

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, January 27, 2025, via Microsoft TEAMS. 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
Janel Langreck
Jasmin Morrison
Jessica Goltz
Linda Voshell
Les Askelson
Melissa Nation
Stacie Cooper

Nick Winter
Nina Brickman
Suellen Kolbet
Wendy Shea
Corey Cerwinske
Marcia Hesse
Shirley Vermace
Steve Breitbach

Trisha Wilkins, Staff
Karli Schmelzer, Staff

Chrishelle Stravers, Staff
Nichole Griese, Staff

Guest:

Karl Eck, WIPFLI

Board members unable to attend are as follows:

Cindy Yslas (2)
Jeff Bunn
Joseph Pisney

Melissa Timmermans
Steve Doepke

The first agenda item was review of the 1/27/25 meeting agenda. Move to approve the 1/27/25 meeting agenda by Linda Voshell, seconded by Shirley Vermace. Motion carried all voting aye.

The next item was the consent agenda with includes the minutes for the 11/25/24 Board Meeting; January Program and Agency Dashboard Report; Head Start, Early Head Start, and CACFP Reports; Policy Council Minutes; LIHEAP & Crisis Reports; and set next meeting date of February 24, 2025 (Virtual). Move to approve the consent agenda by Jessica Goltz, seconded by Janel Langreck. Motion carried all voting aye.

This month's presenter was Karl Eck with WIPFLI. He provided the Board with audit planning and processing information. The Head Start program has been selected for testing this year along with Revenue Recognition and Internal Controls. The final audit report will be presented to the Board. The Board thanked Karl for his information.

Iowa Open Meetings was the next item on the agenda. Trisha Wilkins discussed the Iowa Open Meetings requirements for NEICAC and the procedure changes. This was for the Board's information.

Trisha Wilkins then reviewed with the Board the November and December Financial Reports. Moved to approve the November and December Financial Reports as presented by Shirley Vermace, seconded by Corey Cerwinski. Motion 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.

The next item on the agenda was the review of the agency-wide annual budget. This includes projected budgets for all agency programs for the next fiscal year. Moved to approve the agency-wide budget as presented by Suellen Kolbet, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins then reviewed the updated NEICAC Board Bylaws. Most of the revisions expanded upon current practices and quoted specific requirements from the Iowa Code. Electronic meeting procedures and committee requirements were also clarified. Moved to approve the updated NEICAC Board Bylaws as presented by Nina Brickman, seconded by Wendy Shea. Motion carried all voting aye.

The next agenda item was an update for the Strategic Plan. Trisha Wilkins shared that NEICAC is on target for all six strategic initiatives. This was for the Board's information.

Trisha Wilkins then discussed the USDA loan budget for the NEICAC-owned building in Waukon. Moved to approve the USDA loan budget as presented by Dan Byrnes, seconded by Stacie Cooper. Motion carried all voting aye.

Next, Trisha Wilkins reviewed the updated Head Start and Early Head Start program selection criteria for the 2025-2026 school year. The Criteria Selection for Children policy has no changes from last year's approved policy, but the point sheet had two revisions. Moved to approve the updated Head Start and Early Head Start program selection criteria as presented by Wendy Shea, seconded by Nick Winter. Motion carried all voting aye.

The next agenda item was the Transit Public Participation Plan update. Trisha Wilkins shared some of the changes included: decreasing our Public Input Policy public review and comment to 15 days; added public input methods to involve minority and low-income populations better; included survey data from 2024 Transit riders; and attached the recently developed NEICAC Language Assistance Plan to address the requirements for translation and interpretation services. Moved to approve the Transit Public Participation update as presented by Shirley Vermace, seconded by Suellen Kolbet. Motion carried all voting aye.

The FY24 FaDSS Program Annual Report was the next item on the agenda. Nichole Griese, Outreach and FaDSS Director, shared the information from the report. The NEICAC FaDSS program currently serves 42 families. The report includes information on program performance, goals, the Self-

Sufficiency Matrix, program measurements and a family spotlight. The Board thanked Nichole for the information.

Trisha Wilkins then provided an update on the Grants, Contracts & Funding Report. This included a contract amendment for LIHEAP, an application delay for Shared Visions Preschool Program Funding, and an anonymous donation for the Winneshiek and Howard County Food Pantry. This was for the Board's information.

An update on the 2024 Annual Campaign was also given. Trisha Wilkins shared that as of 1/14/2025, NEICAC had received donations from 87 donors surpassing the \$28,000 goal set. This was an increase in number of donors (+17) and generated over \$10,000 more than the 2023 campaign. This was for the Board's information.

Trisha Wilkins also reviewed the Allamakee Community Foundation Grant, if awarded the grant will fund the Crisis Assistance Program for the county. Moved to approve the cash match commitment for the Allamakee Community Foundation Grant application as presented by Nick Winter, seconded by Jasmin Morrison. Motion carried all voting aye.

Next, Trisha Wilkins shared her CEO Report. This was for the Board's information.

Trisha Wilkins shared the Planning Committee will be meeting virtually on Monday, February 20, 2025, at 2:30. The meeting will begin the information-gathering process, starting with developing the agency's new strategic plan with Katherine Harrington from ICAA facilitating it. Trisha Wilkins asked if any other Board members were interested in joining the meeting, to let her know by 2/1. This was for the Board's information.

Moved to adjourn the meeting at 6:58 pm by Linda Voshell, seconded by Dan Byrnes. Motion carried all voting aye.

Reporting Secretary



Chrishelle Stravers, CFO

