

New Opportunities, Inc.  
Annual Meeting -VIA ZOOM

MINUTES

Thursday March 25, 2021  
3:00 p.m.

I. Meeting was called to order by Board Chairperson Eugene Meiners at 3:01 p.m.

A. Welcome and Introductions

Present: Gary VanAernam, Kathy Kluis, Eugene Meiners, Jeff Cayler, Tom Contner, Lori Campbell, Brent Wilhelm, Terry Striegel, Cindy Wallace, Mark Hanson, Tim Farmer, Kim Denman, Carl Legore, Peggy Galletley, Jerome Kuster, Denis James, and Carolyn Masters

Absent: Tina Malloy and Peg Hamilton

Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO; Jenni Schlichte, Board Recorder

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

B. A motion was made for the approval of Annual Meeting minutes for February 27, 2020 by Jeff Cayler and seconded by Carl Legore. Motion carried.

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 2020 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 2020 Annual Agency Audit. There were no findings or compliance issues to report. A motion was made by Mark Hanson and seconded by Peggy Galletley to receive and file the Fiscal Year 2020 Annual Agency Audit. Motion carried.

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 2020/2021 is 16.9%. A motion was made by J.D. Kuster to submit the Indirect Cost Rate Proposal of 16.9% seconded by Carolyn Masters. Motion carried.

- C. Sheri presented a summary of proposed changes to the Fiscal Policies and Procedures Manual. A motion was made by Carl Legore to approve the Fiscal Policies and Procedures manual as presented, seconded by Peggy Galletley. Motion carried.

### III. CEO Reports –

- A. Chad presented to the Board, The New Opportunities, Inc. Annual Report. A motion was made by Gary VanAernam and seconded by Carl Legore to accept the Annual Report. Motion carried.
- B. 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

Carl Legore made a motion to accept these nominations as presented and seconded by J.D. Kuster. Motion carried.

- 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 2021. A motion was made by Tim Farmer to approve Stu Cochrane to serve as legal consultant for New Opportunities, Inc. Board of Directors seconded by Lori Campbell. Motion carried.
- D. Chad 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 as presented, seconded by Kathy Kluis. Motion carried.
- E. Chad presented the Behavioral Health Services Policy and Procedures manual, there were several changes made, and there was general discussion. A motion was made by Carolyn Masters to approve the Behavioral Health Services Policies and Procedures Manual seconded by J.D. Kuster. Motion carried.

- F. Chad informed the Board that there have not been any changes to the HIPPA Policy and Procedures Manual. The motion was made by Lori Campbell to approve the HIPPA Policy and Procedures Manual seconded by Peggy Galletley. Motion carried.
- G. Chad informed the Board that there have not been any changes to the Affirmative Action Policy and Procedures Manual. The motion was made by Cindy Wallace to approve the Affirmative Action Policy and Procedures Manual seconded by Carl Legore. Motion carried.
- H. 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.
- I. Chad presented to the Board, New Opportunities Mission Statement and Vision Statement. The motion was made by Jeff Cayler to approve the Mission Statement and Vision Statement seconded by Lori Campbell. Motion carried.
- J. Chad discussed with the Board: The Board Code of Ethics, Nepotism Policy, Confidentiality Acknowledgement, and Conflict of Interest Policy. Each Board member needs to sign the statement regarding each of these and return in self-addressed envelope provided.

IV. Adjournment

- A. A motion was made at 3:50 p.m. by Lori Campbell to adjourn the meeting, and Peggy Galletley seconded the motion. Motion carried.

Respectfully submitted,



Jenni Schlichte  
Board Recorder

Respectfully submitted,



Eugene Meiners  
Board President