

New Opportunities, Inc.
Board Meeting Via ZOOM

MINUTES

Thursday, September 30, 2021
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:02 p.m.

A. Welcome and Introductions

Present: Gary VanAernam, Kathy Kluis, Eugene Meiners, Jeff Cayler, Peg Hamilton, Brent Wilhelm, Terry Striegel, Cindy Wallace, Mark Hanson, Tim Farmer, Kim Denman, Deb Lightner, Carl Legore, Jerome Kuster, and Carolyn Masters

Excused: Jon Hays, Tom Contner, Lori Campbell, Erica Burris, Peggy Galletley, and Denis James

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 19, 2021 Board minutes by Carl Legore and seconded by Terry Striegel. Motion carried.

II. Introduction of new Board Members:

- Erica Burris, Greene County
- Deb Lightner, Calhoun County

III. 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 Jeff Cayler and seconded by Carolyn Masters to approve the renewal of the Property, Cyber Suite, General & Professional Liability, Business Auto, Equipment Floater and Umbrella policies with West Bend Mutual Insurance; Director & Officer, EPLI and Crime policies with Travelers Insurance; and the Workers Compensation through the Accident Fund. Motion carried.

- B. Sheri noted the Finance Committee met and reviewed the agency cost allocation policy including the Indirect Cost Rate, direct charges and the cost allocation plans for space, phone/DSL/computer, and employee related costs. The committee also discussed the close out of FY21 and the impact the current pandemic has had on various programs.
- C. Sheri discussed with the Board the financial reports ending August 31, 2021. There was a general discussion of various line items. A motion was made to accept the financial reports ending August 31, 2021, by Terry Striegel and seconded by Jeff Cayler. Motion carried.
- D. Sheri presented to the Board the proposed FY22 Agency Wide Budget by Class. The Finance Committee met previously and reviewed the proposed FY22 budget in detail by program. It was noted the only capital item in the proposed budget is a sign for the main location. The Finance Committee approved a motion at their meeting recommending to the Board the approval of the FY22 Agency wide Budget as presented including a 2.5% COLA. A motion was made by Jeff Cayler and seconded by Carolyn Masters to ratify the Finance Committee's motion as stated above. All voted Aye, motion carried.
- E. Sheri presented to the Board the Community Services Block Grant (CSBG-21-01) Budget Amendment. The CSBG-20 grant will end in September and the CSBG-21-01 will be start. The amendment is for \$2,535.00. A motion was made by Terry Striegel and seconded by Jeff Cayler to approve the CSBG-21-01 amendment. Motion carried.
- F. Sheri presented to the Board the Community Service Block Grant (CSBG-20S-01) Budget Amendment. This grant is supplemental funding to prevent, prepare for, and respond to the coronavirus pandemic. This amendment reallocates the funds to various budget categories. A motion was made by Jeff Cayler and seconded by Carl Legore to approve the CSBG-20S-01 amendment. Motion carried.

IV. CEO Reports – Chad Jensen

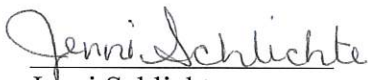
- A. Gene, Chad, and Sheri presented a Policy Council update to the Board.
 - a) HS / EHS, CB EHS, and CRRSA/ARP August 2021 Financials.
 - b) All charge account activity for July and August 2021.
 - c) The August 24, 2021 Policy Council minutes.
 - d) The August 2021 HS/EHS Program Reports.
 - e) Program Goals – Strategic Plan and Self-Assessment
 - f) Program Information Report (PIR)
 - g) Policies and Procedures – Revised
 - 1. Policy 203 Health Status and Care-Pregnant Women
 - 2. Policy 501 Education and Early Childhood Development Program Environment

- B. Chad presented the Iowa CSBG-22 Designation of Additional Signatories. A motion was made by Jeff Cayler and seconded by Mark Hanson to approve. Motion carried.
- C. Chad presented to the Board the LIHEAP-21ARPA-01 Amendment. It was moved by Carolyn Masters and seconded by Jeff Cayler to approve the LIHEAP-21ARPA-01 Amendment. Motion Carried.
- D. Chad presented to the Board the MEC-21-01 Contract Amendment. Terry Striegel made a motion to approve the amendment and Carolyn Masters seconded. Motion Carried
- E. Chad presented to the Board an Agency wide COVID-19 update. He stated that he is waiting on written notice on how to proceed with vaccine mandate.
- F. Chad reviewed with the Board of Directors the AETNA Employee Assistance Program for Quarter #2. He stated that the program has been utilized and is good for the employees.
- G. Chad handed out to the Board the following correspondence/information:
 - a) Iowa Department of Human Rights CSBG organizational standards assessment correspondence.
 - b) Iowa Department of Human Rights CSBG program operations correspondence.
 - c) Iowa Department of Human Rights CSBG Cares supplemental correspondence.
 - d) Iowa Department of Human Rights Weatherization Program correspondence.
 - e) The September Royal Throne.
- H. Chad announced to the Board that Tonya Weber, HS/EHS Director, has been selected for The Iowa Head Start Association Administrator of the Year Award. CONGRATULATIONS Tonya!!!!

V. Adjournment

- A. A motion was made at 5:15 p.m. by Mark Hanson to adjourn the meeting. Jeff Cayler seconded the motion. Motion carried.

Respectfully submitted,


Jenni Schlichte
Board Recorder

Respectfully submitted,


Eugene Meiners
Board President