committee met at 5:45pm. The Board of Directors meeting was called to order at 6:15 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	Shirley Vermace
Jasmin Morrison	Steve Doeppke
Joseph Pisney	Stacie Cooper
Les Askelson	Steve Breitbach
Marcia Hesse	Wendy Shea
Cindy Yslas	

Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	Sharon Burke, Staff
Scott Fischer, Staff	Nicole Griese, Staff
Karen Henry, Staff	Courtney Adam, Staff

Board members unable to attend are as follows:

Corey Cerwinski (2)	Linda Voshell (2)
Melissa Nation (2)	Nick Winter (2)
Janel Langreck	Suellen Kolbet (2)
Jeff Bunn	Melissa Timmermans
Nina Brickman	

The first agenda item was review of the 7/22/2024 meeting agenda and the 6/24/2024 meeting minutes. The following addition was made to the agenda; add potential move of Waverly Family Services and Food Pantry under number 15, Director's Report. Move to approve the 7/22/2024 meeting agenda with addition and the 6/24/2024 meeting minutes by Joe Pisney, seconded by Stacie Cooper. Motion carried all voting aye.

Shirley Vermace presented on behalf of the nominating committee regarding the Election of Board Officers. The slate of officers presented to the Board were as follows: Les Askelson, Board Chair; Janel Langreck, Vice Chair; Dan Byrnes, Secretary/Treasurer. Move to approve the presented slate of officers effective 7/22/24 by Cindy Yslas, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins then reviewed the June Financial Reports. Move to approve the June Financial Reports as presented by Wendy Shea, seconded by Shirley Vermace. Motion carried all voting aye. The balance sheet was included in 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 June Finance Committee report of the bill and credit card statements as presented by Dan Byrnes, seconded by Joe Pisney. Motion carried all voting aye.

Program presenters this month were Courtney Adam, HR Director and Chrishelle Stravers, Chief Financial Officer. Courtney Adam provided information on current workforce demographics, recruitment, and retention. Chrishelle Stravers provided the Board with information on the principles of effective internal controls and the roles of governance and management. The Board thanked Courtney Adam and Chrishelle Stravers for their information.

Trisha Wilkins then reviewed with the Board the July 2024 Program and Agency Dashboard Report. This was for the Board's information. Shirley Vermace noted that she had been distributing the report to the public.

The next item on the agenda was the review of the updated NEICAC Bylaws. Trisha Wilkins shared the revisions including the removal of the Head Start Policy Liaison Board Seat (due to difficulties in filling the position); updates to the CEO job title and Board Officer positions; an additional section to include emergency bylaws and powers; and the Board Conflict of Interest section to match the current policy earlier approved by the Board. Move to approve attorney-revised NEICAC Bylaws as presented by Dan Byrnes, seconded by Cindy Yslas. Motion carried all voting aye.

NEICAC Articles of Incorporation were next on the agenda. Trisha Wilkins shared the current Articles of Incorporation and informed the Board of changes needed, including updating Trisha Wilkins to the agency's Registered Agent; Objects and Purposes to match the revised bylaws; indication there is no corporate seal; updated the Board Secretary to match what was on file with the Secretary of State. Move to adopt the attorney revised NEICAC Articles of Incorporation as presented by Marcia Hesse, seconded by Steve Doeppke. Motion carried all voting aye.

Trisha Wilkins then provided a Strategic Plan update. This was for the Board's information.

Trisha Wilkins reviewed with the Board the annual Board Conflict of Interest Policy and Training. She also further discussed the Duty to Disclose in relation to the vendor list that was emailed earlier to the Board. At this time, Trisha Wilkins discussed the Board Assessment that was provided in the Board packet. Trisha Wilkins reminded Board members that the last six pages of the Conflict of Interest Policy and Board Assessment need to be completed. Cindy Yslas said Trisha's name was mentioned to her multiple times as being very organized and setting the standard for these types of things.

Next on the agenda was Head Start/Early Head Start. Trisha Wilkins reviewed with the Board the Early Head Start June Enrollment report, USDA Subsidy report, the July Policy Council Meeting minutes, and the Fall 2024 Head Start Application Status. The Decorah classroom will be moving to the new Sunflower Childcare Center and the Waverly classroom will be moving to the public-school space. Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start (ACF-OHS-IM-24-02), which outlines next year's monitoring process for Head Start participants was provided. Also provided was the Head Start/Early Head Start Program Self-Assessment. Move to approve the Head Start/Early Head Start Program Self-Assessment as presented by Shirley Vermace, seconded by Cindy Yslas. Motion carried all voting aye.

Grants, Contracts & Funding Report was next on the agenda. Trisha Wilkins provided an update on funding contracts and amendments. This included contract amendments for HEAP, LIHEAP, and Building Directors for Families (Oelwein Classroom). New contracts for DOE, FaDSS and the state formula funding for Transit. Multiple grants were submitted for the Trauma Informed Care Training for NEICAC employees. This was for the Board's information.

The next agenda item was a review of the completed CEO Performance Evaluation presented by Les Askelson. Les stated that it was an excellent evaluation, and positive feedback was shared by the Board Members, including for the new online evaluation process. He also thanked Trisha for her hard work on behalf of the board. Move to approve the completed CEO Performance Evaluation as presented by Joe Pisney, seconded by Jasmin Morrison. Motion carried all voting aye.

Next was the review of the CEO compensation. The information included the CEO position salary and fringe benefits. Move to approve the CEO compensation as presented by Steve Doeppeke, seconded by Stacie Cooper. Motion carried all voting aye.

There were multiple items under the Director's Report. Trisha Wilkins shared the Crisis Fund Report stating that since October 1st NEICAC has assisted with 979 payments for emergency/crisis needs. Trisha Wilkins also shared the current Disaster Program updates as provided by Karen Henry. Trisha Wilkins then provided an update on the Smith Building ownership transition with a tentative possession date of September 1st. Lastly, Trisha Wilkins gave an update on the Bremer County Family Services and Food Pantry possible location move. This was for the Board's information.

There was nothing to discuss under Miscellaneous.

Moved to set the next meeting to September 23, 2024 (in person in West Union) and adjourn the meeting by Cindy Yslas, seconded by Dan Byrnes. Motion carried all voting aye.

Meeting adjourned at 7:11 pm.

Reporting Secretary



Chrishelle Stravers, CFO

