

New Opportunities, Inc.
Board Meeting

MINUTES

Thursday, October 26, 2017

4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:04 p.m.

A. Welcome and Introductions

Present: Eugene Meiners, Peg Hamilton, Jeff Cayler, Teresa Mobley, Joyce Morris, Rick Hecht, Terry Striegel, Cindy Wallace, Tim Farner, Carl Legore, and Carolyn Masters

Excused: Mark Hanson, Chuck Yanders, Tom Rutledge, Gary VanAernam, Jon Hays, and Tom Contner

Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO; Jenni Schlichte, Board Recorder; Melissa Vanderheiden, Treatment Counselor.

B. A motion was made for the approval of the Amended Agenda by Jeff Cayler and seconded by Rick Hecht. Motion carried.

C. A motion was made for the approval of the September 28, 2017 Board Minutes by Terry Striegel and seconded by Teresa Mobley. Motion carried.

II. Board Training on Opioid Abuse

The STR (State Targeted Response) Grant was presented to the Board of Directors by Chad Jensen, and Melissa Vanderheiden, Treatment Counselor. They gave a short presentation on this grant and what it entails. There was some discussion on the opioid crisis in this area.

III. CFO Reports – Sheri Mertz

A. Sheri discussed with the Board the preliminary financial reports ending September 30, 2017. There was a general discussion of various line items. A motion was made to accept the preliminary financial reports ending September 30, 2017 by Jeff Cayler and seconded by Carl Legore. Motion carried.

IV. CEO Reports – Chad Jensen

A. Chad explained to the Board that the Policy Council meeting in October won't be held until October 31 so all of the reports that he was sharing had not been approved by the Policy Council as of this meeting. Chad shared with the Board the September 26, 2017 Policy Council minutes, the September 2017 Head Start/Early Start Program Report, the Head Start/Early Head Start Financials from December 2016-September 2017, and the Head Start/Early Head Start charge account/credit card activity for September 2017.

B. Chad presented and reviewed with the Board the FY 17 CSBG end of year reports. The CSBG End of year report will be submitted to the State wrapping up our Fiscal Year 2017 (October 1, 2016 – September 30, 2017).

The End of Year reports include:

1. The Program Report (client characteristics attached)

The Program Report is for Community Action agencies to report on the progress and outcomes of the CSBG program goals and objectives that are included in the FY 2017 CSBG Community Action Plan and Application, and provide characteristics and demographics information on the clients their agency provided services to during the program year.

- CSBG supports the Family Development Centers where low income individuals can receive emergency assistance, such as LIHEAP, Crisis utility funding and food pantries and Financial Literacy where families receive help in budgeting and managing money.

2. The Agency Funding report:

The agency funding report includes financial data on all agency funding sources (federal, state, local, and private funds) and in kind resources used during FY17.

- Programs that are co-funded by CSBG include: The Family Development Centers in each county, Financial Literacy, Tennant Based Rental Assistance (TBRA), Sac County Mentoring Program and Health programs.

3. The Narrative report:

The Narratives report shows the FY17 agency accomplishments and coordination of funds. New Opportunities is reporting on:

- Financial Literacy expansion grant for strategic thinking for long term solutions.
- New Guthrie County office for delivering high-quality, accessible and well managed services
- Mobile Food Pantry for Mobilizing Resources to Support Innovative Solutions
- Summer Food Service Program for providing Positive results for vulnerable populations

- Dallas County Outreach Coordinator Position as an example of change New Opportunities made to improve service delivery.

4. The National Performance Indicators report results for FY17
The National Performance Indicators were created collaboratively within the Community Services Network to enable approximately 1,100 diverse community action agencies in 52 states and territories to present a more uniform and coherent national picture of their work and accomplishments. Keeping in mind each Community Action Agency has a diverse and unique service area and must tailor its program to address the specific needs of the families they serve. Agencies, including New Opportunities are asked to report information only for those national performance indicators for which they have supporting programs and activities (CSBG and all other funding sources).

5. The National Performance Indicators targets for FY18
New Opportunities reports estimations/targets for FY18 on the National Performance Indicators (explained in #4).

C. Chad presented to the Board a change in the Flexible Spending Plan, with an increase from a maximum \$2600.00 to \$2650.00 per the IRS new allowable amount. There was general discussion and a motion was made by Jeff Cayler to approve the change and seconded by Carl Legore. Motion carried.

D. Chad handed out to the Board the Board Self-Assessment and asked them to fill out and turn in by end of meeting.

E. Handouts – FYI's

- i. Department of Human Rights limited fiscal monitoring review correspondence.
- ii. Head Start/Early Head start 2016-2017 Annual Report.

V. Adjournment

A. A motion was made at 4:45 p.m. by Rick Hecht to adjourn the meeting. Joyce Morris seconded the motion. Motion carried.

Respectfully submitted,



Jenni Schlichte
Board Recorder

Respectfully submitted,



Eugene Meiners
Board President

