

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

MINUTES

Thursday, October 27, 2022  
4:00 p.m.

- I. **Family Development and Self Sufficiency (FaDSS) Program presentation and update, by Jamie Johnston, FaDSS Supervisor.**
- II. **Meeting was called to order by Board President Eugene Meiners at 4:22 p.m.**
  - A. Welcome and Introductions

Present: **IN-PERSON:** Gary VanAernam, Jon Hays, Eugene Meiners, Deb Lightner, Carl Legore, Denis James, and Carolyn Masters

**VIA-ZOOM:** Erica Burris, Terry Striegel, Brent Wilhelm, Mark Hanson, Tim Farmer, and Kim Denman

Excused: Kathy Kluis, Peg Hamilton, Jeff Cayler, Tom Contner, Lori Campbell, Cindy Wallace, Peggy Galletley, and Jerome Kuster.

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

Guests Presenter: Jamie Johnston, FaDSS Supervisor
  - B. A motion was made for the approval of the Amended Agenda by Denis James and seconded by Carolyn Masters. Motion Carried.
  - C. A motion was made for the approval of the September 29, 2022 Board Minutes by Carl Legore and seconded by Denis James. Motion carried.
- III. **CFO Reports – Sheri Mertz**
  - A. Sheri discussed with the Board the preliminary financial reports ending September 30, 2022. There was a general discussion of various line items. A motion was made to accept the preliminary financial reports ending September 30, 2022, by Carolyn Masters and seconded by Denis James. Motion carried.

#### IV. CEO Reports – Chad Jensen

- A. Gene, Chad, and Sheri presented a Policy Council update to the Board.
- a) HS / EHS, and CB EHS, September 2022 Financials.
  - b) All charge account activity for September 2022.
  - c) The September 2022 HS/EHS Program Reports.
  - d) HS/EHS Budget Revision – NFS Waiver: A request to reduce the required non-federal share for 12/1/21 through 11/30/22 by \$200,000.00 making the required non-federal share for this period \$590,722.00 was presented to the Board. The request is in addition to the already approved reduction in non-federal share. A motion was made to submit the NFS Waiver by Denis James and seconded by Deb Lightner. Motion carried.
  - e) CH Grant No Cost Extension: A request for a no-cost extension of the Head Start/Early Head Start CH Grant was presented to the Board. Funds will be used to complete projects that have been initiated but unable to be completed by November 30, 2022. A motion was made to submit the request by Carl Legore and seconded by Gary VanAernam. Motion carried.
  - f) Program Goals – Strategic Plan and Self-Assessment
- B. Chad presented to the Board a revised **Recruitment & Retention Incentive Policy**. The only change made was to change the date of employment from 90 days to 60 days. A motion was made by Carolyn Masters and seconded by Gary VanAernam to accept this change. Motion carried.
- C. Chad reviewed the Community Service Block Grant (CSBG) FY22 Year-end report. The CSBG end of year report will be submitted to the State wrapping up our Fiscal Year 2022 (October 1, 2021 – September 30, 2022) in November. There was general discussion. A motion was made to approve the CSBG End of Year report by Jon Hays and seconded by Carl Legore. Motion carried. The End of Year report includes:
1. Agency Resource Report – The CSBG Agency Resource Report is for collecting community action agency funding and resource amounts on all agency funding sources (federal, state, local, and private funds) and in-kind resources received during program year 2022.
  2. A Narrative highlighting Accomplishments, Innovative Solutions and Service Delivery Improvements.
  3. Capacity Building documenting board training, agency staff training, volunteer hours, certifications held by staff and partnerships.
  4. Client Characteristics – showing demographics of the client served throughout New Opportunities service area for FY22.
  5. Additional individual/household counts outside of NIFCAP.
  6. Individual and Family Service report.

- D. Chad presented to the Board the National Performance Indicators report for FY22 and targets for FY23. There was general discussion on the NPIs. A motion was made by Deb Lightner and seconded by Denis James to approve the report. Motion carried.
- E. Chad presented to the Board the Low-Income Home Energy Assistance Program (LIHEAP-23-01) contract declarations & execution along with the Designation of Additional Signatories. A motion was made by Carolyn Masters to approve the LIHEAP-23-01 contract and seconded by Jon Hays. Motion carried.
- F. Chad discussed with the Board about the need for more Head Start employees. There was general discussion and brainstorming on how to promote employment at New Opportunities
- G. Chad handed out to the Board the following correspondence/information:
- a) Snapshot of Services
  - b) Low-Income Home Energy Assistance Program (LIHEAP-22-01) Amendment #4
  - c) Zero Suicide Iowa Grant – Site Visit Overview
  - d) The October Royal Throne.

**V. Adjournment**

- A. A motion was made at 5:16 p.m. by Gary VanAernam to adjourn the meeting. Carl Legore seconded the motion. Motion carried.

Respectfully submitted,

  
Jenni Schlichte  
Board Recorder

Respectfully submitted,

  
Eugene Meiners  
Board President

