

New Opportunities, Inc.  
Board Meeting

MINUTES

Thursday April 26, 2018  
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: Gene Meiners, Jeff Cayler, Joyce Morris, Terry Striegel, Cindy Wallace, Mark Hanson, and Tim Farner

Excused: Teresa Mobley, Rick Hecht, Peg Hamilton, Gary VanAernam, Jon Hays, Tom Rutledge, Tom Contner, Carolyn Masters, Chuck Yanders and Carl Legore

Staff Present: Sheri Mertz, CFO; Chad Jensen, CEO was not able to attend the meeting due to a family medical emergency.

B. A motion was made for the approval of the March 29, 2018 Board minutes by Jeff Cayler and seconded by Terry Striegel. Motion carried.

II. CFO Reports – Sheri Mertz

A. Sheri discussed with the Board the financial reports ending March 2018. There was a general discussion of various line items. The motion was made to accept the financial reports ending March 31, 2018 by Mark Hanson and seconded by Jeff Cayler. Motion carried.

B. Sheri noted the annual line of credit renewed on 4/25/18. Although there have not been any draws on the line of credit for several years, she requested the line be maintained so it would be available if needed. A motion was made to approve the 1 year extension of the \$200,000 line of credit by Mark Hanson and seconded by Tim Farner. Motion carried.

III. CEO Reports – Chad Jensen / Sheri Mertz, CFO

A. Gene Meiners reviewed HS/EHS Policy Council agenda with the Board. The items discussed were:

- a) PY18 financials for the month ending March 2018
- b) All charge account activity for March 2018
- c) The March 27, 2018 Policy Council minutes
- d) The monthly Program Report for March 2018
- e) Self-Assessment Goals and Strategic Plan Goals were shared with the Board

- f) Final Reports for closeout of 5 Year Grant Period Ending 11/30/17
  - SF425 – Federal Financial Report – Final
  - SF428 – Tangible Personal Property – Filed 1/30/18 at end of 5 year grant only.
  - SF429 – Real Property Status Report – Filed 1/30/18 annually with annual SF425
  
- B. Sheri presented the Weatherization Assistance Program Contract DOE-18-01. She explained this initial contract is only for 45%, but expects to receive the remaining funding after a final budget is approved by Congress. The motion was made to approve the DOE-18-01 contract by Terry Striegel and seconded by Joyce Morris. Motion carried.
  
- C. Sheri presented to the Board a Designation of Signatories for the Iowa Weatherization Program. It was moved by Jeff Cayler and seconded by Cindy Wallace to approve the authorization of Sheri Mertz and Chad Jensen to Execute Contract Amendments and certify Monthly Funding Requests/Expenditure Reports. Motion carried.
  
- D. Christy Anthofer presented the Community Services Block Grant (CSBG) six month Program Report to the Board. There was a general discussion. A motion was made to approve the report by Tim Farner and seconded by Jeff Cayler. Motion carried.
  
- E. Christy Anthofer presented the Community Services Block Grant (CSBG) application: Executive Summary (assessment), Planning and implementation, Achievement of Results and Evaluation of National Performance Indicators to the board. The board reviewed the application, there was general discussion and input. A motion was made to approve the application by Terry Striegel and seconded by Joyce Morris. Motion carried.
  
- F. Sheri updated the board on the all staff meeting which was held April 11<sup>th</sup>. She noted the speaker, VJ Smith, did an excellent job. She shared one of the thank you notes received by an employee.

#### IV. Adjournment

- A. A motion was made at 4:46 p.m. to adjourn the meeting by Jeff Cayler and seconded by Tim Farner. Motion carried.

Respectfully submitted,

  
Sheri Mertz  
CFO

Respectfully submitted,

  
Eugene Meiners  
Board President