# 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.

- 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

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