

New Opportunities, Inc.
Board Meeting
VIA ZOOM

MINUTES

Thursday, October 29, 2020
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:06 p.m.

A. Welcome and Introductions

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

Excused: Tina Malloy, and Denis James

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

B. A motion was made for the approval of the amended Agenda by Lori Campbell and seconded by Mark Hanson. Motion carried

C. Tom Contner made a motion to approve the September 24, 2020 Minutes. Lori Campbell seconded the motion. Motion carried.

II. CFO Reports – Sheri Mertz

A. Sheri discussed with the Board the FY20 Agency preliminary financial reports ending September 30, 2020 including the Comparative Budget to Actual Statement of Financial Activity, Statement of Financial Position, Statement of Cash Flow and a Statement of Financial Activity by class category. There was general discussion of various line items. It was noted the Plant Fund entries for the startup costs of the EHS CB projects have not yet been recorded. A motion was made to accept the preliminary financial reports ending September 30, 2020 by Jeff Cayler and seconded by Peggy Galletley. Motion carried.

III. CEO Reports – Chad Jensen

A. Chad shared with the Board an Agency wide COVID-19 update

- B. Chad shared an Executive Committee update:
- a) Offer for Real Estate (1617 10th Street Carroll – Lenz Leasing, Inc.). A motion was made by Peggy Galletley to approve the Ratification of the Real Estate offer in the amount of \$1,280,000 and seconded by Jeff Cayler. Motion carried.
 - b) Addendum to the Offer of Real Estate for flooring and energy efficient lighting. A motion was made by Mark Hanson to approve the ratification of the addendum for \$30,000 and seconded by Lori Campbell. Motion carried.
- C. Chad, Sheri, and Eugene reviewed the following items with the Board:
- a) HS/EHS and CB EHS September 2020 Financial Reports and charge accounts including COVID-19 funding.
 - b) Policy Council September 22, 2020 Minutes
 - c) HS/EHS and CB EHS September 2020 Program Report
- D. Chad updated the Board on the Early Head Start Center Based program noting the Carroll building is anticipated to close in the next few weeks and the renovations in Perry are progressing on schedule:
- a) It was noted the projected renovations cost for the Perry building include an 8% contingency (\$77,865.68) In an effort to keep the project on schedule a motion was made by Peggy Galletley to authorize Chad to approve all change orders up to the 8% contingency without Board approval. The motion was seconded by Carolyn Masters. Motion carried.
- E. The Early Head Start Center-Based Continuation Grant was presented. It was noted the grant application is due December 1st for the grant period March 2021 – Feb 2022. A motion was made by Carolyn Masters and seconded by J.D. Kuster to approve the Early Head Start Center Based Continuation Grant. Motion carried.
- F. Sheri presented the Head Start - Early Head Start 2019-2020 Grant Budget Amendment. She discussed the reallocation of various budget line items and noted an additional \$200,000 non-federal waiver is being requested due to Covid restraints. She also discussed the building maintenance and repair projects being completed which included the Waukee roof, parking lot and HVAC system. The bid on the HVAC is still pending and is not anticipated to exceed \$5,000 for either unit. In the case either unit does exceed \$5,000, a request to proceed with the purchase was made. A motion was made by Mark Hanson and seconded by Carl Legore to approve the Head Start - Early Head Start 2019-2020 Grant Budget Amendment and building maintenance projects. Motion carried.
- G. The Community Needs Assessment for Head Start was presented. A motion was made by Jeff Cayler and seconded by Peggy Galletley to approve the Community Needs Assessment. Motion carried.
- H. Chad reviewed the Community Service Block Grant (CSBG) FY20 Year-end report. The CSBG End of year report will be submitted to the State wrapping up

our Fiscal Year 2020 (October 1, 2019 – September 30, 2020) by November 13th. There was general discussion. The End of Year report includes:


1. Agency Resource Report - The CSBG Agency Resources Report is for collecting community action agency funding and resource amounts on all agency funding sources (federal, state, local, and private funds) and in-kind resources received during program year 2020.
2. A Narrative highlighting Accomplishments, Innovative Solutions and Service Delivery Improvements.
3. Capacity Building documenting board training, agency staff training, volunteer hours, certifications held by staff and partnerships.
4. Client Characteristics (CSBG & CSBG CARES Supplemental)-showing demographics of the clients served throughout New Opportunities services area in FY20. (Included)
5. Additional individual/household counts outside of NIFCAP
6. Individual and Family Services report
7. The National Performance Indicators report results for FY20

- I. The contract for the Fiscal Year 2021 (LIHEAP-21-01) was discussed. A motion was made by Gary VanAernam and seconded by J.D. Kuster to ratify the Executive Committee's motion to accept contract. Motion carried.
- J. Chad presented the Iowa LIHEAP Program-Designation for Additional Signatories noting this will allow Eugene, Chad or Sheri to be authorized signatories. A motion was made by Mark Hanson and seconded by Jeff Cayler to ratify the Executive Committee's motion to approve. Motion carried.
- K. Chad handed out to the Board the following correspondence/information:
 - a) The October Royal Throne
 - b) Iowa Sexual Risk Avoidance Education (SRAE) Program
 - c) Curbside Coaching
 - d) Desk Review correspondence from IDPH
 - e) CACFP Management Review correspondence

IV. Adjournment

- A. A motion was made at 4:55 p.m. by Kathy Kluis to adjourn the meeting. Carl Legore seconded the motion. Motion carried.

Respectfully submitted,


Jenni Schlichte
Board Recorder

Respectfully submitted,


Eugene Meiners
Board President

