

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, November 25, 2024, at the Fayette County Courthouse. The Finance Committee met at 5:48 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 (Virtual)
Janel Langreck	Nina Brickman
Jasmin Morrison	Suellen Kolbet (Virtual)
Jeff Bunn (Virtual)	Wendy Shea
Steve Doepcke	Corey Cerwinski
Les Askelson	Marcia Hesse (Virtual)
Joseph Pisney	Shirley Vermace (Virtual)
Stacie Cooper (Virtual)	Steve Breitbach (Virtual)
Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	Nichole Griese, Staff

Board members unable to attend are as follows:

Cindy Yslas	Jessica Goltz
Melissa Nation	Linda Voshell
Nick Winter	

The first agenda item was review of the 11/25/2024 meeting agenda and the 10/28/2024 meeting minutes. Move to approve the 11/25/2024 meeting agenda by Joseph Pisney, seconded by Corey Cerwinski. Motion carried all voting aye. Move to approve the 10/28/2024 meeting minutes by Joseph Pisney, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the October Financial Reports. Moved to approve the October Financial Reports as presented by Steve Doepcke, seconded by Dan Byrnes. Motion 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 Nichole Griese, NEICAC's FaDSS Director. Nichole shared the Family Development Self Sufficiency (FaDSS) Program FY24 QA tracking data, gave a brief overview of the program and updated the board on her work for FaDSS Peer TA. Nichole stated that the

capacity for the program is 42 families, they currently have 3 openings with 10 families on the waiting list. Nichole also shared a success story of one of the FaDSS families. Wendy Shea stated that the board appreciates all they are doing for families and teaching others. Multiple board members commented on the good work the FaDSS staff does and the great service the program provides for families. The Board thanked Nichole Griese for her information.

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

The next item on the agenda was an update on CSBG Organizational standards. Trisha Wilkins stated that NEICAC completed an agency-wide, comprehensive Risk Assessment in the first part of November, which is mandated to be done every two years. This has been posted to the Board Portal for those interested in the executive summary and/or the full risk assessment report. This was for the Board's information.

Trisha Wilkins then reviewed with the Board the Personnel Committee's recommended Employee Handbook and Policy revisions. Procedure Manual Revisions include Communications with Persons with Limited English Proficiency, Salary Changes, Immediate Family Definition, Out of Area Travel, and Drug Testing Moved to approve the Employee Handbook and Policy revisions by Suellen Kolbet, seconded by Jasmin Morrison. Motion carried all voting aye. Les Askelson provided the Board with the Personnel Committee's recommended 2.5% cost of living increase for all employee wage scales effective for the first payroll that begins in FY25. Moved to approve the increases by Joseph Pisney, seconded by Janel Langreck.

The Agency Health Benefits update was provided by Trisha Wilkins. For eligible employees, there are three health insurance options. There were no plan changes this year. The employee cost increases were: HDHP Silver \$7.04 per month, 5000 \$22.33 per month, and 4000 \$104.16 per month. 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 October Enrollment report, the October Attendance report, USDA Subsidy report, and the November Policy Council Meeting minutes. The information memorandums of Facilities Guidance (ACF-OHS-IM-24-04), Use of Federal Early Childhood Program Funds to Improve Access to Housing-Related Supports for the Early Childhood Workforce in Tribal Communities (ACF-OCC-IM-21-01, ACF-OHS-IM-2405, ACF-ECD-THV-IM-24-02), Reporting Child Health & Safety Incident (ACF-OHS-IM-24-06) and Fiscal Year Monitoring Process of Head Start Recipients (ACF-OHS-IM-24-07) were provided. The program instructions of Final Rule on Supporting the Head Start Workforce and Consistent Quality (ACF-OHS-PI-24-06) and Final Rule to Delay Effective Date for Increasing the CLASS Instructional Support Domain Competitive Threshold (ACF-OHS-PI-24-07) were also provided.

The next item on the agenda was the NEICAC-administered General Relief Program budgets. Trisha Wilkins shared the proposed budgets for FY26 that would begin 7/1/2025 in Howard, Fayette, Chickasaw and Winneshiek Counties. Each county's cost is \$6000 (\$8000 in Winneshiek due to additional Food Pantry duties) for administration. Client Assistance proposed budget amounts for each county are: \$20,500 for Chickasaw, \$24,000 for Fayette, \$19,000 for Howard and \$17,150 for Winneshiek. The total budgets have not changed for many years. This was for the Board's information.

An Annual Campaign update was next on the agenda. Trisha Wilkins shared that the campaign is underway, and letters were sent to previous and prospective donors at the beginning of November. As of November 15, we have received donations from 19 donors. This year's campaign goal is \$28,000. We will continue to share campaign updates on social media as well. Les Askelson said that LA Communications would run campaign information on the radio too. This was for the Board's information.

Trisha Wilkins then provided an update on the Grants, Contracts & Funding Report. This included contract amendments for LIHEAP, extension for CSBG and a contract amendment and extension for Transit Bus Projects. A BUILT Nonprofits Grant was submitted for the LED lighting in the Smith Building. This was for the Board's information.

Next on the agenda was the Director's Report. Trisha Wilkins shared the Crisis Fund Report stating that NEICAC has assisted with 86 payments for emergency and crisis needs since October 1st. The new LIHEAP state software system, called LEWIS, does not have the capacity for agencies to run reports as in the past, but we can share that since October 1<sup>st</sup>, there have been 1952 total applications, total award amount \$1,080,960, 1,494 regulated vendors, 458 deliverable vendors. Trisha Wilkins then provided updates on projects at the Smith Building, including roof issues, looking into replacing/updating lighting to LED, boiler issues and updates, pulling dead shrubs and planting grass, replacing a window that had been previously out due to holding a window air conditioning unit, and the new updated signage at the parking lot entrance and around the building. Trisha Wilkins noted that we are looking for Board Member volunteers for Board Spotlights to post on social media. Melissa, Janel, and Les have done this already and it has helped to enhance the agency's awareness; let Trisha know if interested. Transit offered free rides on election day to polling places for riders to vote within existing in-town routes; we will consider doing it again and plan to implement messaging sooner in the future. Lastly, the Weatherization Program House Inspections Monitoring Report was included, there were corrective items to be address and most are in process or already completed.

Under Miscellaneous, the board discussed Iowa Open Meeting Requirements.

Moved to set the next meeting of January 27, 2025 (virtual) and adjourn the meeting by Corey Cerwinski, seconded by Dan Byrnes. Motion carried all voting aye.

Meeting adjourned at 7:08 pm.

Reporting Secretary



Chrishelle Stravers, CFO