

New Opportunities, Inc.
Board Meeting

MINUTES

Thursday, September 27, 2018
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:03 p.m.

A. Welcome and Introductions

Present: Gary VanAernam, Eugene Meiners, Jeff Cayler, Teresa Mobley, Lori Campbell, Terry Striegel, Cindy Wallace, Mark Hanson, Tim Farmer, Peggy Galletley, Carl Legore, Denis James, and Carolyn Masters

Excused: Tom Contner, Rick Hecht, Peg Hamilton, Tina Malloy, Kathy Klus, Kim Denman, Dan Rosa, and Tom Rutledge

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

Guests Present: Mike Franey of Mid-Iowa Insurance and Real Estate

B. A motion was made for the approval of the August 9, 2018 Board minutes by Jeff Cayler and seconded by Terry Striegel. Motion carried.

II. CFO Reports – Sheri Mertz

A. Mike Franey, representative from Mid-Iowa Insurance and Real Estate, presented the Commercial Insurance Renewal Package for New Opportunities, Inc. Mike reviewed with the Board the various coverages and premiums. Mike noted as our agent they researched and analyzed various options in the market to ensure the coverage quoted is the most cost effective according to the risk factors. A motion was made by Mark Hansen and seconded by Gary VanAernam to approve the renewal of the Property, Data Compromise, General & Professional Liability, Business Auto, Equipment Floater, and Umbrella policies with West Bend Mutual Insurance, EPLI, Director & Officer policies, and Crime with Travelers Insurance, and the Workers Compensation with AIG. Motion carried.

B. Sheri presented to the Board an Agency comparative budget to actual Statement of Financial Activity, Statement of Financial Position, Statement of Cash Flows and a Statement of Financial Activity by Class Category for the period ending August 31, 2018. There was a general discussion of various line items. A motion was made to accept the financial reports ending August 31, 2018 by Jeff Cayler and seconded by Teresa Mobley. Motion carried.

- C. Sheri informed the Board that the Finance Committee met August 22nd to review audit proposals for FY2018. New Opportunities received bids from two very qualified firms, Gronewold, Bell, Kyhnn & Co PC and WIPFLi. She stated that as a Committee, they scored each of the firms on various criteria including experience and cost. The Committee made the recommendation to the Board to retain our current audit firm, Gronewold, Bell, Kyhnn & Co PC. The motion was made by Gary VanAernam and seconded by Teresa Mobley to approve the Finance Committee's recommendation to award the FY 2018 audit contract to Gronewold, Bell, Kyhnn & Co PC at the low bid of \$25,900. Motion carried.
- D. Sheri presented to the Board the proposed FY19 Agency Wide Budget by Class. She reviewed the Profit & Loss Budget Overview. There was a general discussion of various line items. It was noted that the FY19 Federally Approved Provisional Indirect Cost Rate is 16.9% of wages and benefits. The FY19 budget includes a 2.6% wage increase for all employees (COLA). The Finance Committee met previously and reviewed the proposed FY19 budget in detail by program. A motion was made by the Finance Committee to recommend to the Board the approval of the FY19 Agency wide Budget as presented. The motion was made by Teresa Mobley and seconded by Carl Legore to ratify the Finance Committee's motion as stated above. All voted Aye, motion carried.

III. CEO Reports – Chad Jensen

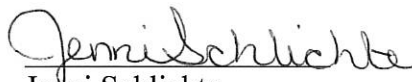
- A. Gene Meiners reviewed HS/EHS Policy Council agenda with the Board. The following items were discussed:
 - a) Financial Reports for the month ending July & August 2018
 - b) All charge account activity for July & August 2018
 - c) The August 14, 2018 Policy Council Minutes
 - d) The monthly Program Report for July & August 2018
 - e) Program Information Report (PIR) for HS & EHS
 - f) EHS 2018-2019 Selection Criteria – Revision
 - g) Community Needs Assessment
- A. Chad discussed the Community Services Block Grant Program for FY19. After review and discussion a motion was made from Peggy Galletley and seconded by Mark Hanson to accept said grant. Motion Carried.
- B. Chad presented the Iowa CSBG Program-Designation for Additional Signatories noting this will allow Eugene, Chad or Sheri to be authorized signatories. A motion was made by Mark Hansen and seconded by Jeff Cayler to approve. Motion carried.

- C. The contract for the Fiscal Year 2019 (LIHEAP-19-01) was discussed. Motion was made by Carl Legore and seconded by Teresa Mobley to accept. Motion carried.
- D. Chad presented the Iowa LIHEAP Program-Designation for Additional Signatories noting this will allow Eugene, Chad or Sheri to be authorized signatories. A motion was made by Terry Striegel and seconded by Denis James to approve. Motion carried.
- E. Chad discussed the change to Holiday Policy regarding Christmas Eve Day and New Year's Eve Afternoon, requesting that if these 2 days fall on a Monday that a full day holiday will be issued and the ½ day Christmas Floating Holiday not be issued. A motion was made by Teresa Mobley and seconded by Carolyn Masters to approve said change. Motion carried.
- F. Chad handed out to the Board the following correspondence/information:
- a. DCAA's CSBG organizational standards onsite assessment
 - b. Royal Throne for September

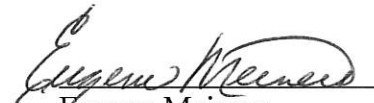
IV. Adjournment

- A. A motion was made at 5:00 p.m. by Carolyn Masters to adjourn the meeting. Tim Farmer seconded the motion. Motion carried.

Respectfully submitted,


Jenni Schlichte
Board Recorder

Respectfully submitted,


Eugene Meiners
Board President

