

New Opportunities, Inc.  
Board Meeting

MINUTES

Thursday, January 27, 2011  
4:00 p.m.

I. Meeting was called to order by President Eugene Meiners at 4 p.m.

A. Welcome and Introductions

Present: Eugene Meiners, Rick Hecht, Bart Thoreson, Betty Weidert, Shirley Keenan, Gary Nicholson, Tom Heater, Kathy Brenny, Christopher Warneka, and Robert McKone.

Excused: Mary Jane Fields, Mark Hanson

Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO; Ashley Owen, Board Recorder

B. A motion was made for the approval of Board minutes for December 9, 2010 by Tom Heater and seconded by Chris Warneka. Motion carried.

II. CFO Reports – Sheri Mertz

A. Sheri presented to the Board a chart summarizing the activity for American Recovery and Reinvestment Act (ARRA) funds as of December 2010 for the following programs: Weatherization and Homeless Prevention and Rapid Rehousing (HPRP).

B. Sheri discussed with the Board the financial reports ending December 31, 2010. There was a general discussion of various line items. A motion was made to approve the financial reports ending December 31, 2010 by Bob McKone and seconded by Betty Weidert. Motion carried.

C. Sheri discussed with the Board CSBG funding. A motion was made to amend the CSBG 2010 contract to reallocate funds between categories to complete the FY 10 contract before starting the FY 11 contract by Chris Warneka and seconded by Shirley Keenan. Motion carried.

### III. CEO Reports – Chad Jensen

- A. Chad informed the board that the Executive Committee met before the Board meeting and that the following items were recommended to the Board for approval by the Executive Committee, which did not have a quorum:

(1) Approve pay application #10 and #11 and retain the payment for pay application #12 until dirt work is complete in the spring. The motion was made by Bart Thoreson and seconded by Rick Hecht to approve pay application #10 and #11 and retain the pay application #12 until dirt work is completed (by) May 30, 2011

(2) Approve to pay the remaining payments to Simonson & Associates Architects. The motion was made to pay the remaining payments to Simonson & Associates Architects by Rick Hecht seconded by Gary Nicholson. Motion carried.

- A. Sheri presented the December 6, 2010 Head Start Policy Council minutes, the Head Start/Early Head Start Program Report November 2010 thru December 2010, and the Head Start Financial Summary for the period December 2009 thru November 2010 to the Board. The new program year began December 1, 2010. The balance remaining in PY2010 will be fully expended once all accruals are received. Head Start/Early Head Start credit card activity was shared.
- B. Motion was made to approve the Weatherization Assistance Program Utility Funds #BHE-11-01 by Chris Warneka seconded by Bob McKone. Motion carried.
- C. Motion was made to approve the Weatherization Assistance Program Utility Funds #IPL-11-01 by Tom Heater seconded by Gary Nicholson. Motion carried.
- D. Motion was made to approve the Weatherization Assistance Program Utility Funds #MEC-11-01 by Betty Weidert seconded by Kathy Brenny. Motion carried.
- E. Motion was made to approve the Weatherization Assistance Program Utility Funds #HEAP-11-01 by Chris Warneka seconded by Rick Hecht. Motion carried.
- F. Chad discussed with the Board the need for more Board members and presented a chart summarizing the vacancies that need to be filled. He stated that it is important to have these positions filled. The motion was made by Tom Heater to approve the following officers and Finance Committee members for calendar year 2011 seconded by Chris Warneka. Motion carried.

#### Executive Committee

- a) Eugene Meiners – Board President
- b) Rick Hecht – Vice President
- c) Betty Weidert – Secretary

d) Bart Thoreson – Treasurer

Finance Committee

- a) Bart Thoreson – Chairperson
- b) Bob McKone
- c) Kathy Brenny

- G. Chad gave informational hand-outs of correspondence that he has received to the Board Members, which included
- a) Quarterly Quality Improvement chart Audit Narrative Report
  - b) FFY 2010 Year End Report for Maternal Health, Child Health (including Hawk-I outreach and oral health) and Family Planning
  - c) Correspondence regarding the April-September FFY2010 CARES and WHIS review summaries
  - d) CACFP program correspondence

IV. Additional Notations

- A. The Board discussed posting signs “No Weapons on Premises” and revise New Opportunities, Inc. weapons policy. The motion was made by Chris Warneka to approve posting these signs at all New Opportunities, Inc. locations Shirley Keenan seconded the motion. Motion carried.
- B. Chad informed the Board that the Free Clinics of Iowa started later than planned. They will begin February 3, 2011. The doctors for the Free Clinics will be Dr. Slattery and Dr. Carroll.
- C. Chad asked the Board their thoughts on how New Opportunities, Inc. can recognize Ray Lenz for all of his contributions to New Opportunities, Inc.

V. Adjournment

- A. A motion was made at 5:10 p.m. by Chris Warneka to adjourn the meeting. Shirley Keenan seconded the motion. Motion carried.

Respectfully submitted,

  
Ashley Owen  
Board Recorder

Respectfully submitted,

  
Eugene Meiners  
Board President