

New Opportunities, Inc.
Board Meeting Via ZOOM

MINUTES

Thursday, December 10, 2020

4:00 p.m.

- I. A celebration to Marie Sharon, Clinical Director, for her 19+ years of dedication and service to New Opportunities was held. Marie will be retiring December 31, 2020.
- II. Meeting was called to order by Board President Eugene Meiners at 4:13 p.m.
 - A. Welcome and Introductions

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

Excused: Tina Malloy, Jerome Kuster, Denis James and Carolyn Masters.

Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO; Jenni Schlichte, Board Recorder; Marie Sharon, Clinical Director
 - B. A motion was made for the approval of the October 29, 2020 Board Minutes by Jeff Cayler and seconded by Carl Legore. Motion carried.
- III. CFO Reports – Sheri Mertz
 - A. Sheri discussed with the Board the financial reports ending October 31, 2020. There was a general discussion of various line items. A motion was made to accept the financial reports ending October 31, 2020 by Lori Campbell and seconded by Jeff Cayler. Motion carried.
 - B. Sheri and Chad presented to the Board the CSBG-20S-01 Amendment #1 for partial funding of an integrated phone system across our seven-county service area. The amendment transfers funds to the Equipment budget line item in the Amount of \$48,000, reduces the Rent Assistance budget from \$72,000 to \$42,000 and reduces the Varied Client Assistance from \$40,000 to \$20,000. It was noted due to other funding sources there has not been any use of either the Rent Assistance or Various Client Assistance Budgets. Jeff Cayler made the motion to approve the amendment and Mark Hanson seconded. Motion carried.
- IV. CEO Reports – Chad Jensen
 - A. Chad shared with the Board an Agency wide COVID-19 update

B. Sheri and Gene Meiners reviewed HS/EHS Policy Council agenda with the Board. The following items were discussed:

1. Financial Reports for the month ending October 2020
2. All charge account activity for October 2020
3. The October 27, 2020 Policy Council Minutes
4. The monthly Program Report for October 2020
5. EHS Center-Based Update:
 - A) Carroll Site 1617 10th Street – Sheri presented to the Board the Purchase Agreement and Closing Statement. A motion was made by Jeff Cayler and seconded by Lori Campbell to approve the final closing documents. Motion carried.

B) Perry Site 2816 1st Avenue – All is going well, waiting on prices for fire wall and fire proofing.

6. Chad presented to the Board a follow-up letter on the monitoring review report from the Office of Head Start. This letter stated that all previous issues have been corrected.
7. Chad presented to the Board the Head Start/Early Head Start Selection Criteria and made note that no changes had been made from the previous year. A motion was made by Peggy Galletley and seconded by Carl Legore to approve the Selection Criteria. Motion Carried.

C. CEO Performance Review and Compensation Package

1. A motion was made by Jeff Carley and seconded by Brent Willhelm to go into closed session. Motion carried.
2. A motion to approve the CEO Performance Review and Compensation Package was made by Jeff Cayler and seconded by Kathy Kluis. Motion carried.
3. A motion was made by Jeff Carley and seconded by Carl Legore to come out of closed session. Motion carried.

V. Handouts – FYI's

- A. Iowa Department of Human Rights FY2020 CSBG
- B. WIC Year End Progress Report
- C. Child and Adult Care Food Program Administrative Review
- D. November and December Royal Throne


VI. Adjournment

A motion was made at 4:56p.m. by Lori Campbell to adjourn the meeting. Carl Legore seconded the motion. Motion carried.

Respectfully submitted,


Jenni Schlichte
Board Recorder

Respectfully submitted,


Eugene Meiners
Board President