

New Opportunities, Inc.
Board Meeting Via ZOOM

MINUTES

Thursday, January 28, 2021
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:02 p.m.

A. Welcome and Introductions.

Present: Gary VanAernam, Eugene Meiners, Peg Hamilton, Jeff Cayler, Terry Striegel, Cindy Wallace, Brent Willhelm, Tim Farmer, Mark Hanson, Kim Denman, Tim Farmer, Peggy Galletley, Carl Legore, Jerome Kuster, and Carolyn Masters

Excused: Tina Malloy, Kathy Kluis, Tom Contner, Lori Campbell, Denis James and Sheri Mertz, CFO.

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

B. A motion was made for the approval of the December 10, 2020 Board Minutes by Jeff Cayler and seconded by Terry Striegel. Motion carried.

II. CFO Reports – Chad Jensen

A. Chad discussed with the Board the financial reports ending December 31, 2020. There was a general discussion of various line items. A motion was made to accept the financial reports ending December 31, 2020 by J.D. Kuster and seconded by Carolyn Masters. Motion carried.

B. Chad presented to the Board the Property Tax Exemption for 1617 10th Street Carroll, IA. A motion was made by Carolyn Masters and seconded by Carl Legore to approve submission of the Property Tax Exemption request to the Carroll County Assessor's Office. Motion carried.

C. Chad presented to the Board the Notice of Federal Interest for 1617 10th Street Carroll, IA. A motion was made by Jeff Cayler and seconded by Terry Striegel to approve recording the Notice of Federal Interest with the Carroll County Recorder's Office. Motion carried.

III. CEO Reports – Chad Jensen

A. 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 2020
2. All charge account activity for November and December 2020
3. The December 8, 2020 Policy Council Minutes
4. The monthly Program Report for November and December 2020
5. Program Goals/Self-Assessment/Strategic Plan
6. Eligibility Training. Eugene and Chad presented and provided an overview / training. They reviewed the process of determining, verifying, and documenting eligibility.
7. **COVID Funds Carryover request – CH Grant:** Tonya requested approval to request carry over of \$103,493.13 (HS) and \$27,899.41 (EHS) of COVID Funds into the new budget year. A motion was made by J.D. Kuster and seconded by Peggy Galletley to approve the funds being moved over to the 2021 fiscal year.
8. **Admin and Non-Federal Waiver Request – HP Grant:** Tonya requested permission to move forward and submit a waiver for Admin & Non-Federal requirements on the EHS-CB grant for 2020-2021. A motion was made by Carolyn Masters and seconded by Carl Legore to approve this waiver. Motion carried.
9. **Over \$5000 Purchase request – HP Grant:** Chad requested Board approval to proceed with the purchase of a Spot Vision Screener (\$6850.00) and Playground Equipment for the Carroll and Perry EHS CB locations (\$12,186.00 x 2) for a total of \$31,222.00. A motion was made by Mark Hansen and seconded by Terry Striegel to approve these purchases. Motion carried.
10. HS/EHS Annual Report 2019-2020 will be sent out later.

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

- a) HEAP-21-01 - \$209,256.00
The motion was made to approve the HEAP-21-01 contract by Peggy Galletley and seconded by Carolyn Masters. Motion carried.
- b) MEC-21-01 - \$54,880.00
The motion was made to approve the MEC-21-01 contract by Mark Hansen and seconded by Jeff Cayler. Motion carried.
- c) IPL-21-01 - \$61,976.00
The motion was made to approve the IPL-21-01 contract by Jeff Cayler and seconded by Cindy Wallace. Motion Carried.
- d) BHE-21-01 - \$8,857.00
The motion was made to approve the BHE-21-01 contract by Jeff Cayler and seconded by Carl Legore. Motion Carried.
- e) Designation for Additional Signatories – IA Weatherization Program. A motion was made by J.D. Kuster and seconded by Jeff Cayler to approve. Motion carried.

C. Chad discussed the following:

- 1) Board Self-Assessment – Will be mailed out next week and discussed at future board meeting
- 2) Update on the Risk Assessment/Analysis Plan. Chad discussed 2020's Plan and that it has been delayed some because of COVID. Reviewed the 2021 plan. Size of the board of

directors (no change) and safety of outreach offices (Carroll improved while others will when budget allows) were discussed with general discussion. Chad explained the 2021 plan will be a continuation of company vehicle safety. Safety kits and general precautions will be explored and implemented if needed. This may include new and additional safety equipment such as jumper cables, ice scrapers, flashlights etc.). There was additional information as presented in the attachment. (See attachment)

3) Update on the Strategic Plan was presented and discussed. Discussion of mental health education for staff within the zero suicide curriculum. Communication through leadership team, website, and Facebook and the use of billboards. Also, time was spent discussing the staff survey that was sent out in March to also help identify safety needs since the pandemic has occurred. Round table discussion occurred.

4) National Performance Indicators (NPI) Report. Chad presented the CSBG FY 2021 Community Action NPIs Report including Initial Targets to the Board. He discussed the CSBG NPIs Initial Targets for FY 2021. There was a motion to approve by Terry Striegel and seconded by Carolyn Masters. Motion Carried.

IV. Handouts – FYI’s

- A. FFY2020 Year-End Report for Mental Child Adolescent Health (MCAH) programs.
- B. February Royal Throne


V. Adjournment

A motion was made at 4:52p.m. by Jeff Cayler to adjourn the meeting. Carl Legore seconded the motion. Motion carried.

Respectfully submitted,


Jenni Schlichte
Board Recorder

Respectfully submitted,


Eugene Meiners
Board President