

New Opportunities, Inc.
Board Meeting Via ZOOM and in Person

MINUTES
Thursday April 28, 2022
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:05 p.m.

A. Welcome and Introductions

Present: **IN-PERSON:** Gary VanAernam, Jon Hays, Kathy Kluis, Eugene Meiners, Jeff Cayler, Carl Legore, Denis James, and Carolyn Masters

VIA ZOOM: Tom Contner, Brent Wilhelm, Terry Striegel, Cindy Wallace, Tim Farmer, Kim Denman, Deb Lightner, and Jerome Kuster.

Excused: Peg Hamilton, Erica Burris, Lori Campbell, Mark Hanson and Peggy Galletley

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

B. A motion was made for the approval of the March 31, 2022, Board Minutes by Jeff Cayler and seconded by Gary VanAernam. Motion carried.

II. CFO Reports – Sheri Mertz

A. Sheri discussed with the Board the financial reports ending March 31, 2022. There was a general discussion of various line items. A motion was made to accept the financial reports ending March 31, 2022, by Jeff Cayler and seconded by Denis James. Motion carried.

III. CEO Reports – Chad Jensen

A. Chad, Sheri, and Eugene reviewed Policy Council agenda with the Board. Items discussed and presented included:

- 1) HS/EHS and CB EHS March 2022 financials.
- 2) All charge account activity for March 2022.
- 3) The March 22 Policy Council minutes.
- 4) The March 2022 HS/EHS Program Reports.
- 5) Early Head Start Center Based Transition Policy
- 6) Early Head Start – HP Grant (07HP000122) – No Cost Extension

Sheri discussed with the board the various projects not able to be completed by the close of the budget period ending 2.28.22 and requested approval of a \$94,500 no cost extension for these

projects. Kathy Kluis made a motion to approve the no cost extension request and Carolyn Masters seconded the motion. Motion carried.

- 7) Head Start – CH Grant (07CH010517)– Carry Over Request
A summary of projects not completed by the end of the grant period (11.30.21) was presented to the board. Total estimated cost to complete these projects is \$200,000. Sheri requested the board approve the submission of a request to carry over \$200,000 of unobligated funds from year 4 to year 5. This request will be submitted once the final report is approved. A motion was made by Carl Legore and seconded by Jeff Cayler to approve the carry over request. Motion carried.
- 8) Head Start/Early Head Start COLA & QI
The letter issued discussing the COLA & QI was presented to the board. The budget will be brought to next month's meeting for approval.
- 9) SNAP – Categorical Eligibility
 - a) Policy 302 – Application Process
 - b) HS/EHS Selection Criteria
A motion was made by Jeff Cayler and seconded by Terry Striegel to approve the addition of SNAP to the Selection Criteria Process for HS/EHS. Motion Carried.

B. Chad presented to the Board a Community Service Block Grant Update:

- 1) Approve the 6-month CSBG NPI's
There are 45 National Performance Indicators (NPI)'s. Chad presented the NPI report to the board reviewing the 14 NPI's New Opportunities reports on. A motion was made by Carolyn Masters and seconded by Denis James to approve the 6-month CSBG NPI report. Motion carried.
- 2) Approve the CSBG Executive Summary
Chad presented the CSBG Executive Summary report to the board. The board reviewed and had discussion. New Opportunities service area discussion points included population increase of 2,862 people and families served through the Outreach Centers were down 157 in FY21 compared to prior year. It was also mentioned that affordable housing and transportation are top needs of families. A motion was made by J.D. Kuster and seconded by Gary VanAernam to approve the summary. Motion carried.

C. DOE-22-01 Contract \$219,609.00

A motion was made to approve the DOE-22-01 contract by Jeff Cayler and seconded by Gary VanAernam. Motion carried.

D. Chad presented to the Board the Low-Income Home Energy Assistance (LIHEAP-21ARPAA-01) Amendment 3.

E. Chad informed the Board an agreement has been reached between West Bend Insurance and John Heuton Construction (General Contractor) on the replacement cost for the rebuild of the Carroll Family Development Center Head Start Building.


- F. Chad informed the Board the State has given approval and is issuing a contract amendment for New Opportunities, Inc. WIC program to expand into Crawford County for the next 6 months.
- G. Chad invited the Board Members to attend the Division of Community Action Agencies Statewide Commission on May 13, 2022 from 8:30 – Noon which will be hosted at New Opportunities.

- H. Handouts – FYI's
- IDPH Desk Review
 - The April Royal Throne


IV. Adjournment

- A. A motion was made at 4:50 p.m. by Kathy Kluis to adjourn the meeting and seconded by Carl Legore. Motion carried.

Respectfully submitted,


Jenni Schlichte
Board Recorder

Respectfully submitted,


Eugene Meiners
Board President

