

New Opportunities, Inc.
Annual Meeting
In Person or ZOOM Meeting

MINUTES

Thursday February 24, 2022
3:00 p.m.

I. Meeting was called to order by Board Chairperson Eugene Meiners at 3:07 p.m.

A. Welcome and Introductions

Present:

In Person: Jon Hays, Eugene Meiners, Carl Legore, and J.D. Kuster

Via ZOOM: Kathy Kluis, Jeff Cayler, Tom Contner, Erica Burris, Lori Campbell, Brent Wilhelm, Terry Striegel, Cindy Wallace, Mark Hanson, Deb Lightner, Denis James, and Carolyn Masters

Absent: Gary VanAernam, Peg Hamilton, Tim Farmer, Kim Denman and Peggy Galletley

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

Guests Present: Dave Ginther (Gronewold, Bell, Kyhnn & Co.)

B. A motion was made for the approval of Annual Meeting minutes for March 25, 2021 by J.D. Kuster and seconded by Jeff Cayler. Motion carried.

II. CFO Reports – Sheri Mertz

A. Dave Ginther, Partner with Gronewold, Bell, Kyhnn & Co., presented to the Board the year in review for New Opportunities, Inc. It showed comparative data for 2021 for the following areas: salaries and benefits, assistance to individuals, program revenue, program expenditures, and charts showing expenditures by program for the last five years.

Dave also presented the Fiscal Year 2021 Annual Agency Audit. There were no findings or compliance issues to report. A motion was made by Lori Campbell and seconded by Carl Legore to receive and file the Fiscal Year 2021 Annual Agency Audit. Motion carried.

B. Sheri presented the Indirect Cost Rate Proposal to the Board. Sheri explained what the Indirect Cost Rate is and how it is determined. The

proposed Indirect Cost Rate for Fiscal Year 2021/2022 is 17%. A motion was made by Terry Striegel to submit the Indirect Cost Rate Proposal of 17% seconded by Carolyn Masters. Motion carried.

- C. Sheri presented the Fiscal Policies and Procedures Manual. It was noted that there were no changes this year. A motion was made by Jeff Cayler to approve the Fiscal Policies and Procedures manual as presented, seconded by Carl Legore. Motion carried.

III. CEO Reports –

- A. Chad presented to the Board, The New Opportunities, Inc. Annual Report. A motion was made by Carolyn Masters and seconded by J.D. Kuster to accept the Annual Report. Motion carried.
- B. Chad presented the following proposed listing of Board Officers & Finance Committee Members:

Executive Board:

Eugene Meiners - Board President
Carl Legore - Vice-President
Carolyn Masters – Treasurer
Terry Striegel – Secretary

Audit/Finance Committee:

Carolyn Masters – Treasurer
Jeff Cayler
Tim Farmer

J.D. Kuster made a motion to accept these nominations as presented and seconded by Cindy Wallace. Motion carried.

- C. Federal regulations require not less than one member of the board is a licensed attorney familiar with issues that come before the Board of Directors. There is currently one attorney on the board, Tim Farmer. Stu Cochrane with Johnson, Kramer, Mulholland, Cochrane, Driscoll, & Cochrane P.L.C. has been serving as a consultant to the Board of Directors and has agreed to continue in this consulting capacity for 2022. A motion was made by Mark Hanson to approve Stu Cochrane to serve as legal consultant for New Opportunities, Inc. Board of Directors seconded by Terry Striegel. Motion carried.
- D. Chad presented a summary of proposed changes to the Human Resources Policies and Procedures. A motion was made by Lori Campbell to approve the Human Resources Policies and Procedures Manual as presented, seconded by Carl Legore. Motion carried.
- E. Chad presented the Behavioral Health Services Policy and Procedures manual, there were several changes and additions made, and there was

general discussion. A motion was made by Jeff Cayler to approve the Behavioral Health Services Policies and Procedures Manual seconded by Lori Campbell. Motion carried.

- F. Chad informed the Board that there have not been any changes to the HIPPA Policy and Procedures Manual. The motion was made by Terry Striegel to approve the HIPPA Policy and Procedures Manual seconded by Carolyn Masters. Motion carried.
- G. Chad informed the Board that there have not been any changes to the Affirmative Action Policy and Procedures Manual. The motion was made by Lori Campbell to approve the Affirmative Action Policy and Procedures Manual seconded by J.D. Kuster. Motion carried.
- H. Chad provided a copy of the Corporate By-Laws to every board member. A round table discussion was had with no concerns or changes discussed.
- I. Chad provided a copy of the New Opportunities Mission Statement and Vision Statement to the board members for review.
- J. Chad discussed with the Board: The Board Code of Ethics, Nepotism Policy, Confidentiality Acknowledgement, and Conflict of Interest Policy. Each Board member needs to sign the statement regarding each of these and return in self-addressed envelope provided.

IV. Adjournment

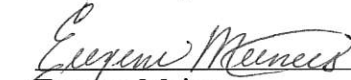
- A. A motion was made at 3:53 p.m. by Jon Hays to adjourn the meeting, and Carl Legore seconded the motion. Motion carried.

Respectfully submitted,



Jenni Schlichte
Board Recorder

Respectfully submitted,



Eugene Meiners
Board President

