

New Opportunities, Inc.
Board Meeting Via ZOOM

MINUTES

Thursday, January 27, 2022
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:00 p.m.

A. Welcome and Introductions.

Present: Eugene Meiners, Peg Hamilton, Jeff Cayler, Erica Burris, Lori Campbell, Terry Striegel, Cindy Wallace, Brent Wilhelm, Mark Hanson, Carl Legore, Deb Lightner, Jerome Kuster, and Denis James

Excused: Gary VanAernam, Kathy Kluis, Jon Hays, Tom Contner, Tim Farmer, Kim Denman, Peggy Galletley, and Carolyn Masters

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

B. A motion was made for the approval of the December 9, 2021, Board Minutes by Lori Campbell and seconded by J.D. Kuster. Motion carried.

II. CFO Reports – Sheri Mertz

A. Sheri discussed with the Board the financial reports ending December 31, 2021. There was a general discussion of various line items. A motion was made to accept the financial reports ending December 31, 2021, by Jeff Cayler and seconded by Carl Legore. Motion carried.

III. CEO Reports – Chad Jensen

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

1. Financial Reports for the month ending November and December 2021
 - a) CH Grant PY21 Closeout 12/2020 thru 11/2021 was presented. It was noted a request to carry over the grant funds not expended will be made once the final reports are completed.
2. All charge account activity for November and December 2021
3. The December 7, 2021, Policy Council Minutes
4. The monthly Program Report for November and December 2021
5. School Readiness
6. Strategic Plan

7. **HP Center Based EHS Year 3: Non-Federal Waiver:** The non-federal share requirement for year 3 of the HP Grant is \$385,197. Currently only \$7,681.23 has been recognized. A motion was made by Denis James and seconded by Terry Striegel to approve the submission of a Non-Federal Waiver for HP Center Based EHS Year 3. Motion carried.
8. 2020-2021 HS/EHS Annual Report
9. Community Needs Assessment

B. Chad presented to the Board the following Weatherization contracts for approval:

- a) HEAP-22-01 - \$312,707.00
The motioned was made to approve the HEAP-22-01 contract by Carl Legore and seconded by Lori Campbell. Motion carried.
- b) MEC-22-01 - \$82,056.00
The motion was made to approve the MEC-22-01 contract by J.D. Kuster and seconded by Jeff Cayler. Motion carried.
- c) IPL-22-01 - \$62,605.00
The motion was made to approve the IPL-22-01 contract by Lori Campbell and seconded by Denis James. Motion Carried.
- d) BHE-21-01 - \$8,857.00
The motion was made to approve the BHE-22-01 contract by Lori Campbell and seconded by Jeff Cayler. Motion Carried.
- e) Designation for Additional Signatories – IA Weatherization Program. A motion was made by Denis James and seconded by Jeff Cayler to approve. Motion carried.

C. Chad discussed the following:

- 1) Board Self-Assessment – Will be mailed out in the next week and discussed at future board meeting.
- 1) CSBG Supplemental Board Report (7/2021 – 12/2021) – Chad presented the report to the Board highlighting 92 households have received direct assistance of \$500 or less in rent or varied assistance in this time frame along with staff time in agency capacity.
- 2) Update on the Risk Assessment/Analysis Plan Update – Chad discussed that this is a 3 year Agency wide assessment and this year is the Health and Safety of clients and staff. A part of the plan is to install portable air purifiers in reception areas and/or offices which include the outreach offices. Will be assessing the need to install larger air purifiers in conference rooms with groups and large meetings as well. A motion was made by Lori Campbell and seconded by Jeff Cayler to approve the Risk Assessment/Analysis Plan. Motion carried.
- 3) Update on the Strategic Plan was presented and discussed.
 1. New Opportunity staff will provide 20 families/individuals with basic family need.
 2. New Opportunities will do a specific drive in each community to collect basic need items.

3. Increase mental health knowledge and awareness.
4. New Opportunities will offer virtual training to all staff throughout each year highlighting existing programs.
5. H.R. Department will work with Departments to advertise vacant positions

A motion was made by Jeff Cayler and seconded by Terry Striegel to approve the Strategic Plan. Motion carried.

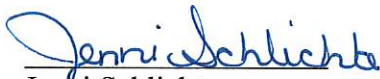
IV. Handouts – FYI’s

- A. Board Meeting Schedule 2022
- B. Department of Human Rights FY21 CSBG Review of End of Year Reports
- C. The Royal Throne

V. Adjournment


A motion was made at 4:46 p.m. by Lori Campbell to adjourn the meeting. Jeff Cayler seconded the motion. Motion carried.

Respectfully submitted,



Jenni Schlichte
Board Recorder

Respectfully submitted,



Eugene Meiners
Board President