

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, September 23, 2024, at the Fayette County Courthouse. The Finance Committee met at 5:46 pm. 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:

Dan Byrnes (virtual)	Melissa Timmermans (virtual)
Janel Langreck	Nina Brickman
Jasmin Morrison	Suellen Kolbet
Jeff Bunn	Steve Doeppke
Melissa Nation (virtual)	Stacie Cooper
Les Askelson	Wendy Shea (virtual)
Jessica Goltz	Linda Voshell (virtual)
Cindy Yslas (virtual)	
Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	Karen Henry, Staff

Board members unable to attend are as follows:

Corey Cerwinski (3)	Nick Winter (3)
Joseph Pisney	Shirley Vermace
Steve Breitbach	
Marcia Hesse	

The first item on the agenda was the introduction of Jessica Goltz, the newest Board member. The Clayton County parent groups elected Jessica to represent the Clayton County Low Income Sector of the NEICAC Board. The Board welcomed Jessica.

The second agenda item was review of the 9/23/2024 meeting agenda and the 7/22/2024 meeting minutes. Move to approve the 9/23/2024 meeting agenda by Stacie Cooper, seconded by Steve Doeppke. Motion carried all voting aye. Move to approve the 7/22/2024 meeting minutes by Nina Brickman, seconded by Stacie Cooper. Motion carried all voting aye.

The next item was an update on the Executive Committee meeting held on 8/29/24, the Executive Committee reviewed and approved NEICAC's Language Assistance Plan. This has been posted to the Board Portal for those that would like to review it.

Trisha Wilkins then reviewed with the Board the August Financial Reports. Moved to approve the August Financial Reports as presented by Suellen Kolbet, 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.

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 Finance Committee report of the bill and credit card statements as presented by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye.

Next Trisha Wilkins discussed with the Board the current Board Committee assignments and Head Start designations. Board member with background/experience in: fiscal management and accounting is Nick Winter and County Supervisors, early childhood education/development is Marcia Hesse, and licensed attorney familiar with issues that come before the governing body is Melissa Timmermans. If a committee assignment adjustment is requested, please contact Les Askelson or Trisha Wilkins.

The next item on the agenda was the review and approval of the NEICAC 2022 IRS Form 990. The PDF version was emailed prior to the meeting and the 990 and most recent Audit Report will be posted on the NEICAC website under the "Publications Tab". Move to approve the NEICAC 2022 IRS Form 990 as presented by Nina Brickman, seconded by Stacie Cooper. Motion carried all voting aye.

This month's program presenter was Karen Henry, NEICAC's LIHEAP & General Relief Director. Karen discussed the upcoming start of the LIHEAP season, some of the processes and gave an overview of the new database. Karen answered Suellen Kolbet question that people can still apply in person too. Early applications will start on October 1 with regular applications starting November 1. The Board thanked Karen Henry for her information.

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

The next item on the agenda was the request for the Board's approval of the updated NEICAC bylaws. Due to not having enough members at the July Board meeting, we could not authorize the bylaw revisions. Trisha Wilkins reshared the revisions including the removal of the Head Start Policy Liaison Board seat; 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 Stacie Cooper, seconded by Jeff Bunn. Motion carried all voting aye.

Trisha Wilkins then stated that the National Community Action Partnership recently revised and adopted a National Community Action Ethical Standards. Move to approve the adoption of the National Community Action Code of Ethics as presented by Nina Brickman, seconded by Jessica Goltz. Motion carried all voting aye.

The Board Assessment survey report was the next item on the agenda. Trisha Wilkins shared that based on some responses the board may want to discuss fundraising, training, strategic planning, and member suggestions. Suellen Kolbet commented that the surveys looked positive overall, and Steve Doepcke added that the meetings are very well organized. Board members discussed the fundraising and Janel Langreck suggested moving fundraising to the Media Committee. Janel also mentioned LA Communications ATV/UTV fundraiser being held October 19. This was for the Board's information.

Next on the agenda were the Program Survey reports. Trisha Wilkins and Karli Schmelzer shared the results of the customer satisfaction surveys for Head Start/Early Head Start, Family Services, FaDSS, Weatherization and Transit. It was noted that more responses have indicated wanting additional ways to apply other than in-person. Overall, as an agency, customer satisfaction looks very good. Move to accept the customer satisfaction reports as presented by Suellen Kolbet, seconded by Janel Langreck. Motion carried all voting aye.

Trisha Wilkins then reviewed a CSBG budget amendment. Trisha Wilkins shared that there are no changes to the total contract amount, but a shift to other line items to account for increased utility costs for the Decorah office, travel reimbursement for staff covering multiple offices, and the build of the Salesforce database. Move to approve the CSBG budget amendment as presented by Jasmin Morrison, seconded by Stacie Cooper. Motion carried all voting aye.

A Transit Program update was next on the agenda. Trisha Wilkins shared there is a current vacancy for the Transportation Director. Shannon Nagel, Transit Operations Director, has been named interim Program Director until the replacement is hired. Trisha also shared the new Transit Program rack card. This was for the Board's information.

Next on the agenda was Head Start/Early Head Start. Trisha Wilkins reviewed with the Board the Head Start/Early Head Start August Enrollment report, the August Attendance report, USDA Subsidy report, the September Policy Council Meeting minutes, and the CACFP budgets for the next program year. Final Rule on Supporting the Head Start Workforce & Consistent Quality Programming (ACF-OHS-PI-24-05) was also provided. Our Head Start program was approved for the slot reduction request from 233 to 205. The last item for Head Start is training specific to Head Start and EHS eligibility required for staff, policy council, and Board Members; this handout is posted to the Board Portal. This was for the Board's information.

Grants, Contracts & Funding Report was next on the agenda. Trisha Wilkins provided an update and mentioned a couple of errors in the August letter. The Upper Mississippi Gaming Commission grant was submitted for Clayton County, not Chickasaw and the CACFP contract listed at the bottom should have said Clayton Ridge School, not Clayton Ride. This was for the Board's information.

There were multiple items under the Director's Report. Trisha Wilkins shared the Crisis Fund Report stating that NEICAC has assisted with 1,158 payments for emergency/crisis needs. Trisha Wilkins then shared that NEICAC is now the official owner of the Smith Building in Decorah. Papers were signed and closed on September 3, 2024. Trisha Wilkins shared that the state was recently onsite to conduct the Community Services Block Grant monitoring review that is completed once every three years, all went well and NEICAC was compliant in all areas. Trisha Wilkins mentioned there were a handful of Board Members that needed to submit the completed Conflict of Interest policy, Karli Schmelzer followed up with them at the meeting to get everything taken care of. Lastly, Trisha Wilkins and Les Askelson wanted to share the reminder that the sponsored LA Communications UTV/ATV ride was quickly approaching on Saturday October 19th and would be starting in Bluffton this year.

Trisha Wilkins mentioned there was one item that had come up after sending out the agenda under Miscellaneous. Corey Cerwinske, Bremer County Supervisor Representative, shared information on a new state regulation that began July 1st. It requires governmental bodies to provide hybrid meetings, remote participation, etc. for members to participate in official meetings. This regulation is an extension of the state's open meeting law. We currently understand that our organization

does not fall under Iowa's open meeting law, but we could easily comply with TEAMS. This was for the Board's information and input.

Moved to set the next meeting to October 28, 2024 (Virtual) and adjourn the meeting by Suellen Kolbet, seconded by Jeff Bun. Motion carried all voting aye.

Meeting adjourned at 7:07 pm.

Reporting Secretary



Chrishelle Stravers, CFO