

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

MINUTES  
Tuesday August 30, 2022  
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:05 p.m.

A. Welcome and Introductions

Present: **IN-PERSON:** Gary VanAernam, Kathy Kluis, Jon Hays, Eugene Meiners, Jeff Cayler, Deb Lightner, Jerome Kuster, and Carolyn Masters

**VIA ZOOM:** Peg Hamilton, Lori Campbell, Terry Striegel, Cindy Wallace, Tim Farmer, Kim Denman, and Denis James.

Excused: Tom Contner, Erica Burris, Brent Wilhelm, Mark Hanson, Carl Legore and Peggy Galletley

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

B. A motion was made for the approval of the June 30, 2022, Board Minutes by Jeff Cayler and seconded by Jerome Kuster Motion carried.

II. CFO Reports – Sheri Mertz

A. Sheri discussed with the Board the financial reports ending July 31, 2022. There was a general discussion of various line items. A motion was made to accept the financial reports ending July 31, 2022, by Jeff Cayler and seconded by Kathy Kluis Motion carried.

B. The CACFP Agreements for both Head Start and Homes were presented to the board.

III. 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 July 2022 financials and all charge account activity for July 2022.
- 2) The July 12 2022 and August 9, 2022 Policy Council minutes.
- 3) The July 2022 HS/EHS Program Reports.
- 4) School Readiness
- 5) Self-Assessment Report & Program Improvement Plan 2022-2023 was discussed and reviewed by the Board. A motion was made by Kathy Kluis and seconded by Lori Campbell to approve the Self-Assessment Report and Program Improvement Plan. Motion Carried.

- 6) Strategic Plan 2022-2023 was discussed and reviewed by the Board. A motion was made by Jerome Kuster and seconded by Carolyn Masters to approve the Strategic Plan. Motion Carried.
  - 7) The HS-EHS Baseline Grant application and budget for 12/1/2022 – 11/30/2023 was presented to the Board. Sheri noted the current proposed budget does include replacement of one vehicle. At this time, this is the only capital item replacement the budget would allow. We will continue to monitor capital expenditure needs and a budget amendment will be requested if funding becomes available. A motion was made by Jeff Cayler and seconded by Gary VanAernam to approve the request to submit the HS/EHS Baseline Grant. Motion Carried.
  - 8) 2022-2023 Retention Incentive Policy was written in accordance with ACF-IM-HS-21-05. The program will primarily utilize the American Rescue Plan and other COVID-19 relief funds. A motion was made by Jerome Kuster and seconded by Gary VanAernam to approve the 2022-2023 Retention Incentive Program. Motion Carried.
  - 9) HS/EHS Training & Technical Assistance Plan & Budget was presented to the Board. A motion was made by Deb Lightner and seconded by Jeff Cayler to approve the HS/EHS Training and Technical Assistance Plan and Budget. Motion Carried.
  - 10) The HS Fall Programming Schedule was presented. A motion was made by Gary VanAernam and seconded by Jeff Cayler to approve the 2022-2023 HS Fall Program Schedule. Motion Carried.
  - 11) HS/EHS Policies & Procedures updates to the following were reviewed: Policy 101 – Policy 106 – Policy 111 – Policy 125 – Policy 127 – Policy 302 – Policy 304 – Policy 309 – Policy 702 – Policy 703 – Policy 524. Policy 224 was added to the Parent Handbook. A motion was made by Carolyn Masters and seconded by Lori Campbell to approve the HS/EHS Policies and Procedures additions and changes. Motion Carried.
- B. Chad presented to the Board the property at 23735 Hwy 30 (New Opp. Carroll neighbor's house) and the fact that it would soon be on the market. He presented the possibility of utilizing this property with several different options. There was general discussion, and it was suggested by the Board that Chad move forward on pursuing more information.
- C. Chad presented an update on the Carroll FDC/HS Re-Building progress. Everything is moving along nicely. Flooring should be installed the first part of October and possibly re-opening the middle to late November.
- D. Chad presented to the Board an update on the Aetna Employee Assistance Program (EAP). He said that it is being utilized and is very helpful to the employees.
- E. Chad presented to the Board an Agency Retention Incentive Policy. This policy is being proposed to allow incentives to be offered for staff recruitment and retention when allowed by grants and funding is available. A motion was made by Jeff Cayler and seconded by Deb Lightner to approve the Retention Incentive Policy. Motion carried.

F. Handouts – FYI's

- Food Bank of Iowa Site Visit Follow up
- 2023 CSBG Community Action Plan and Application has been accepted.
- LIHEAP-21AARPA Amendment #5 and #6
- LIHEAP-22-01 Amendment 1
- WIC Contract October 2022-September 2028 awarded
- July and August Royal Throne

IV. Adjournment

- A. A motion was made at 5:24 PM by Jerome Kuster to adjourn the meeting and seconded by Carolyn Masters. Motion carried.

Respectfully submitted,



Jenni Schlichte  
Board Recorder

Respectfully submitted,



Eugene Meiners  
Board President