

**COMMUNITY SOLUTIONS OF EASTERN IOWA  
SECRETARIAL NOTES**

DATE Thursday, May 22, 2025

TIME 11:00 a.m.

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

MEMBERS PRESENT:

- ☒ Martha Donnelly Sister, Presentation BVMs
- ☒ Sharon Gaul, EXIT Realty
- ☒ 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
- ☒ Nancy Zachar Fett, Loras College
- ☒ Andy Mozena, Premier Bank
- ☒ Nicole Recker, Mental Health Advocate, Delaware County  
Community Services
- ☐ Rick Mihm, Executive Director, Dubuque Rescue Mission
- ☐ Sam Wooden, RSH Legal

STAFF PRESENT:

- ☒ Jennifer Walker, Director of Special Programs
- ☐ Steve Stoffel, Director of Finance and Administration
- ☒ Shelby Eipperle, Homeless Program Coordinator
- ☒ Christine Efferding, Homeless Program Coordinator
- ☒ Mae Hingtgen, ECIA Executive Director

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

Chair Bonz called the CSEI meeting to order at 11:00 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 May 22, 2025**

Motion by Burbach, second by Wiley to approve the Minutes and Secretarial Notes of the May 22, 2025 CSEI Meeting. The motion passed unanimously.

**4. – Review and Approve Potential New Board Member**

Fett introduced herself to the board and discussed her experience working with Loras College. Fett also expressed her excitement and interest to learn more about CSEI and the services provided by the organization. Bonz asked Walker to clarify which spot on the board Fett would be filling. Walker indicated Stephanie Ottavi is stepping down effective when her replacement is chosen.

Motion by Burbach, seconded by Gaul to approve Nancy Zachar Fett as a member of the CSEI Board. The motion passed unanimously.

#### **4. – Elect FY26 Board Officers**

Walker stated that each year an election of officers should be held. Walker noted the current chairs of the CSEI Board are Beth Bonz as Chair and Cori Burbach as Vice-Chair. Walker opened it up for discussion.

Motion by Behnken, second by Recker to nominate Burbach as chair of the CSEI Board and Bonz as Vice-Chair of the CSEI Board. The motion passed unanimously.

#### **5. – Review/Approve CSEI Budget and Grants through June 30, 2025**

Walker reviewed the CSEI FY 25 Revenues and Expenses report through June 30, 2025. All internal grant expenditure ended the fiscal year on or ahead of schedule. Walker noted several specific line items, including an increase in ERA funding which ends in September 2025, final year of Dubuque County ARPA, and ESG which is on a Jan-December grant cycle. ICARE, a pass through to Fountain of Youth, is behind schedule which is consistent from the start of the project. Walker also informed the board that CSEI ended FY 2025 with a reserve of \$146,986. The board was also presented with a graph of private funding dollars, displaying the steady increase in private funding from 2022 to present.

Walker then updated the board on the status of upcoming grants that have been applied for and/or awarded. More to come on those as contracts are established. One application in the works is for an incubator project to increase collaboration throughout the region to streamline funding available in our communities.

Motion by Fett, second by Burbach to approve the CSEI Budget and Grants reports through June 30, 2025. The motion passed unanimously.

#### **6. TBRA Discussion**

Walker presented information to the board regarding CSEI's TBRA program. As present time, it is unclear whether TBRA funding will be renewed, and the decision will be announced in September at the House Iowa conference. In the meantime, CSEI has a \$3,600 shortfall in funding through the end of the grant due to changes in client income. Walker's recommendation to the board is that donor funds are utilized to make up that shortfall rather than put the burden on the client. Multiple board members, including Bonz and Gaul, indicated their agreement with this suggestion.

Walker also indicated recommendations for a number of possibilities. If CSEI TBRA is not renewed, the program will end by 10/31/25. If the program renewal is funded, the tenant will be responsible for rent after October until a fully executed contract is in place. If a contract is fully executed within 120 days, clients will remain on the program and resume rent payments as applicable. If the renewal contract takes more than 120 days to be fully executed, participants will be unenrolled, and the program will open for new applications and enrollments.

Discussion followed regarding client ability to take over rent payments, landlord relationships, and how to best assist both parties through the uncertainty. No vote was taken at this time on how CSEI will proceed. A vote will likely occur at the September meeting, at which time more concrete information will hopefully be available.

## **7. Updated Board Bios**

Walker informed the board that Efferding will be sending new board bio forms to all board members. Please complete at earliest convenience.

## **8. – Bylaws review and Discussion**

No amendments to the bylaws were suggested at this time.

## **9. – Strategic Plan Review and Discussion**

Walker reviewed the strategic plan, sharing some funding updates and indicating goals are still pertinent to the mission and vision of CSEI. Discussion continued regarding need to maintain, increase, and diversify private funding while federal funding is uncertain.

## **10. – Staff Update**

Walker informed the board of Mae Hingtgen being hired as the ECIA Executive Director. Walker also informed the board of Chelle Klootwyk being hired as the Communications and Development Assistant, which is a new, part-time position at ECIA.

## **11. – United Way Over the Edge Event – Friday September 12, 2025**

Efferding and Wooden will be going “Over the Edge” for United Way. CSEI will be organizing shirts for the board. Please complete the form as soon as possible for your shirt size.

Efferding and Wooden will also be hosting a fundraiser at Jubeck New World Brewing on Wednesday, August 13, 2025. Please attend and bring a friend.

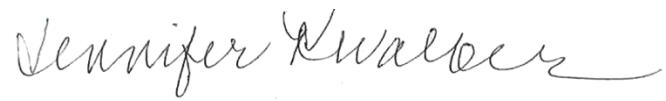
## **12. – Other Business**

Next meetings will be held on September 25, 2025 and November 20, 2025.

## **13. – Adjournment**

Meeting adjourned at 12:30 PM. No motion required, as voting items had concluded and a quorum was no longer present.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jennifer Walker". The signature is written in a dark ink on a white background.

Jennifer Walker  
Director of Special Programs, ECIA