

**COMMUNITY SOLUTIONS OF EASTERN IOWA  
SECRETARIAL NOTES**

DATE Thursday, May 30, 2024

TIME 11:00 a.m.

PLACE Zoom/Phone/7600 Commerce Park, Dubuque, Iowa

MEMBERS PRESENT:

- Martha Donnelly Sister, Presentation BVMs
- Martha Doyle, Community Volunteer
- Beth Bonz, City Manager, City of Asbury
- Connie Behnken, Mayor, City of Manchester
- Mindy Wiley, ECIA/EIRHA
- Cori Burbach, Assistant City Manager, City of Dubuque
- Stephanie Ottavi, Community Volunteer
- Andy Mozena, Premier Bank
- Nicole Recker, Mental Health Advocate, Delaware County  
Community Services
- Rick Mihm, Executive Director, Dubuque Rescue Mission
- Sam Wooden, RHS Legal

STAFF PRESENT:

- Jennifer Walker, Director of Special Programs
- Steve Stoffel, Director of Finance and Administration
- Shelby Eipperle, Community Service Advocate
- Christine Efferding, Administrative/Special Programs Assistant

**1. - CALL TO ORDER/INTRODUCTIONS**

Chair Bonz called the CSEI meeting to order at 11:02 a.m. Introductions followed by board members and staff.

The members of the CSEI are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa, and due to the limited agenda for this meeting, relatively short period of time that this meeting is expected to be held, the expense of transporting the board members in person is impractical. The meeting is being held by phone or internet means originating from the ECIA offices in Dubuque. It is open to the public and those in attendance can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

**2. – REVIEW/APPROVE CSEI MINUTES AND SECRETARIAL NOTES FOR January 25, 2024**

Motion by Mozena, second by Burbach to approve the Minutes and Secretarial Notes of the January 25, 2024 CSEI Meeting. The motion passed unanimously.

**3. – Review/Approve CSEI Budget and Grants through April 30, 2024**

Walker referred to the FY24 Revenues & Expenses, noting one clerical error on the Community Foundation Grant line. Walker also discussed the ERA2 RRH Grant Funding which has a 2025 expiration date. Grant spending is not going as quickly as was expected either through CSEI or the Clinton YWCA,

which will be okay for this fiscal year but will be more complex this upcoming year. More discussion to come after budget. The IFA/Fountain of Youth three year grant is also behind. CSEI is acting only as the fiscal agent for this grant and are not administering any case management. Additionally, the TBRA grant has not yet dispensed any funds as paperwork is taking longer and housing that fits Fair Market Rent is challenging to find. Walker also noted her gratitude for donations from private funders which are unrestricted dollars used to support CSEI programming.

Walker advised the board that the most immediate need CSEI has is to figure out how to dispense grant funding more rapidly. Walker suggested taking time with the budget now, and having a more in-depth discussion with the budget and strategic plan to assess how to best move forward. Board members suggested looking at how to do paperwork in person, how to reach the population better, streamlining paperwork, and having a dedicated person such as an intern to work on paperwork to alleviate the time from Case Managers.

Motion by Recker, second by Burbach to approve the CSEI Budget through April 30, 2024. The motion passed unanimously.

#### **4. – Update Photovoice**

The Photovoice opening will be on Friday, June 7, from 5:00-8:00 PM. A total of 21 photographers and over 50 photographs were selected to be showcased at the Dubuque Museum of Art June 1 – July 20. Walker informed the board that while this event cannot be a fundraiser, she is hopeful that it will help spread awareness and encourage folks to participate in our other fundraising efforts. Walker thanked volunteers, and also extended the invitation to the opening to board members, friends, and family.

#### **5. – Other Business**

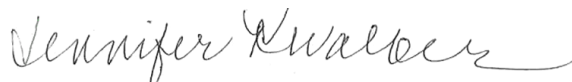
The next CSEI meeting will be held July 25, 2024 and board members should expect the meeting to be a full two hours.

Eipperle also presented about Housing Helpline call volume over the last twelve months compared to 2023. There was a reduction of calls from year to year of 36 calls. Eipperle suggested this is likely due to more internal program availability rather than simply referring callers to external resources. Eipperle also reviewed call outcomes, and informed the board that 76% of calls come from within the City of Dubuque. She also indicated our top presenting needs are past due rent, past due water bills, past due electricity/gas bills, deposits, and shelter/street outreach. Eipperle also broke down for the board reasons why callers may not receive financial assistance. Discussion followed, and board members thanked Eipperle for her efforts to help them better understand the hotline process.

#### **7. – ADJOURNMENT**

Motion by Mozena, second by Burbach to adjourn the CSEI meeting at 11:59 a.m. The motion passed unanimously.

Respectfully submitted,



Jennifer Walker  
Director of Special Programs, ECIA