

New Opportunities, Inc.
Board Meeting

MINUTES

Thursday, March 31, 2011
4:00 p.m.

I. Meeting was called to order by President Eugene Meiners at 4:05 p.m.

A. Welcome and Introductions

Present: Eugene Meiners, Rick Hecht, Tom Heater, Kathy Brenny, Christopher Warneka, Bart Thoreson, Shirley Keenan, Mark Hanson via conference call

Excused: Betty Weidert, Gary VanAernam, Tom Rutledge, Mary Jane Fields, Gary Nicholson, and Robert McKone

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

B. A motion was made for the approval of Board minutes for February 24, 2011 by Kathy Brenny and seconded by Rick Hecht. Motion carried.

II. CFO Reports – Sheri Mertz

A. Sheri informed the Board that the Finance Committee held a meeting on March 28, 2011 and that the following items needed to be ratified by the Board of Directors: (1) The Head Start fiscal self-assessment. The motion was made by Chris Warneka to approve the Head Start fiscal self-assessment performed by the Finance Committee seconded by Tom Heater. Motion carried. (2) Approval of the Fiscal Policy and Procedures manual. The motion was made by Rick Hecht to ratify the Finance Committee's action to approve the Fiscal Policy and Procedures manual seconded by Kathy Brenny. Motion carried. (3) Approval to renew the \$200,000 operating line of credit. The motion was made by Chris Warneka to ratify the Finance Committee's action to renew the \$200,000 operating line of credit seconded by Shirley Keenan. Motion carried.

- B. Sheri presented to the Board a chart summarizing the activity for American Recovery and Reinvestment Act (ARRA) funds as of February 2011 for the following programs: Weatherization and Homeless Prevention and Rapid Rehousing (HPRP).
- C. Sheri discussed with the Board the financial reports ending February 28, 2011. There was a general discussion of various line items. A motion was made to accept the financial reports ending February 28, 2011 by Mark Hanson and seconded by Shirley Keenan. Motion carried.

III. CEO Reports – Chad Jensen

- A. Gene Meiners shared the February 21, 2011 Head Start Policy Council minutes, and the February 2011 Head Start/Early Head Start Program Report. Sheri Mertz shared with the Board the Head Start Financial Summary, credit card activity, and non-federal share (in-kind) for the period December 2010 thru February 2011.
- B. Chad informed the board that the Executive Committee met before the Board meeting and that the following items need to be discussed and ratified by the Board of Directors: (1) Approval of the Human Resources Policy and Procedures manual. The motion was made to ratify the Executive Committee's action to approve the Human Resources Policy and Procedures manual by Chris Warneka and seconded by Kathy Brenny. (2) Approval of the Behavioral Health Services Policy and Procedures manual. The motion was made to ratify the Executive Committee's action to approve the Behavioral Health Services Policy and Procedures manual by Shirley Keenan and seconded by Kathy Brenny. (3) Approval of HIPPA Policy and Procedures manual. The motion was made to ratify the Executive Committee's action to approve the HIPPA Policy and Procedures manual by Mark Hanson and seconded by Rick Hecht. (4) Approval of the Affirmative Action Policy and Procedures manual. The motion was made to ratify the Executive Committee's action to approve the Affirmative Action Policy and Procedures manual by Tom Heater and seconded by Chris Warneka.
- C. Chad gave informational hand-outs of correspondence that he has received to the Board Members, which included
 - a) Audubon High School Just Eliminate Lies (JEL)
 - b) Iowa Strategic Prevention Framework State Incentive Grant
 - c) Christopher & Dana Reeve Foundation Announcement
 - d) FFY 2011 1st quarter Hawk-i progress report
 - e) Iowa Department of Human Rights – LIHEAP Monitoring
 - f) Iowa Department of Human Rights – LIHEAP Fiscal Monitoring

- g) Iowa Department of Human Rights – Weatherization Monitoring
- h) Iowa Department of Human Rights – CSBG Monitoring
- i) Iowa Department of Human Rights – CSBG ARRA Monitoring
- j) Iowa Department of Human Rights – DOE ARRA Monitoring

IV. Additional Notations

- A. Chad informed the Board that WIC had a budget cut of \$47,000 and needed to lay-off a dietician.
- B. There will be Board training on April 21st.

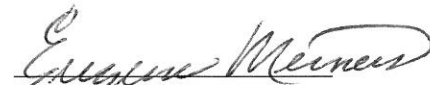
V. Adjournment

- A. A motion was made at 5:07 p.m. by Chris Warneka to adjourn the meeting. Kathy Brenny seconded the motion. Motion carried.

Respectfully submitted,


Ashley Owen
Board Recorder

Respectfully submitted,


Eugene Meiners
Board President