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, August 3, 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
Jasmin Morrison
Linda Voshell (Virtual)
Jeff Bunn
Jim Perry
Steve Doeppke
Joseph Pisney
Corey Cerwinske
Marcia Hesse (Virtual)
Shirley Vermace
Les Askelson
Nina Brickman

Trisha Wilkins, Staff
Karli Schmelzer, Staff
Chrishelle Stravers, Staff
Amy Hershberger, Staff

Board members unable to attend are as follows:

Nick Winter (2)
Wendy Shea
Steve Breitbach
Stacie Cooper
Lynn Weidler (2)
Melissa Nation (2)
Melissa Timmermans
Rachelle Driscoll

After the Mission Statement was recited, Trisha Wilkins announced that Rachelle Driscoll is the Board's newest member. Rachelle had been elected by the Clayton County Head Start parent group as the low-income sector representative. Rachelle served as a NEICAC employee for years, working both in Early Head Start and Head Start programs.

The next agenda item was review of the 8/3/26 meeting agenda. Move to approve the 8/3/26 meeting agenda by Joseph Pisney, seconded by Jasmin Morrison. Motion carried all voting aye.

Dan Byrnes then presented on behalf of the nominating committee regarding the Election of Board Officers. The slate of officers presented to the Board were as follows: Les Askelson, Board Chair; Janel Langreck, Vice Chair; Joe Pisney, Secretary/Treasurer. Move to approve the presented slate of officers effective 8/3/26 by Shirley Vermace, seconded by Steve Doeppke. Motion carried all voting aye.

The next item was the consent agenda which includes the minutes for the 6/22/26 Board Meeting; July Program and Agency Dashboard Report; Head Start, Early Head Start, and CACFP Reports; July Policy Council Minutes; Crisis Reports; Transportation Director vacancy and recruitment update;

and set next meeting date of September 28, 2026 (In-Person and Hybrid). Move to approve the consent agenda by Corey Cerwinske, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins then reviewed with the Board the June Financial Reports. Move to approve the June Financial Reports as presented by Janel Langreck, seconded by Jim Perry. 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.

Program presenters this month were Amy Hershberger, Human Resources Director and Chrishelle Stravers, Chief Financial Officer. Amy Hershberger provided agency employee data including Headcount, Recruitment and Retention, Employee Engagement, top three termination reasons, and turnover rate. Chrishelle Stravers discussed some of the proposed OMB revisions and the impacts on NEICAC.

Next, Trisha Wilkins reviewed with the Board the annual Board Conflict of Interest Policy and Training. She also further discussed the Duty to Disclose in relation to the vendor list that was emailed earlier to the Board. At this time, Trisha Wilkins discussed the Board Assessment that was provided in the Board packet, Trisha asked that it be completed and scanned, emailed, or mailed back to her. She will also be sending the survey electronically as well. Trisha reminded Board members that the last six pages of the Conflict-of-Interest Policy and Board Assessment need to be completed.

Next on the agenda was NEICAC's Year 2 Strategic Plan revisions. Trisha Wilkins shared the Year 1 report which was provided by Karli Schmelzer. Quarter 4 marked significant Year 1 milestones across all strategic objectives. Key accomplishments include Board approval of the Fundraising Expectation Document, completion of the power mapping initiative across all target sectors, deployment of the Mission May Campaign, establishment of pay and benefits benchmarks, and analysis of employee engagement survey results. While progress had been made, Trisha Wilkins stated that staff capacity constraints and the need to reevaluate priorities for the remainder of the plan necessitated removing the Standardized Communication Strategy component from the Culture objective. Move to approve the Year 2 Strategic Plan revisions as presented by Joe Pisney, seconded by Shirley Vermace. Motion carried all voting aye.

Trisha Wilkins then shared the agency's exempt and hourly employee wage scales with proposed revisions for the following positions: Transportation Director, Family & Community Impact Director, Thrive Coordinator, Thrive Navigator and Family Development Specialists. Trisha also shared the updated Human Resources Director job description. Move to approve the exempt and hourly employee wage scales and the Human Resources Director job description as presented by Shirley Vermace, seconded by Janel Langreck. Motion carried all voting aye.

The next item on the agenda was the Head Start/EHS Self-Assessment. Trisha Wilkins shared the self-assessment which covers all components within the program and includes strengths, concerns, and plans moving forward, with a matrix to ensure the program stays compliant, up to date, and responsive to family needs. Move to approve the Head Start/EHS Self-Assessment as presented by Nina Brickman, seconded by Jasmin Morrison. 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 116 under 100% FPL, 22 at 100-130%, and 11 over-income families. This was for the Board's information.

Next, Trisha Wilkins presented the CSBG budget amendment request. The state has received its final allocations, resulting in an increase for NEICAC. This increase will be used for the lawn and snow removal costs at Family Services office locations. Move to approve the CSBG budget amendment request as presented by Corey Cerwinske, seconded by Jeff Bunn. Motion carried all voting aye.

Trisha Wilkins then shared the Weatherization Program Administrative Monitoring Report. This was for the Board's information.

Karli Schmelzer discussed the submission of a COVID relief funding opportunity for Transit through IDOT. The application is for Transit operations, which are specific to budget shortfalls. Move to approve the Transit COVID Relief Special Funding Application and Resolution as presented by Shirley Vermace, seconded by Joe Pisney. Motion carried all voting aye.

Next, Trisha Wilkins shared an update on the Pulpit-to-Pulpit fundraising event. The funds raised are designated for even distribution between NEICAC and Kids Lunch Club, as determined by the Pulpit-to-Pulpit organizers. NEICAC is expected to receive around $4,000 from this fundraiser. This was for the Board's information.

Trisha Wilkins stated that the sales of Woolen Mill and Calmar Apartments have been completed. The closing was conducted on July 1st, documents have been signed, and ownership has officially been transferred from NEICAC to new owners. Trisha stated that Julie Buddenberg and Kayla Miller have worked hard to provide a smooth transition for the tenants, and everything seems to be going well. This was for the Board's information.

The next agenda item was a review of the completed CEO Performance Evaluation presented by Les Askelson. Les also thanked Trisha for her hard work and leadership on behalf of the Board. Move to approve the completed CEO Performance Evaluation as presented by Jim Perry, seconded by Joe Pisney. Motion carried all voting aye.

Next was the review of the CEO compensation. The information included the CEO position salary and fringe benefits. Move to approve the CEO compensation as presented by Jeff Bunn, seconded by Joe Pisney. Motion carried all voting aye.

Federal and State legislative updates were next on the agenda. Trisha Wilkins shared that NCAF has been providing federal legislation updates, with most pointing to a standstill, especially on Senate appropriations. Trisha also shared she had submitted comments to the Office of Management & Budget outlining concerns and the negative impact on NEICAC, agency programs, and families; she also submitted a letter to Senator Grassley with the same issues. This was for the Board's information.

Trisha Wilkins then reviewed the Grants, Contracts & Funding Report. This included contract amendments for Weatherization and Community Services Block Grant; State Transit Assistance Formula Project funded for Transit operations; Head Start and Early Head Start funded for annual

Cost of Living Adjustment. The Waverly Food Pantry automatic door project was funded as well by the Northeast Iowa Food Bank. 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 7:03 pm by Dan Byrnes, seconded by Janel Langreck. Motion carried all voting aye.

Reporting Secretary

Chrishelle Stravers

Chrishelle Stravers, CFO