



COMMUNITY SOLUTIONS OF EASTERN IOWA MINUTES

Thursday, July 23, 2026 – 11:00 a.m.
7600 Commerce Park, Dubuque, Iowa and by Zoom

Board Members Present: Connie Behnken (City of Manchester), Cori Burbach - **Chair** (City of Dubuque), Martha Donnelly (Sisters of the Presentation BVMs), Nancy Fett (Loras College), Sharon Gaul (EXIT Realty), Deitz Meyer (Capra Bank), Mindy Wiley (ECIA/EIRHA), Sam Wooden (RSH Legal)

Board Members Absent: Beth Bonz – **Vice Chair** (City of Asbury), Andy Mozena (Premier Bank), Nicole Recker (Delaware County Community Services)

Others/Staff Present: Mae Hingtgen, Executive Director – **President**, Michelle Schnier, Director of Housing & Support Services – **Vice President**, Mindy Wiley, Housing Services Supervisor – **Secretary**, Steve Stoffel, Director of Finance & Administration – **Treasurer**, Shelby Eipperle, Homeless Program Coordinator, Christine Efferding, Homeless Program Coordinator, Chelle Klootwyk, Communications/Development Assistant.

1. - Call to Order/Introductions

Burbach called the CSEI meeting to order at 11:05 a.m.

The members of 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 May 28, 2026

Motion by Wooden, second by Bonz to approve the Minutes of the May 28, 2026 CSEI Meeting. The motion passed unanimously.

3. – Review/Approve Election of Board Officers- Chair and Vice Chair

Each year an election of officers is held, and Wiley noted the current chairs of the CSEI Board are Cori Burbach as Chair and Beth Bonz as Vice-Chair. Wiley shared Burbach is willing to continue to serve as Chair. Bonz has agreed to serve as Vice-Chair through the remainder of the fiscal year if needed after retiring from the City of Asbury in 2027. Wiley opened it up for discussion.

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

4. – Review/Approve New Board Member

Wiley indicated that due to her role as the Housing Services Supervisor there would be a vacancy on the CSEI board with a recommendation that a member of law enforcement be considered as her replacement. Captain Steve Radloff with the City of Dubuque Police Department is interested in serving on the board.

Motion by Dietz, seconded by Wooden to approve Captain Steve Radloff as a member of the CSEI Board. The motion passed unanimously.

6. – Review/Approve CSEI FY26 Finance Reports

Motion by Gaul, second by Bonz to approve the CSEI FY26 Finance Reports. The motion passed unanimously.

5. – Review/Approve CSEI FY27 Budget

Hingtgen provided a review of the CSEI FY26 Revenues and Expenses report through April 30, 2026, with some changes to the budget layout to better reflect the changes as grants are awarded. Hingtgen highlighted revenue for the individual/community grants/donations being high this year due to some substantial gifts received that aren't initially included in preliminary budget figures. Total revenue is \$1.3 million. For the expenses the tax return budget was substantially higher due to a change in the firm completing the audit, as the former consultant retired and upfront costs associated with this change. TBRA assistance is higher than budgeted for the year and where use of unrestricted funds will fill the gap until the end of the fiscal year. Total expenses is \$1,312,710 (95%) with an excess of \$52,485.

Motion by Wooden, second by Dietz to approve the CSEI FY27 Budget. The motion passed unanimously.

8. – Review/Approve Amended Bylaws

Wiley shared the CSEI Bylaws last approved in 2022 and in reviewing them there were provisions included to have a member of the Eastern Iowa Regional Housing Authority as a board member and with the experience of Wiley and Schnier overseeing CSEI there is already representation. Having a cap of 11 members this would allow more diversity in the membership. The only change to the bylaws is to remove that membership requirement.

Motion by Wooden, second by Mozena to approve the amended Bylaws. The motion passed unanimously.

9. – Review/Discussion Proposed Timeline for Strategic Plan

Wiley reviewed that the CSEI Strategic Plan 2024 - 2029 may have some funding priorities and goals that should be revised. Wiley invited the board to review and bring back suggested ideas or comments for changes to the next meeting.

4. Informational Grant Updates

Eipperle provided some grant updates beginning with the COC Grant being renewed for FY27. The City of Dubuque awarded \$20,000 for an Intake Coordinator as well as City of Dubuque for \$48,000, Mount Saint Francis \$15,000, and United Way \$44,500. There are many more grants in the works as this is a very busy time for applying. Eipperle shared a different approach taken this year in applying for grants based on the priority moving forward to best support and sustain the programs offered by CSEI, which made the process to apply for grants much more strategic.

7. Informational CSEI Outreach Update

Culvers Change for Change event is being held for the month of August, and a flyer will be emailed to the board to help spread the word.

Kendra Scott event was held in June with CSEI receiving \$283.22 as 20% of the total sales.

The CSEI Promotional Video was presented to the board with three additional videos to come, all produced by My Four Creations as part of a FY25 grant. The videos will be shared widely and can be found on the CSEI website.

8. – Other Business

The Point in Time (PIT) Count takes place on July 29th and board member Gaul plans to participate.

The Zeffy online donation platform is now on the CSEI website for online donations.

Hingtgen congratulated Wiley on her leadership in the first month of taking on the role of the Housing Services Supervisor.

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Next meeting will be held on September 24, 2026. CSEI meetings are the 4th Thursday every other month.

9. – Adjournment

Motion by Wooden, second by Bonz to adjourn the CSEI meeting at 11:58 a.m. The motion passed unanimously.

Respectfully submitted,

Mindy Wiley
Housing Services Supervisor