

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

MINUTES
Thursday April 27, 2023
4:00 p.m.

- I. Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Training provided by Tonya Weber, Head Start, Early Head Start Director
- II. Meeting was called to order by Board President, Eugene Meiners at 4:17 p.m.
 - A. Welcome and Introductions

Present: **IN-PERSON:** Heath Hansen, Jon Hays, Kathy Kluis, Eugene Meiners, Jeff Cayler, Peg Hamilton, Dan Benitz, Mike Fischer, Terry Striegel, Mark Hanson, Carl Legore, Deb Lightner, Jerome Kuster, Denis James, and Carolyn Masters

VIA ZOOM: Cindy Wallace, Tim Farmer, and Erica Burriss

Excused: Lori Campbell, and Kim Denman

Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO; Jenni Schlichte, Board Recorder, Tonya Weber, Head Start and Early Head Start Director
 - B. A motion was made for the approval of the March 23, 2023, Board Minutes by Jeff Cayler and seconded by Terry Striegel. Motion carried.
- III. CFO Reports – Sheri Mertz
 - A. Sheri discussed with the Board the financial reports ending March 31, 2023. There was general discussion of various line items. A motion was made to accept the financial reports ending March 31, 2023, by Denis James and seconded by J.D. Kuster. Motion carried.
 - B. Sheri Presented to the Board the CSBG-23 Budget Amendment increasing total funding to \$265,024. It was moved by Jeff Cayler and seconded by Kathy Kluis to approve CSBG-23-01 budget amendment #4. Motion carried.
 - C. Sheri discussed the West Bend Insurance claim regarding the FDC / Head Start fire from last year. A general discussion regarding the process and this claim occurred. A motion was made by Kathy Kluis and seconded by Carolyn Masters to accept the 80% replacement cost proposal from West Bend Insurance and close out the fire claim. All voted aye, motion carried.

IV. 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 2023 financials. A summary of the no cost extension projects was reviewed.
 2. All charge account activity for March 2023.
 3. The March 2023 Policy Council minutes.
 4. The March 2023 HS/EHS Program Reports.
- B. Chad presented to the Board on Community Service Block Grant (CSBG):
1. FFY 2019 State CSBG Fact Sheet – Iowa
 2. Executive Summary Report: The Board reviewed and had discussion regarding the Executive Summary. New Opportunities service area discussion points included population increase and Ethnic population. It was also mentioned that affordable housing and transportation are top priorities of families. A motion was made by Jeff Cayler and seconded by Denis James to approve the summary. Motion carried.
 3. National Performance Indicators (NPI): The board reviewed and had discussion regarding the 6-month NPI report. Chad presented to the Board the 14 NPI's that New Opportunities reports on. A motion was made by Kathy Kluis and seconded by Carolyn Masters to approve the NPI Report. Motion carried.
- C. Chad noted RAGBRAI will be having an overnight stay in Carroll the evening of Monday July 24th. He proposed that New Opportunities provide Monday, July 24 (afternoon) and Tuesday, July 25 (morning) as paid time off for employees. It was noted this is for safety reasons for our employees and clients coming to and from the office during those time periods. This will only be for those employees scheduled to work. Employees will be encouraged to volunteer their time to help with the many host events happening in Carroll. A motion was made by Mike Fischer and seconded by Kathy Kluis to approve this paid time off for employees. All voted Aye except Mark Hansen voted Nay. Motion carried.
- D. Recruitment Incentive Policy updated to replace Recruitment Incentive Policy & Employee Referral Incentive Program. A motion was made by Terry Striegel and seconded by Carolyn Master to approve this combined policy. Motion Carried.
- E. Chad presented to the Board the Behavioral Health Department Exit Survey. Chad praised the Behavioral Health department for this positive report.
- F. Chad presented to the Board a summary of Zac Nunn, United States Representative visit at Perry Offices. Chad indicated this was a great opportunity for our staff to showcase the many services provided in Dallas County through this outreach event.
- G. Approval of Recent Contracts:

1. LOW Income Home Water Assistance Program (LIHWAP-21ARPA) contract. A motion was made to approve the LIHWAP-21ARPA contract by J.D. Kuster and seconded by Jeff Cayler. Motion Carried.
2. Low Income Home Water Assistance Program (LIHWAP-21ARPA) Designation of Additional Signatories. A motion was made to approve the Designation of Additional Signatories for the LIHWAP-21ARPA by Denis James and seconded by Heath Hansen. Motion carried.

H. Handouts – FYI’s

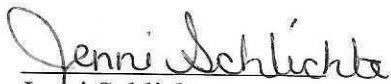
1. Low Income Home Water Assistance Program (LIHWAP-21CAA) Amendment 2
2. Low Income Home Energy Assistance Amendment 3 & 4
3. HEAP Weatherization Assistance Amendment 4
4. DOE-BIL22 Weatherization Assistance Amendment 1
5. Community Based Program – Mental Health Amendment 2
6. United Way of Central Iowa Amendment
7. The Royal Throne

V. Congratulations to Kathy Kluis! Kathy is moving to Estherville, IA. to take another appointment as a Methodist minister.

VI. Adjournment

A. A motion was made at 5:07 p.m. by Carl Legore to adjourn the meeting and seconded by J.D. Kuster. Motion carried.

Respectfully submitted,



Jenni Schlichte
Board Recorder

Respectfully submitted,



Eugene Meiners
Board President