

New Opportunities, Inc.  
Board Meeting

Minutes

Thursday August 9, 2018  
4:00 p.m.

- I. Board Training – Board training was completed by Stuart Cochrane, Agency Attorney on the duties and legal responsibilities of board members.
- II. Meeting was called to order by Board President Eugene Meiners at 4:32 p.m.

A. Welcome and Introductions

Present: Eugene Meiners, Jon Hays, Peg Hamilton, Jeff Cayler, Teresa Mobley, Joyce Morris, Rick Hecht, Terry Striegel, Cindy Wallace, Mark Hanson, Tim Farmer, Carl Legore, Carolyn Masters, Kathy Kluis, Peggy Galletley, and Lori Campbell.

Excused: Gary VanAernam, Tom Contner, and Tom Rutledge

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

Guest: Stu Cochrane, Agency Attorney

B. A motion was made for the approval of the May 31, 2018 Board Minutes by Jeff Cayler and seconded by Joyce Morris Motion carried.

- III. A motion was made by Terry Striegel and seconded by Teresa Mobley to approve the appointment of the following New Board Members; Kathy Kluis, Tina Malloy, Lori Campbell, Kim Denman, Dan Rosa, Peggy Galletley, and Denis James. . Motion Carried.

- IV. A motion was made by Mark Hanson and seconded by Rick Hecht to approve the appointment of the following Board Officers & Committees.

- 1) Executive Committee: Eugene Meiners, President; Rick Hecht, Vice President; Teresa Mobley, Treasurer; Terry Striegel, Secretary.

- 2) Audit/Finance Committee: Teresa Mobley, Treasurer; Jeff Cayler and Carl Legore.

Motion carried.

V. CFO Reports – Sheri Mertz

- A. Sheri discussed with the Board the financial reports ending June 30, 2018. There was general discussion of various line items. Sheri noted the Finance Committee will be reviewing the FY19 Budget, FY18 Audit Proposal, Cost Allocation Plan and the Indirect Cost Rate at their next meeting later this month. A motion was made to accept the financial reports ending June 30, 2018 by Jeff Cayler and seconded by Peggy Galletley. Motion carried.
- B. Sheri presented CSBG17 Amendment #2 to the Board. This amendment is the reallocation between budget categories to close out CSBG17. The motion was made to approve CSBG17 Amendment #2 by Terry Striegel and seconded by Jeff Cayler. Motion carried.

VI. CEO Reports – Chad Jensen

- A. Sheri reviewed HS/EHS Policy Council agenda with the Board. She noted the Policy Council will not meet until Tuesday August 14<sup>th</sup>. The items discussed were:
- 1) Financial Reports for the month ending June 2018
  - 2) All charge account activity for June 2018
  - 3) The May 29, 2018 Policy Council Minutes
  - 4) The monthly Program Report for June 2018
- B. The Self-Assessment Report and Improvement Plan were shared with the Board of Directors by Chad Jensen. The report shows the 2017-2018 strengths and challenges. The Improvement Plan shows the 2018-2019 goals. General discussion took place regarding Improvement Plan goals. Carl Legore motioned to approve the Self-Assessment Report and Improvement Plan. Teresa Mobley seconded. Motion carried.
- C. Head Start waivers for the duration of the 5 year grant which is August 20, 2018 – November 30, 2022 are as follows:
- 1) Program design variation allowing up to 20 children per session in a double session classroom. (Coon Rapids, Audubon, Jefferson, Rockwell City, Lake City, and Panora)
  - 2) Transportation waiver relating to child restraint system and bus monitors in Audubon, Jefferson, Panorama, Perry, Rockwell City, Lake City, Carroll, Sac, and Schaller where there is an agreement with the school system to provide transportation using school buses.
- D. Sheri presented the Head Start/Early Head Start Continuation Grant for 12/01/2018 – 11/30/2019. The funding levels for operations are the same as PY18 after the 2.6% COLA amendment. There have been no changes to the T&TA funding. The Grant includes the application, budget justification and

budget narrative. It was noted the Policy Council will be meeting Tuesday August 14, 2018 to review and approve the application. After round table discussion Mark Hanson made the motion to approve the Head Start/Early Head Start Continuation Grant, subject to Policy Council approval, seconded by Rick Hecht. Motion Carried.

- E. The Head Start/Early Head Start Work Plan, School Readiness Goals and T&TA Plans were shared with the Board by Chad Jensen.
- F. The 2018-2019 Head Start Fall Programming Schedule was presented. The schedule summarizes which sessions are full day and part day as well as which ones are shared partnerships with the school districts.
- G. Sheri discussed with the Board the Head Start Child & Adult Care Food Program and the Home Sponsor Child & Adult Care Food Program agreements. She gave a brief explanation of the two programs and noted the FY19 applications are being submitted later this month.
- H. Chad presented to the Board the United Way of Central Iowa six month Contract for Financial Literacy Education in the amount of \$12,500. After a brief discussion, Tim Farmer motioned to approve the United Way of Central Iowa Contract and Carolyn Masters seconded. Motion carried.
- I. Chad also presented to the Board the United Way of Central Iowa three month Contract for the Dallas Co. FDC in the amount of \$3,150. After a brief discussion, Joyce Morris motioned to approve the United Way of Central Iowa Contract and Kathy Kluis seconded. Motion carried.
- J. Handouts

1) Children's Health Clinic

VII. Jon Hays and Joyce Morris, both who have completed their third term on the Board of Directors, were recognized with a plaque thanking them for their service to New Opportunities.

VIII. Adjournment

- A. A motion was made at 5:25 p.m. by Jeff Cayler to adjourn the meeting and seconded by Carl Legore. Motion carried.

Respectfully submitted



Jenni Schlichte  
Board Recorder

Respectfully submitted



Eugene Meiners  
Board President