

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

MINUTES  
Thursday August 10, 2023  
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:07 p.m.

A. Welcome and Introductions

Present: **IN-PERSON:** Carolyn Masters and Denis James

**VIA ZOOM:** Eugene Meiners, Peg Hamilton, Jeff Cayler, Dan Benitz, Cindy Wallace, Mark Hanson, Kim Denman, and J.D. Kuster.

Excused: Heath Hansen, Jon Hays, Erica Burris, Mike Fischer, Terry Striegel, Tim Farmer, Carl Legore and Deb Lightner.

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

B. A motion was made for the approval of the June 29, 2023, Board Minutes by Mark Hanson and seconded by Carolyn Masters. Motion carried.

II. CEO Reports – Chad Jensen

A. Chad discussed with the Board the financial reports ending June 30, 2023. There was a general discussion of various line items. It was noted all programs are continuing to utilize the retention and incentive programs in an effort to address staff shortages. A motion was made to accept the financial reports ending June 30, 2023, by Denis James and seconded by Carolyn Masters. Motion carried.

B. The CACFP Agreement for both Head Start and Homes were presented to the board. There was general discussion.

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

1. HS/ EHS (CH Grant No Cost Extension and CH Grant Year 1 of 5) June 2023 financials and all charge account activity for June 2023.
2. The June 27, 2023, Policy Council minutes.
3. The June 2023 HS/EHS Program Reports.
4. The Self-Assessment Report & Program Improvement Plan 2023-2024 was discussed and reviewed by the Board. A motion was made by J.D. Kuster and seconded by Dan Benitz to approve the Self-Assessment Report and Program Improvement Plan. Motion Carried.

5. The HS-EHS Continuation Grant Year 2 application and budget for 12/1/2023 – 11/30/2024 was presented to the Board. Chad noted the current proposed budget does not include replacement of any capitol items. We will continue to monitor capital expenditure needs and a budget amendment will be requested if funding becomes available. A motion was made by Dan Benitz and seconded by Kim Denman to approve the request to submit the HS/EHS Continuation Grant. Motion Carried.
6. HS/EHS Training & Technical Assistance Plan & Budget was presented to the Board. A motion was made by Carolyn Masters and seconded by Dan Benitz to approve the HS/EHS Training and Technical Assistance Plan and Budget. Motion Carried.
7. The HS Fall Programming Schedule was presented. A motion was made by Dan Benitz and seconded by Mark Hanson to approve the 2022-2023 HS Fall Program Schedule. Motion Carried.
8. HS/EHS Policies & Procedures updates to the following were reviewed:  
**Volunteer Handbook:** Policy 800. **Admin Handbook:** Policy 113 – Policy 123 – Policy 128 – Policy 134: Head Start Staff Retention Incentive Policy. The program will continue pursuing recruitment and retention incentives as the grant allows, in accordance with the program policy. **Health & Mental Health Handbook:** Policy 206 – Policy 207 – Policy 212 – Policy 225. **ERSEA Handbook:** Policy 302 – Policy 305 – Policy 306 – Policy 309 – Policy 310 – Policy 317. **Training Handbook:** Policy 703 removed. **Education/Disabilities Handbook:** Policy 526 – Policy 533 – Policy 538 removed – Policy 541 – Policy 551 – Policy 552 removed. **The following new Policies & Procedures were reviewed:** Policy 225 - Safe Sleep. Policy 541 – Biting. Policy - 622 Infant fighting. Policy 800 – Civil Rights Statement. A motion was made by J.D. Kuster and seconded by Kim Denman to approve the HS/EHS Policies and Procedures additions and changes. Motion Carried.
9. Chad gave an update on the Iowa Health and Human Services (IHHS) and awareness of potential changes.

D. Approval of recent contracts:

1. Family Development and Self Sufficiency Program (FaDSS-24-01). A motion was made to approve the FaDSS-24-01 contract by Denis James and seconded by Carolyn Masters. Motion carried.
2. United Way of Central Iowa 2023-2024 Investment agreement. A motion was made to approve the United Way of Central Iowa 2023-2024 Investment agreement by Jeff Cayler and seconded by Mark Hanson. Motion carried

E. Handouts – FYI’s


1. Low-Income Home Energy Assistance (LIHEAP-23ES-01 Amendment 2
2. HEAP Weatherization Assistance (HEAP-23-01) Amendment 6
3. Low-Income Home Energy Assistance (LIHEAP-23-01) Amendment 7

4. Low-Income Household Water Assistance (LIHWAP-21ARPA-01) Amend.1
5. Low-Income Household Water Assistance (LIHWAP-21CAA-01) Amendment 3
6. Review of Audit Report from Iowa HHS
7. CACFP Home Sponsor #148015 Review
8. CACFP Center Based #148010 Review
9. The Royal Throne

III. Adjournment

- A. A motion was made at 4:40 PM by Jeff Cayler to adjourn the meeting and seconded by Denis James. Motion carried.

Respectfully submitted,

  
Jenni Schlichte  
Board Recorder

Respectfully submitted,

  
Eugene Meiners  
Board President

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