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), 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

Stoffel reviewed the preliminary actual budget for FY26 through June 30, 2026, noting it is still subject to audit review. Revenues are over 1.5 million, expenses at 1.46 million, with an excess of $58,000.

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

5. – Review/Approve CSEI FY27 Budget

Wiley shared information on the FY27 projected budget based on known grant funding and percentages expended. ESG FY25 is $56,568.88 (44%), CoC Rapid Re-Housing FY26 is $134,929.20 (50%), CoC Rapid Re-Housing FY27 is $291,354 (0%), Fountain of Youth is $352,074.25 (26%), Tenant Based Rental Assistance is 106,805.58 (57%), Home ARP is $54,705.79 (78%), United Way is $44,500 (0%), City of Dubuque is $68,000 (0%) and McDonough Foundation is $10,000 (0%). A total of $1.7 million in funding with just over $630,000 spent with $1.1 million remaining.

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 - 2009 may have some funding priorities and goals that should be revised as CSEI continues to evolve. Wiley invited the board to review and bring back suggested ideas or comments for changes to the next meeting, suggesting that a special meeting may be needed to have collective input.

4. Informational Grant Updates

Wiley gave some updates on grant funding in the works such as an incubator pitch through the Iowa Finance Authority with an innovative way to address homelessness. CSEI is partnering with the Greater Dubuque Development and Northeast Iowa Community College offering a skilled trade and rental assistance program and has been selected as one of three finalists to present for final award. DRA Grant funding was awarded for staff training and a Lived Experience Advisory Committee to be established. A CoC Rapid Renewal Application was submitted and CSEI made it to tier 1 and will be renewed. The are also two new applications CoC has for Street Outreach and Stand-Alone Supportive Services for $100,00 each that CSEI will apply for. A joint application with CDBG for Delaware County in the amount of $100,000 was completed. The Foutain of Youth/ICARE funding has an excess amount of $58,000 and will expire in December. CSEI is working with Iowa Finance Authority to see if the program can be restructured a little and keep the funding in our region to provide services.

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.

Wiley provided information on the upcoming Data Walk in Dubuque this year highlighting information on affordable housing. In partnership with the Community Foundation, the City of Dubuque Housing Department, and CSEI there will be a two-day workshop, bringing people together to talk about affordable housing issues and how to collaborate with community partners to address the issues.

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