

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, October 28, 2024, via Microsoft TEAMS. The Finance Committee met at 5:45 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	Melissa Timmermans
Janel Langreck	Nina Brickman
Jasmin Morrison	Suellen Kolbet
Jeff Bunn	Wendy Shea
Melissa Nation	Linda Voshell
Les Askelson	Corey Cerwinske
Jessica Goltz	Marcia Hesse
Cindy Yslas	Shirley Vermace
Joseph Pisney	Nick Winter

Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	Julie Buddenberg, Staff

Board members unable to attend are as follows:

Steve Breitbach (2)	Stacie Cooper
Steve Doeppeke	

The first agenda item was review of the 10/28/2024 meeting agenda and the 9/23/2024 meeting minutes. It was noted that Agenda item #10 would be removed at this time. Move to approve the 10/28/2024 agenda with the removal of item #10 and approve the 9/23/2024 meeting minutes by Shirley Vermace, seconded by Corey Cerwinske. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the September Financial Reports. Moved to approve the September 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.

Janel Langreck 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 Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

This month's program presenter was Julie Buddenberg, Housing Coordinator with NEICAC's Housing Program. Julie provided updates on grant funding for building maintenance and repair needs, rent,

LPO updates, compliance, and upcoming projects. Julie Buddenberg also shared pictures of property improvements already made. 104 household members were served in the 10 NEICAC properties in the last year. Julie also shared there have been a lot of referrals to UERPC for rental assistance. Les Askelson thanked Julie Buddenberg for the "tour" with her presentation and stated that the board appreciates the work she is doing for the program.

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

The next item on the agenda was an update on the Strategic Plan. Trisha Wilkins shared that we are approaching the end of the 3-year plan timeline and will need to start thinking about the next plan. She also shared that we are on target for all six strategic initiatives, while there continues to be work on specific action items. This was for the Board's information.

Trisha Wilkins then went over the reports for the Community Services Block Grant program. Both the 2024 National Performance Indicators for Individuals and Families/Community Initiatives year-end report and 2025 National Performance Indicators for Individuals and Families/Community Initiatives Initial targets were reviewed. Move to approve the FY2024 Year-End Individual & Family/Community Initiative National Performance Indicators and FY25 National Performance Indicators Target numbers by Dan Byrnes, seconded by Shirley Vermace. Motion carried all voting aye.

An Employee Handbook policy revision was next on the agenda. Trisha Wilkins shared that the only change was one word, changing year to semester under the Education Leave policy. Move to approve the Employee Handbook policy revision as presented by Nina Brickman, seconded by Janel Langreck. Motion carried all voting aye.

Next on the agenda was the annual update/revision to the Board Member Manual. Trisha Wilkins shared that the revisions were mostly grammatical and updates to agency, branding, and program information, including the NEICAC agency elevator pitch and new code of ethics. Move to approve the update/revisions to the Board Member Manual as presented by Wendy Shea, seconded by Jasmin Morrison. Motion carried all voting aye.

Trisha Wilkins then discussed the removal of the Agency Benefit Health Insurance Plan & Employee Co-pays from this meeting. Trisha Wilkins will share this year's health plan and employee premiums at the November meeting. This was for the Board's information.

A Transit Program update was next on the agenda. Trisha Wilkins shared that Ken Wohlford has been hired as the Transportation Director. Ken began with NEICAC on 10/21 and has several years of public transportation experience. Trisha Wilkins also went over the updated Federal Transit Administration (FTA) Drug & Alcohol policy and the three updates specific to the agency policy. These updates included the zero-tolerance policy, employee split specimen test process and more information on the NEICAC substance abuse resources. Move to approve the Federal Transit Administration Drug & Alcohol policy revisions as presented by Suellen Kolbet, seconded by Corey Cerwinske. 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 September Enrollment report, the September Attendance report, USDA Subsidy report, and the October Policy Council Meeting minutes. American Indian and Alaska Native

Head Start Agencies (ACF-OHS-IM-24-03), and the Semi-Annual Federal Financial Report 425 was also provided. Proposed program budgets for the Head Start and Early Head Start grant for the program year beginning 2/1/2025 were reviewed. Move to approve the 5-year Baseline Grant Application and program budgets as presented by Linda Voshell, seconded by Jessica Goltz. Motion carried all voting aye.

Trisha Wilkins then provided an update on the Grants, Contracts & Funding Report. Amendments were received for Weatherization's HEAP, Alliant Energy, Black Hills Energy, DOE BIL and DOE contracts. LIHEAP and CSBG also received contract amendments. The Winneshiek County United Way grant was awarded for the Winneshiek Crisis program. Grants applied for were Howard County Community Foundation and Theisen's Community Grant. This was for the Board's information.

Next, Karli Schmelzer discussed the need to continue focused efforts on increasing unrestricted funding. Karli said we have been successful with the annual campaign outcomes of the past two years. Karli Schmelzer showed the new "Donate" button on the monetary, food and non-food giving pages on our website. Trisha Wilkins will send out a document with the instructions and giving page links to Board members if they desire to use while doing peer to peer fundraising. Karli Schmelzer also shared some goals for unrestricted funding efforts in the next six months. Les Askelson then shared about the recent ATV/UTV ride success and offered to assist if any Board Member wants to put on one in their county.

Trisha Wilkins mentioned that it was time again for NEICAC's annual campaign. Trisha Wilkins requested that the Board Members provide five business and five individual contacts from their community to send our annual campaign mailing to.

Next on the agenda was the Director's Report. Trisha Wilkins shared the Crisis Fund Report stating that NEICAC has assisted with 1216 payments for emergency and crisis needs. This finishes the program year for Crisis and will start over next month. LIHEAP season began October 1 and have faced challenges with the newly implemented state database. The Northeast Iowa Food Bank routinely conducts inspections to ensure we are compliant. Only one concern was noted in labeling and the correction has been made and submitted back to the NEIFB. This was for the Board's information.

Trisha Wilkins then shared that the Board Personnel Committee meeting has been scheduled for November 13th at 1:00 pm. Trisha indicated that the Personnel Committee should have received the invite and additional information will be sent out for review prior to the meeting. This was for the Board's information.

There was nothing to discuss under Miscellaneous.

Trisha Wilkins thanked LA Communications and especially Les Askelson and Annette for all the efforts surrounding the recent ATV/UTV ride that benefited NEICAC. She acknowledged the significance of the \$11,000 for the organization.

Moved to set the next meeting to November 25th (in person in West Union) and adjourn the meeting by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye.

Meeting adjourned at 7:23 pm.

Reporting Secretary

A handwritten signature in purple ink that reads "Chrishelle Stravers". The signature is written in a cursive style with a large initial 'C'.

Chrishelle Stravers, CFO