

New Opportunities, Inc.
Board Meeting – ZOOM Meeting
MINUTES
Thursday, August 19, 2021
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:00 p.m.

A. Welcome and Introductions

Present: Eugene Meiners, Kathy Kluis, Jeff Cayler, Tom Contner, Erica Burris, Lori Campbell, Brent Willhelm, Terry Striegel, Cindy Wallace, Carl Legore, Jerome Kuster, and Denis James

Excused: Gary VanAernam, Peg Hamilton, Mark Hanson, Tim Farmer, Kim Denman, Peggy Galletley, and Carolyn Masters

Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO

B. Board Training on Disaster Case Management and Iowa Individual Assistance was presented by Mary Greving, LIHEAP Coordinator/FDC Supervisor and Heidi Billmeier, Calhoun Co FDC Coordinator.

C. A motion was made for the approval of the June 24, 2021 Board Minutes by Lori Campbell and seconded by Jerome Kuster. Motion carried.

II. Introduction of New Board Members/vote/and seat new Board Members

A. Jon Hayes, Audubon County – Low Income Representative

B. Erica Burris, Greene County – Private Organization Representative

C. Deb Lightner, Calhoun County – Private Organization Representative

A motion was made to approve the new Board Members by Terry Striegel and seconded by Lori Campbell. Motion carried.

III. CFO Reports – Sheri Mertz

A. Sheri discussed with the Board the financial reports ending June 30, 2021. Discussion was held regarding projects being classified as building maintenance such as the Perry parking lot and signage at both Carroll and Perry. These projects will be expensed directly to the grants/funds by space allocation and not capitalized. A motion was made to accept the financial reports ending June 30, 2021, by Tom Contner and seconded by Carl Legore. Motion carried.

B. Sheri reviewed budget categories and the proposed amendment to close out the CSBG 20-01 grant. A motion was made by Jerome Kuster to approve CSBG 20-01 amendment. Carl Legore seconded the motion. Motion carried.

IV. CEO Reports – Chad Jensen

- A. Chad, Sheri, and Eugene reviewed the following items with the Board:
 - i. HS/EHS and CB EHS June 2021 Financial Reports including COVID-19 funding. It was noted nonfederal match is being monitored very closely due to the difficulty of obtaining the match especially during COVID. Additional waivers may need to be requested.
 - ii. HS/EHS and CB EHS June and July 2021 Program Report
 - iii. It was noted there were no new minutes due to the Policy Council not meeting until next week.
- B. Chad and Sheri presented to the Board the application for year 5 of the 5-year HS/EHS Continuation CH Grant (12/01/2021 – 11/30/2022). Policy Council will review and approve the grant application at their meeting next week. Submission of the grant is due September 1st. The Grant includes the application, budget justification and budget narrative. Sheri noted the following:
 - i. An unfunded 2.5% cost of living increase is included in the budget.
 - ii. The consolidation of the CH and HP grants is still being pursued.
 - iii. The proposed budget does not have any capital expenditures as presented but noted we will continue to prioritize the capital needs and request any necessary amendments as funding becomes available.

A motion was made for the approval of the submission of the grant application by Kathy Kluis and seconded by Carl Legore. Motion carried.

- C. Sheri presented the 2021-2022 HS/EHS Training and Technical Assistance Plan and Budget. Funding for Head Start and Early Head Start is \$25,196 and \$11,413, respectively. The plan is based on the results of the self-assessment, community assessment and program goals. A motion was made by Jeff Cayler and seconded by Lori Campbell to accept the plan as presented. Motion carried.
- D. Chad presented to the Board the HS/EHS Self-Assessment Report and Program Improvement plan. There was general discussion. A motion was made for the acceptance of the report and plan by Jeff Cayler and seconded by Terry Striegel. Motion Carried
- E. The HS/EHS 2021-2022 Fall Programming Schedule was reviewed. It was noted funded enrollment for Head Start is 247 and all efforts are being made to safely return to fully funded levels.
- F. Sheri reviewed both the Home and HS CACFP Agreements with Board noting there were no changes to the agreement
- G. Chad presented a summary of the updates and changes to the Head Start Policies and Procedures. It was moved by Jeff Cayler and seconded by Brent Willhelm to approve the Policies and Procedures. Motion carried.

- H. Chad presented to the Board a COVID-19 update on policies and procedures, stating the agency continuing to follow CDC guidelines. New Opportunities is back to wearing masks, temperature reading at beginning of shifts and sanitizing the building in high traffic areas on a daily basis. It appears we have high percentage of vaccinations amongst our staff.
- A. Chad presented to the Board the January 2021 – June 2021 Supplemental Community Service Block Grant update. A handout was provided. Rent and Varied Direct Assistance for individuals and families effected by COVID 19 was presented. Also, agency capacity was discussed which involved staff time, improved technology for staff, and sanitization supplies. A round table discussion did occur.
- B. Chad noted the following program expansions.
 - i. The Tobacco grant has increased by \$60,610 to expand our service delivery area to include Buena Vista, Crawford, Ida, Monona, and Shelby counties. A brief summary was presented regarding the 4 workplan areas.
 - ii. Additional Funding in the amount of \$75,000 has been awarded to fund a position dedicated to providing Gambling services and outreach in our five-county service area (Audubon, Carroll, Greene, Guthrie, and Sac counties). This position will provide a blend of treatment, recovery support, and community outreach services.


V. Handouts – FYI's

- i. The August Royal Throne

VI. Adjournment

- A. A motion was made at 5:02 p.m. by Lori Campbell to adjourn the meeting and seconded by Carl Legore. Motion carried.

Respectfully submitted,


Chad Jensen
CEO

Respectfully submitted,


Eugene Meiners
Board President