

New Opportunities, Inc.
Annual Meeting
In Person or ZOOM Meeting

MINUTES

Thursday March 23, 2023
3:00 p.m.

I. Meeting was called to order by Board Chairperson Eugene Meiners at 3:05 p.m.

A. Welcome and Introductions

Present:

In Person: Heath Hansen, Kathy Kluis, Jon Hays, Eugene Meiners, Peg Hamilton, Jeff Cayler, Dan Benitz, Mike Fischer, Terry Striegel, Cindy Wallace. Tim Farmer, J.D. Kuster, and Carolyn Masters

Via ZOOM: Mark Hanson, and Carl Legore

Absent: Erica Burris, Lori Campbell, Kim Denman. Deb Lightner and Denis James

Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO; Jenni Schlichte, Board Recorder; Carla Morrow, HR Director

Guests Present: Dave Ginther (Gronewold, Bell, Kyhnn & Co.)

B. A motion was made for the approval of Annual Meeting minutes for February 24, 2022 by Jeff Cayler and seconded by Kathy Kluis. Motion carried. Peg Hamilton and Carl Legore were absent for vote.

II. CFO Reports – Sheri Mertz

A. Dave Ginther, Partner with Gronewold, Bell, Kyhnn & Co., presented to the Board the year in review for New Opportunities, Inc. It showed comparative data for 2022 for the following areas: salaries and benefits, assistance to individuals, program revenue, program expenditures, and charts showing expenditures by program for the last five years.

Dave also presented the Fiscal Year 2022 Annual Agency Audit. There were no findings or compliance issues to report. A motion was made by Jeff Cayler and seconded by Carolyn Masters to receive and file the Fiscal Year 2022 Annual Agency Audit. Motion carried. Peg Hamilton was absent for vote.

B. Sheri presented the Indirect Cost Rate Proposal to the Board. Sheri explained what the Indirect Cost Rate is and how it is determined. The

proposed Indirect Cost Rate for Fiscal Year 2022/2023 is 16%. A motion was made by Terry Striegel to submit the Indirect Cost Rate Proposal of 16% seconded by Kathy Kluis. Motion carried. Peg Hamilton was absent for vote.

- C. Sheri presented the Fiscal Policies and Procedures Manual. It was noted that there were no changes this year. A motion was made by Jeff Cayler to approve the Fiscal Policies and Procedures manual as presented, seconded by Carolyn Masters. Motion carried. Peg Hamilton was absent for vote.

III. CEO Reports –

- A. Chad presented to the Board, The New Opportunities, Inc. Annual Report. A motion was made by J.D. Kuster and seconded by Dan Benitz to accept the Annual Report. Motion carried. Peg Hamilton was absent for vote.
- B. Chad presented to the Board, The Head Start/Early Head Start Annual Report. A motion was made by Jeff Cayler and seconded by Heath Hansen to accept the Head Start/Early Head Start Annual Report. Motion carried. Peg Hamilton was absent for vote.
- C. Chad presented the following proposed listing of Board Officers & Finance Committee Members:

Executive Board:

Eugene Meiners - Board President
Carl Legore - Vice-President
Carolyn Masters – Treasurer
Terry Striegel – Secretary

Audit/Finance Committee:

Carolyn Masters – Treasurer
Jeff Cayler
Tim Farmer
Jon Hays

Mike Fischer made a motion to accept these nominations as presented Cindy Wallace seconded the motion. Motion carried. Peg Hamilton was absent for vote.

- D. Federal regulations require not less than one member of the board is a licensed attorney familiar with issues that come before the Board of Directors. There is currently one attorney on the board, Tim Farmer. Stu Cochrane with Johnson, Kramer, Mulholland, Cochrane, Driscoll, & Cochrane P.L.C. has been serving as a consultant to the Board of Directors and has agreed to continue in this consulting capacity for 2023. A motion was made by Jeff Cayler to approve Stu Cochrane to serve as legal

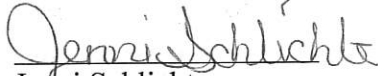
consultant for New Opportunities, Inc. Board of Directors seconded by Carolyn Masters. Motion carried. Peg Hamilton was absent for vote.

- E. Chad presented a summary of proposed changes to the Human Resources Policies and Procedures. A motion was made by Jeff Cayler to approve the Human Resources Policies and Procedures Manual as presented, seconded by Carolyn Masters. Motion carried. Peg Hamilton was absent for vote.
- F. Chad presented the Behavioral Health Services Policy and Procedures manual, there were several changes and additions made, and there was general discussion. A motion was made by J.D. Kuster to approve the Behavioral Health Services Policies and Procedures Manual seconded by J.D. Kuster. Motion carried. Peg Hamilton was absent for vote.
- G. Chad informed the Board that there have not been any changes to the Mental Health Policy and Procedures Manual. The motion was made by Carolyn Masters to approve the Mental Health Policy and Procedures Manual seconded by Kathy Kluis. Motion carried. Peg Hamilton was absent for vote.
- H. Chad informed the Board that there have not been any changes to the HIPPA Policy and Procedures Manual. The motion was made by Jeff Cayler to approve the HIPPA Policy and Procedures Manual seconded by Dan Benitz. Motion carried. Peg Hamilton was absent for vote.
- I. Chad informed the Board that there have not been any changes to the Affirmative Action Policy and Procedures Manual. The motion was made by Jeff Cayler to approve the Affirmative Action Policy and Procedures Manual seconded by terry Striegel. Motion carried. Peg Hamilton was absent for vote.
- J. Chad provided a copy of the Corporate By-Laws to every board member. A round table discussion was had with no concerns or changes discussed.
- K. Chad provided a copy of the New Opportunities Mission Statement and Vision Statement to the board members for review.
- L. Carla Morrow discussed with the Board: The Board Code of Ethics, Nepotism Policy, Confidentiality Acknowledgement, and Conflict of Interest Policy. Each Board member that attended in person was given forms to sign and turn in. Board Members attending via ZOOM or absent will receive all forms in the mail along with a postage paid self-addressed envelope.

IV. Adjournment

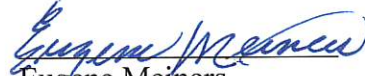
- A. A motion was made at 3:58 p.m. by J.D. Kuster to adjourn the Annual meeting. Kathy Kluis seconded the motion. Motion carried. Mark Hanson was absent for vote.

Respectfully submitted,



Jenni Schlichte
Board Recorder

Respectfully submitted,



Eugene Meiners
Board President