

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, June 22, 2026, at the Fayette County Courthouse. 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.

Present were:

Dan Byrnes
Janel Langreck
Linda Voshell (Virtual)
Wendy Shea
Jeff Bunn
Jim Perry
Steve Doeppke
Joseph Pisney

Corey Cerwinske (Virtual)
Marcia Hesse
Shirley Vermace
Steve Breitbach (Virtual)
Melissa Timmermans (Virtual)
Les Askelson
Nina Brickman
Stacie Cooper (Virtual)

Trisha Wilkins, Staff
Karli Schmelzer, Staff

Chrishelle Stravers, Staff

Board members unable to attend are as follows:

Jasmin Morrison
Nick Winter

Lynn Weidler
Melissa Nation

The first item on the agenda was the introduction of Jim Perry, the newest Board member. The Howard County Head Start parent group elected Jim as the low-income sector representative for Howard County. Jim is NEICAC's former Weatherization Coordinator, retiring several years ago. The Board welcomed Jim.

The second agenda item was review of the 6/22/26 meeting agenda. Move to approve the 6/22/26 meeting agenda by Joseph Pisney, seconded by Shirley Vermace. Motion carried all voting aye.

The next item was the consent agenda which includes the minutes for the 5/18/26 Board Meeting; June Program and Agency Dashboard Report; Head Start, Early Head Start, and CACFP Reports; May Policy Council Minutes; LIHEAP & Crisis Reports; and set next meeting date of July 27, 2026 (In-Person and Hybrid). Shirley Vermace requested that the next meeting date be removed from the consent agenda for discussion. Move to approve the remaining consent agenda by Shirley Vermace, seconded by Jeff Bunn. Motion carried all voting aye.

After discussion, the original meeting date of July 27, 2026 was proposed to be rescheduled to August 3, 2026. Move to approve the discussed and rescheduled meeting date as proposed by Joseph Pisney, seconded by Janel Langreck. Motion carried all voting aye.

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

Joseph Pisney 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 Joe Pisney, seconded by Dan Byrnes. Motion carried all voting aye.

The Nominating Committee for July Board Officer Election was next on the agenda. The Nominating Committee and Officers must represent each Board category (low-income rep, private and public). Nina Brickman (Private), Dan Byrnes (Public), and Marcia Hesse (Low-income) volunteered for the Nominating Committee. This was for the Board's information.

Trisha Wilkins then discussed the Processing Clerk job description and wage scale. Move to approve the Processing Clerk job description and wage scale as presented by Joseph Pisney, seconded by Dan Byrnes. Motion carried all voting aye.

Head Start preschool program applications for the 2026-2027 school year were discussed next. Trisha Wilkins shared that there is a total of 149 accepted, breaking down with 117 under 100% FPL, 21 at 100-130%, and 11 over-income families. This was for the Board's information.

Next on the agenda were the Board Members' expectations regarding NEICAC's fundraising. As part of the strategic plan, Trisha Wilkins stated that meetings with the Fundraising Committee and efforts by NEICAC staff resulted in the development of a document and annual calendar outlining Board Members' fundraising roles and responsibilities. Move to approve the Board Fundraising Guide and Annual Fundraising Calendar as presented by Shirley Vermace, seconded by Marcia Hesse. Motion carried all voting aye.

Trisha Wilkins also provided a reminder of the Pulpit-to-Pulpit 5k Run/Walk in Decorah. NEICAC has been selected as one of the beneficiaries for the event proceeds. The Pulpit-to-Pulpit 5K will be held on Saturday, July 4th.

Karli Schmelzer then shared that as part of Community Action Month, NEICAC launched a new fundraising effort, the Mission May campaign. The campaign provided an opportunity to raise awareness of our mission and impact across the communities NEICAC serves. Donations will be used to address funding gaps and respond to emerging needs not covered by grant funding.

Next on the agenda were requirements for the Winneshiek County United Way funding applied for to benefit households in the Crisis Programs. Trisha Wilkins reviewed the Articles of Incorporation and by-laws of the United Way of Winneshiek County, the application for support of the Crisis Program with a requested amount of \$12,000, and the agreement to cooperate with other participating organizations in furthering the purpose of the United Way of Winneshiek County. Move to approve the Winneshiek United Way Application and Board Acknowledgement Statement as presented by Janel Langreck, seconded by Dan Byrnes. Motion carried all voting aye.

Trisha Wilkins presented the Dubuque Area Tri-States United Way 2025-2026 Year End Report. Move to approve the Dubuque Area Tri-States United Way 2025-2026 Year End report as presented by Shirley Vermace, seconded by Steve Doepke. Motion carried all voting aye.

Trisha Wilkins reviewed the approval letter from the Administration for Children & Families for the Head Start's Transportation Waiver for the Head Start preschool program. This was for the Board's information.

Housing Program updates were next on the agenda. Trisha Wilkins gave an update on the Woolen Mill and Calmar Apartments sales. This was for the Board's information.

Iowa Finance Authority conducted physical inspections and file reviews for the Strawberry Point and Maynard properties. There were some items for physical repair and file issues; all have been corrected, with repairs in progress. This was for the Board's information.

NEICAC also had the HHS state team conduct home inspections and file reviews for the Weatherization Program. Trisha Wilkins reported there were both physical and file issues noted that required correction; most were very small. There were also comments from clients who were very happy and complimentary towards WAP staff as well. This was for the Board's information.

Trisha Wilkins noted that the Northeast Iowa Food Bank (NEIFB) has indicated it will approach the counties in our area to seek funding for the Capacity Campaign, a project to expand and renovate the Food Bank. This was for the Board's information.

Trisha Wilkins reported on her attendance at the CAPLAW conference in Phoenix, AZ, including sessions on HR leadership, CSBG updates, and federal grant changes. She noted proposed revisions to the Uniform Guidance from the Office of Management & Budget (OMB), including potential changes related to conference and association costs, E-Verify requirements, and staff hiring costs. Additional guidance from WIPFLI and CAPLAW is anticipated. NEICAC plans to submit comments regarding the proposed revisions during the July comment period. This was for the Board's information.

Federal and State legislative updates were next on the agenda. Trisha Wilkins provided an update on the Early Childhood and Family Services legislation. Federally, NCAF has reported that the House of Appropriations Committee has passed the FY27 Labor-HHS bill. The bill does include funding for LIHEAP, CSBG and Head Start, however it sounded like full House and Senate discussion will not conclude until after midterm elections. This was for the Board's information.

Trisha Wilkins then reviewed the Grants, Contracts & Funding Report. This included contract amendments for Weatherization; and grants awarded by Waverly/Shell Rock Area United Way, Bremer County Community Foundation Grant, and Building Direction for Families – ECI Area Local Board. 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 6:39 pm by Dan Byrnes, seconded by Wendy Shea. Motion carried all voting aye.

Reporting Secretary


Chrishelle Stravers, CFO