

New Opportunities, Inc.
Board Meeting

MINUTES

Thursday, August 25, 2011
4:00 p.m.

I. Meeting was called to order by President Eugene Meiners at 4:00 p.m.

A. Welcome and Introductions

Present: Eugene Meiners, Betty Weidert, Tom Heater, Kathy Brenny, Christopher Warneka, Shirley Keenan, Robert McKone, Tom Contner, John Hays, Gary Nicholson, Joyce Morris, Del Wedemeyer, Tom Rutledge, Pastor Jud Stover, and Teresa Mowrer

Excused: Rick Hecht, Mark Hanson, Bart Thoreson, and Gary VanAernam

Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO; Ron Morlok, Weatherization Director; Susan Wessling, Head Start/Early Head Start Director

B. A motion was made for the approval of Board minutes for July 28, 2011 by Gary Nicholson and seconded by Chris Warneka. Motion carried.

II. Ron Morlok, Weatherization Director, gave a presentation to the Board Members about the LIHEAP (Low Income Heating Energy Assistance Program) and the Weatherization Department.

III. Susan Wessling, Head Start/Early Head Start Director, reviewed the Program Year 2012 Continuation Grant Application with the Board. The Policy Council will meet on Monday August 29, 2011 to approve the Grant Application. It was moved by Kathy Brenny and seconded by Betty Weidert to accept the report. Motion carried.

IV. 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 July 2011 for the following

programs: Weatherization and Homeless Prevention and Rapid Rehousing (HPRP).

- B. Sheri discussed with the Board the financial reports ending July 31, 2011. There was a general discussion of various line items. Sheri made note that there is a need to update the software used in both the Treatment and Health Services Department. It is the goal of the Agency to implement software that will interface with the required State Databases and the billing system. The cost is estimated at approximately \$100,000. This cost will be allocated over a two-year period by deferring some of the insurance proceeds from FY11 and purchasing the software in FY12. A motion was made to accept the financial reports ending July 31, 2011 by Shirley Keenan and seconded by Robert McKone. Motion carried.
- C. Sheri presented the CSBG Amendment #1 to the Board. The amendment decreases the FY11 CSBG co-funding line item by \$6,972. The total CSBG Federal funding for New Opportunities was decreased from \$247,590 to \$240,618 or approximately 2.8%. It was moved by Tom Heater and seconded by Chris Warneka to approve allocating this reduction to the co-funding category. Motion carried.
- D. Sheri presented a FY11 CSBG July report to the Board. There was general discussion on the various line items and the need to reallocate funds between categories and to include co-funding to the health services department for their Child Health, Lead and I-Smile programs. It was moved by Robert Mckone and seconded by Kathy Brenny to approve the reallocation of the FY11 CSBG funds. Motion carried.
- E. Sheri informed the Board that Iowa Savings Bank failed to process New Opportunities July 22, 2011 payroll file. On Friday July 22, it was discovered by New Opportunities that the payroll file was not processed. Iowa Savings Bank was contacted immediately. After looking into the situation, Iowa Savings Bank called back and said they had made an error and had failed to process the file. They said they could process the file immediately and our employees would receive their payroll deposits on Monday. We informed them we had to get employees paid Friday, waiting until Monday was not an acceptable option. Iowa Savings Bank then agreed to send wire transfers to ensure all employees received their payroll deposit on Friday. There were many issues encountered throughout this process including two employees not receiving their deposit until Monday and several employees receiving fees for the wire transfer. Chad and Sheri met with Bill Hess, Iowa Savings Bank President, and Dan Krotoska, Vice President

on Wednesday, August 3, 2011. Bill apologized and ensured both Chad & Sheri this error has never happened before and will not happen again.

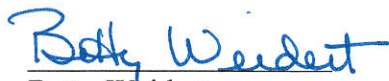
V. CEO Reports – Chad Jensen

- A. Chad informed the Board that the Executive Committee had met on August 9, 2011 to decide how to handle a potential stock issue to fund the fourth year of the Iowa Initiative program. As it turned out, the Agency received cash in lieu of stock, therefore no action was needed by the Board to ratify the Executive Committees investment plan.
- B. Chad informed the Board that we received notice from Alliance Select that the renewal of New Opportunities current group health insurance plan will be increasing by 9%. Bruce Bahnsen, the Agent who places New Opportunities Health Insurance, will be requesting quotes from at least three other insurance agencies.
- C. Chad noted there was no Policy Council Update since they are not meeting until Monday August 29, 2011.

VI. Adjournment

- A. A motion was made at 5:10 p.m. by Kathy Brenny to adjourn the meeting. Tom Contner seconded the motion. Motion carried.

Respectfully submitted,



Betty Weidert
Board Secretary

Respectfully submitted,



Eugene Meiners
Board President