

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, May 19, 2025, at the Fayette County Courthouse. The Finance Committee met at 5:44 pm. The Board of Directors meeting was called to order at 6:00 pm. Board Vice Chair, Janel Langreck, called the meeting to order followed by reciting the NEICAC mission statement. Roll call was taken.

Present were:

Dan Byrnes	Suellen Kolbet (Virtual)
Janel Langreck	Nina Brickman
Jasmin Morrison (Virtual)	Jeff Bunn
Linda Voshell (Virtual)	Joseph Pisney
Shirley Vermace	Corey Cerwinske
Stacie Cooper (Virtual)	Steve Breitbach (Virtual)
Cindy Yslas	Melissa Timmermans (Virtual)
Steve Doeppke	Wendy Shea
Jessica Goltz (Virtual)	
Trisha Wilkins, Staff	Chrishelle Stravers, Staff
Karli Schmelzer, Staff	

Guests:

Tiffany Keimig, ICAA
Karl Eck, WIPFLI, LLP

Board members unable to attend are as follows:

Marcia Hesse (2)	Les Askelson
Nick Winter (2)	Melissa Nation

The first agenda item was review of the 5/19/25 meeting agenda. Move to approve the 5/19/25 meeting agenda by Joe Pisney, seconded by Cindy Yslas. Motion carried all voting aye.

The next item was the consent agenda which included the minutes for the 4/30/25 Board Executive Meeting; May Program and Agency Dashboard Report; Head Start, Early Head Start, CACFP Reports and Policy Council Minutes; LIHEAP & Crisis Reports; and set next meeting date of June 23, 2025 (Virtual). Move to approve the consent agenda by Shirley Vermace, seconded by Dan Byrnes. Motion carried all voting aye.

The first presenter for this month was Karl Eck, from WIPFLI, LLP. Karl presented to the Board the completed FY25 (2/1/24-1/31/25) Financial Audit Report. Karl Eck answered questions on the financial statements from the Board. Board members received the completed audit by email and paper copy at the meeting. Move to approve the FY25 (2/1/24-1/31/25) Financial Audit Report as presented by Corey Cerwinske, seconded by Joseph Pisney. Motion carried all voting aye.

Tiffany Keimig from Iowa Community Action Association also joined this month's meeting for the Board Duties and Responsibilities training. Tiffany Keimig provided the Board handouts of the Board training and Duties and Responsibilities PowerPoint. Topics included ROMA, CSBG Organizational Standards (Development, Planning, Implementation & Evaluation) and Fiduciary Duties (Care, Loyalty, and Obedience). This was for the Board's information.

Trisha Wilkins then reviewed with the Board the April Financial Reports. Move to approve the April Financial Reports as presented by Nina Brickman, seconded by Cindy Yslas. 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. Move to approve the Finance Committee report of the bill and credit card statements as presented by Dan Byrnes, seconded by Steve Doepke. Motion carried all voting aye.

Trisha Wilkins then shared an update from Ken Wohlford, Transportation Director, regarding the transit shuttle service for the grand opening of Decorah's new VA clinic. On April 28, 2025, EARL Public Transit provided a shuttle service between the old clinic site and the new facility, giving seamless transportation for attendees, staff, and guests throughout the event. A total of 117 rides were provided, demonstrating strong community engagement and the need for accessible transportation options.

Fall 2025 Head Start Application Status was next on the agenda. Trisha Wilkins shared that Open Houses and Registration has begun for the Head Start classrooms. So far, 198 applications have been received after removing the Guttenberg, West Union and Oelwein classrooms and the applications associated with them. This was for the Board's information.

The Annual 425 Head Start and Early Head Start reports were next on the agenda. Trisha Wilkins shared that these federal financial reports are specific to the funding for the Early Childhood Programs. The reports show the spending and receipts for PY25. The 428 reports were provided as well. Move to approve the Annual 425 Head Start and Early Head Start reports as presented by Joe Pisney, seconded by Dan Byrnes. Motion carried all voting aye.

Trisha Wilkins then shared the FY25 Community Services Block Grant Mid-Year Reports and Target Modifications. The report shows 6-month household numbers served, 6-month outcome numbers and final targets. There are changes in the final target numbers which reflect the numbers served in the past six months and the anticipated numbers that will be served in the next six months. Each indicator we report is associated with NEICAC programs such as Housing, Head Start, Crisis/LIHEAP, Weatherization and FaDSS. This was for the Board's information.

Next, Trisha Wilkins shared the Community Services Block Grant CSGB FY26 Application and Community Initiative National Performance Indicators (NPIs) specific to Individuals, Families, and Community Initiatives. As in previous years, the plan for CSBG funds' use will be for Family Services and CSBG-related staffing and office costs. Move to approve the Community Services Block Grant CSGB FY26 Application and Community Initiative National Performance Indicators (NPIs) as presented by Cindy Yslas, seconded by Shirley Vermace. Motion carried all voting aye.

Woolen Mills proposed renovation project was next on the agenda. The comprehensive report from Tometich Structural Engineering was provided in the board packets. There will be more information and options to share soon. This was for the Board's information.

Trisha Wilkins then shared that it will soon be time for her annual performance evaluation. There will be a survey form sent to all Board Members to complete. The completed evaluation will need to be presented and approved at the July Board meeting. The survey will be sent on June 2nd with a completion deadline of June 20th. This was for the Board's information.

Next on the agenda was the standing item of Federal and State legislative updates. Trisha Wilkins shared that Trump's administration had released their "skinny budget." At this time, Community Services Block Grant and Low-Income Home Energy Assistance Program are proposed for elimination. Trisha clarified that the administration's justification for elimination references a 15-year-old audit in LIHEAP. However, after the audit was completed, several changes were proposed and implemented nationwide, but the skinny budget does not acknowledge these programmatic changes that have been implemented for several years after the original audit.

Trisha Wilkins then reviewed the Grants, Contracts & Funding Report. This included contract amendments for EARL Public Transit Program; and grants awarded by the United Way of Dubuque Area Tri-States for Allamakee and Clayton County's Crisis Programs, Oelwein Area United Way for Fayette County Crisis Program, and Alliant Energy and Northeast Iowa Food Bank for Bremer County Food Pantry. 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 7:56 pm by Shirley Vermace, seconded by Linda Voshell. Motion carried all voting aye.

Reporting Secretary

Chrishelle Stravers

Chrishelle Stravers, CFO

CERTIFICATE *of* SIGNATURE

REF. NUMBER
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DOCUMENT COMPLETED BY ALL PARTIES ON
16 JUL 2025 19:11:37 UTC

SIGNER

CHRISHELLE STRAVERS

EMAIL
CSTRAVER@NEICAC.ORG

SHARED VIA
LINK

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SENT
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16 JUL 2025 19:11:17 UTC

SIGNED
16 JUL 2025 19:11:37 UTC

SIGNATURE

Chrishelle Stravers

IP ADDRESS
69.173.173.60

LOCATION
DECORAH, UNITED STATES

