

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, February 24, 2025, 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	Nick Winter
Janel Langreck	Nina Brickman
Jasmin Morrison	Jeff Bunn
Jessica Goltz	Joseph Pisney
Linda Voshell	Corey Cerwinske
Les Askelson	Marcia Hesse
Melissa Nation	Shirley Vermace
Stacie Cooper	Steve Breitbach
Cindy Yslas	Melissa Timmermans
Steve Doeppke	
Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	

Board members unable to attend are as follows:

Suellen Kolbet	Wendy Shea
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The first agenda item was review of the 2/24/25 meeting agenda. Move to approve the 2/24/25 meeting agenda by Steve Doeppke, seconded by Shirley Vermace. Motion carried all voting aye.

The next item was the consent agenda with includes the minutes for the 1/27/25 Board Meeting; February Program and Agency Dashboard Report; Head Start, Early Head Start, and CACFP Reports; Policy Council Minutes; LIHEAP & Crisis Reports; Embrace Iowa update; and set next meeting date of March 24, 2025 (In-Person). Move to approve the consent agenda by Stacie Cooper, seconded by Corey Cerwinske. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the January Financial Reports. The NEICAC Early Childhood program is at risk of losing funding due to the state's Early Childhood Continuum of Care initiative. Shirley Vermace noted the state bill number is #1135 if contacting legislators. Move to approve the January Financial Reports as presented by Dan Byrnes, seconded by Nick Winter. 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. Move 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.

The next item on the agenda was the agency's Fiscal Policy and Procedures Manual updates. Chrishelle Stravers shared a summary of the revisions, the full manual was emailed to the Board and posted to the Board Portal. Move to approve the Fiscal Policy and Procedures Manual updates by Jasmin Morrison, seconded by Janel Langreck. Motion carried all voting aye.

Trisha Wilkins then discussed the updated Human Resources and Development Director job description and wage scale. Move to approve the updated Human Resources and Development Director job description and wage scale as presented by Janel Langreck, seconded by Shirley Vermace. Motion carried all voting aye.

The next agenda item was the Outreach Director job description and wage scale. Trisha Wilkins shared we are in the recruitment process for an Outreach Director. Move to approve the Outreach Director job description and wage scale as presented by Stacie Cooper, seconded by Cindy Yslas. Motion carried all voting aye.

Next, Trisha Wilkins discussed the Head Start bylaw revisions. There was just a small change eliminating the requirement for a five-year wait period for a former employee to join the Policy Council. Move to approve the Head Start bylaw revisions as presented by Corey Cerwinski, seconded by Nick Winter. Motion carried all voting aye.

Trisha Wilkins then reviewed the Grants, Contracts & Funding Report. This included contract amendments for Weatherization and LIHEAP. This was for the Board's information.

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

Move to adjourn the meeting at 6:27 pm by Steve Doepcke, seconded by Dan Byrnes. Motion carried all voting aye.

Reporting Secretary



Chrishelle Stravers, CFO