

New Opportunities, Inc.  
Board Meeting Via ZOOM and in Person

MINUTES

Thursday, October 26, 2023

- I. **Presentation on Low-Income Home Energy Assistance Program (LIHEAP) and Emergency Crisis Intervention Payments (ECIP) presented by Ashley Schmidt, LIHEAP Coordinator**
- II. **Meeting was called to order by Board President Eugene Meiners at 4:16 p.m.**
  - A. Welcome and Introductions

Present: **IN-PERSON:** Jon Hays, Mike Fischer, Carl Legore, and Carolyn Masters

**VIA-ZOOM:** Eugene Meiners, Peg Hamilton, Jeff Cayler, Terry Striegel, Tim Farmer, Deb Lightner, J.D. Kuster, and Denis James

Excused: Heath Hansen, Dan Benitz, Erica Burris, Cindy Wallace, Mark Hanson, and Kim Denman.

Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO;

Guests Presenter: Ashley Schmidt, LIHEAP Coordinator
  - B. A motion was made for the approval of the September 28, 2023 Board Minutes by Carolyn Masters and seconded by Jeff Cayler. Motion carried.
- III. **CFO Reports – Sheri Mertz**
  - A. Sheri discussed with the Board the preliminary financial reports ending September 30, 2023. There was general discussion of various line items. A motion was made to accept the preliminary financial reports ending September 30, 2023 by Carl Legore and seconded by Jeff Cayler. Motion carried.
  - B. Sheri presented to the Board an update on Bank Account Signatory cards.

#### IV. CEO Reports – Chad Jensen

- A. Gene, Chad, and Sheri presented a Policy Council update to the Board.
- a) HS/EHS September 2023 Financials.
  - b) All charge account activity for September 2023.
  - c) The September 2023 HS/EHS Program Reports.
  - d) Strategic Plan
  - e) NFS Waiver – Discussion was held on the challenges in obtaining the required non-federal share and the efforts being made to continue to increase the match in the future. Sheri requested the board approve the submission of a waiver for an additional \$398,000. Terry Striegel made the motion to approve the waiver and Jeff Cayler seconded. Motion carried.
  - f) HS/EHS (07CH012197) Budget Carryover – Discussion was held regarding the closeout of the current HS/EHS budget year one ending 11/30/23. There are several projects still in process such as the FOB security upgrade, vehicle purchase and garage construction. Depending on the progress of the projects it was noted the options are to complete the projects within the 90 day liquidation period or request a carryover to the year two budget. A motion was made by Denis James and seconded by Carolyn Masters to approve the budget carryover for all projects not able to be completed within the 90 day liquidation period. Motion carried.
  - g) There was discussion on the bid process for the garage project. The building will not have any occupancy or plumbing. In an effort to move the project forward and contain costs Terry Striegel made a motion to approve using the proposal bid process and not sealed bids. Denis James seconded the motion. Motion carried.
- B. Chad reviewed the Community Service Block Grant (CSBG) FY23 Year-end report. The CSBG end of year report will be submitted to the State wrapping up our Fiscal Year 2023 (October 1, 2022 – September 30, 2023) in November. There was general discussion. A motion was made to approve the CSBG End of Year report by J.D. Kuster and seconded by Carl Legore. Motion carried.
- C. Chad presented to the Board the National Performance Indicators report for FY23 and targets for FY24. There was general discussion on the NPIs. A motion was made by Jeff Cayler and seconded by Tim Farmer to approve the report. Motion carried.
- D. Chad presented to the Board the Strategic Plan Update. There was general discussion.
- E. Approval of Recent Contracts:
- a) Low-Income Home Energy Assistance Program (LIHEAP-23IIJA-01)  
A motion was made to approve the LIHEAP-23IIJA-01 contract by Carolyn Masters and seconded by Terry Striegel. Motion carried.

- F. Sharing a Success Story. Chad shared with the board a recent email he received regarding a couple who received services in Guthrie County because of recent job losses. The couple indicated they had even better jobs now and appreciated the financial literacy and other programs they received but now no longer need - as they are self-sufficient.
- G. Chad handed out to the Board the following correspondence/information:
- a) Snapshot of Services
  - b) DOE Weatherization Assistance (DOE-23-01) Amendment 5
  - c) DOE Weatherization Assistance (DOE-23-01) Amendment 6
  - d) DOE Weatherization Assistance (DOE-23-01) Amendment 7
  - e) Low-Income Home Energy Assistance (LIHEAP-23-01) Amendment 9
  - f) Low-Income Household Water Assistance (LIHWAP-21-ARPA-01) Amendment 3
  - g) Low-Income Household Water Assistance (LIHWAP-21-ARPA-01) Amendment 4
  - h) Low-Income Home Energy Assistance (LIHEAP-23ES-01) Amendment 4
  - i) The October Royal Throne.

**V. Adjournment**

- A. A motion was made at 5:07 p.m. by J.D. Kuster to adjourn the meeting. Jeff Cayler seconded the motion. Motion carried.

Respectfully submitted,

  
Sheri Mertz  
CFO

Respectfully submitted,

  
Eugene Meiners  
Board President