

NORTHEAST IOWA COMMUNITY ACTION CORPORATION
305 MONTGOMERY STREET, P.O. BOX 487
DECORAH, IA 52101

Approved

The Executive Committee of the Northeast Iowa Community Action Corporation Board of Directors meeting was held on Wednesday, April 30, 2025, via Microsoft TEAMS. The Executive Committee Members present were Les Askelson, Dan Byrnes, and Janel Langreck. The NEICAC Staff present were Trisha Wilkins, Chrishelle Stravers and Karli Schmelzer. Board Chair, Les Askelson, called the meeting to order at 10:00 am.

The first agenda item was review of the 4/30/25 executive committee meeting agenda. Move to approve the 4/30/25 executive committee meeting agenda by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

The next item was the consent agenda which included the minutes for the 3/24/25 Board Meeting; April 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 May 19, 2025 (In-Person and Hybrid). Move to approve the consent agenda by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the March Financial Reports. Move to approve the March Financial Reports as presented by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye. The balance sheet was included with the Board packet and was for the Board's information.

Dan Byrnes led the discussion on the bill and credit card statements on behalf of the Finance Committee. Move to approve 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 an update on the Transit Program. Trisha Wilkins shared the FY26 Consolidated Grant for Transit funding. The federal and state funds are for the use of the Transit program operations, while the additional federal funds requested will be for replacing two vehicles. Move to approve the FY26 Consolidated Grant for Transit funding as presented by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye. The Notice of Public Hearing with additional information and the Authorizing Resolution were also included for the Board's information.

The annual rate increase for Transit was next on the agenda. Trisha Wilkins shared the proposed increase of \$0.50 per trip for general fare box, \$0.25 per mile for rural rides, and \$1.00 for in-county rides. The required public hearing was conducted on 4/21/25, there were no comments from the public. Move to approve the rate increases as presented by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye.

Trisha Wilkins then shared the NEICAC Strategic Plan for the timeline of 5/1/25-4/30/28. There are three new objectives in the plan: Community Building, Revenue Diversification, and Culture. Much of the work will expand upon the current strategic plan. Move to approve the NEICAC Strategic Plan as presented by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

The Head Start Preschool Enrollment Reduction Application was next on the agenda. Due to increased operational and staffing costs, loss of state braided funding and no anticipated COLA funding that Head Start has received in the past, Head Start has a significant projected budget shortfall. This request includes the plan to close three Head Start classrooms, one in West Union, the second in Oelwein, and the third in Guttenberg. The request also includes an enrollment reduction request of 50 students, bringing the slot capacity down to 155 for just Head Start Preschool programming. Move to approve the Head Start Preschool Enrollment Reduction Application as presented by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye. The Head Start Change in Scope – Enrollment Reduction Application, supporting data and the program budget was included for the Board's information.

The Employee Handbook Changes was next on the agenda. Trisha Wilkins shared the proposed policies with revisions and a summary of the changes. Changes included were to the following sections; general language throughout policy, Whistleblower Policy, Annual Leave, Early Childhood Program's Teacher Summer Stipend and Filling Open Positions. Move to approve the Employee Handbook Changes as presented by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

Trisha Wilkins then reviewed the requested change to the Head Start Teacher - BA Salary Structure. Teachers with a bachelor's degree will be eligible for a 12-month contract. Move to approve the Head Start Teacher – BA Salary Structure as presented by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye.

Move to adjourn the meeting at 10:32 am by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye.

Reporting Secretary



Chrishelle Stravers, CFO