

New Opportunities, Inc.  
Annual Meeting

MINUTES

Thursday, March 1, 2018  
3:00 p.m.

I. Meeting was called to order by Board Chairperson Eugene Meiners at 3:00 p.m.

A. Welcome and Introductions

Present: Gary VanAernam, Jon Hays, Gene Meiners, Teresa Mobley, Joyce Morris, Jeff Cayler, Terry Striegel, Tim Farmer, Tom Rutledge, Mark Hanson, Carolyn Masters and Carl Legore

Absent: Peg Hamilton, Rick Hecht, Cindy Wallace, Chuck Yanders, and Tom Contner  
Due to a family emergency Chad Jensen was not able to attend the meeting.

Staff Present: Sheri Mertz, CFO; Jenni Schlichte, Board Recorder and 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 23, 2017 by Mark Hansen and seconded by Teresa Mobley. Motion carried.

II. CFO Reports – Sheri Mertz

A. Dave Ginther, CPA, Gronewold, Bell, Kyhnn & Co., presented the Fiscal Year 2017 Annual Agency Audit. There were no findings or compliance issues to report. A motion was made by Mark Hanson and seconded by Jeff Cayler to receive and file the Fiscal Year 2017 Annual Agency Audit. Motion carried.

B. Dave Ginther presented to the Board the year in review for New Opportunities, Inc. It showed comparative data for 2017 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.

C. 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 2017/2018 is 16.8%. The

motion was made by Terry Striegel to submit the Indirect Cost Rate Proposal of 16.8% seconded by Teresa Mobley. Motion carried.

- D. Sheri noted that there were no changes to the Fiscal Policies and Procedures Manual for this year. A motion was made by Jeff Cayler and seconded by Joyce Morris to approve the Fiscal Policy and Procedure Manual. Motion carried.

### III. CEO Reports –

- A. Sheri presented to the Board, New Opportunities, Inc. Annual Report. The motion was made by Terry Striegel and seconded by Carl Legore to accept the Annual Report. Motion carried.
- B. Sheri noted both Jon Hays and Joyce Morris's Board terms ended 12/31/17. They have agreed to stay on the board during the transition in filling their vacancies. Sheri expressed our true gratitude for all their contributions over the past six years. Both Jon and Joyce were serving as board officers, therefore the 1 year unexpired terms of the Board Treasurer and Board Secretary will need to be filled.

**Current Board Officers:** Elected at 2/23/17 Annual Meeting (2 year terms)

Eugene Meiners - Board President  
Rick Hecht Vice - President  
Jon Hays\* - Treasurer  
Joyce Morris\* - Secretary

Mark Hanson nominated Teresa Mobley and Carl Legore to fill the 1 year unexpired terms of Treasurer and Secretary, respectively.

The following Committee nominations were also made by Mark Hanson:

**Executive Board:**

Eugene Meiners - Board President  
Rick Hecht Vice - President  
Teresa Mobley – Treasurer  
Carl Legore – Secretary

**Finance Committee:**

Teresa Mobley – Chair  
Terry Streigel  
Chuck Yanders

The motion to cease and approve nominations by acclamation was made by Mark Hanson and seconded by Jon Hays.

- C. 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 2018. A motion was made by Tom Rutledge to approve Stu Cochrane to serve as legal consultant for New Opportunities, Inc. Board of Directors seconded by Teresa Mobley. Motion carried.

- D. Carla Morrow and Sheri presented a summary of proposed changes to the Human Resources Policies and Procedures. A motion was made by Mark Hanson to approve the Human Resources Policies and Procedures manual with the proposed changes, seconded by Carl Legore. Motion carried.
- E. Sheri presented the Behavioral Health Services Policy and Procedures manual, making note there are no changes from last year. A motion was made by Gary VanAernam to approve the Behavioral Health Services Policies and Procedures manual seconded by Joyce Morris. Motion carried.
- F. Sheri informed the Board that there haven't been any changes to the HIPPA Policy and Procedures manual. The motion was made by Jon Hays to approve the HIPPA Policy and Procedures manual seconded by Carl Legore. Motion carried.
- G. Sheri informed the Board that there haven't been any changes to the Affirmative Action Policy and Procedures manual. The motion was made by Terry Striegel to approve the Affirmative Action Policy and Procedures manual seconded by Teresa Mobley. Motion carried.
- H. Sheri presented a copy of the Corporate By-Laws to the Board.
- I. Carla Morrow discussed and handed out the Board Code of Ethics, Nepotism Policy, Confidentiality Acknowledgement, and Conflict of Interest Policy. Each Board member present signed a statement regarding each of these. Board members not present will have documents sent to them for their signature.

#### IV. Adjournment

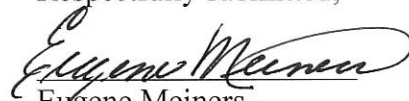
- A. A motion was made at 4:05 p.m. by Mark Hanson to adjourn the meeting. Teresa Mobley seconded the motion. Motion carried.

Respectfully submitted,



Jenni Schlichte  
Board Recorder

Respectfully submitted,



Eugene Meiners  
Board President

