

New Opportunities, Inc.  
Board Meeting – ZOOM Meeting

MINUTES  
Thursday March 25, 2021  
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 3:50 p.m.

A. Welcome and Introductions

Present: Gary VanAernam, Kathy Kluis, Eugene Meiners, Jeff Cayler, Tom Contner, Lori Campbell, Cindy Wallace, Brent Willhelm, Terry Striegel, Mark Hanson, Tim Farmer, Kim Denman, Carl Legore, Peggy Galletley, Jerome Kuster, Denis James, and Carolyn Masters

Excused: Tina Malloy and Peg Hamilton,

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

B. A motion was made for the approval of the February 25, 2021 Board Minutes by Carolyn Masters and seconded by Peggy Galletley. Motion carried.

II. CFO Reports – Sheri Mertz

A. Sheri discussed with the Board the financial reports ending February 28, 2021. There was a general discussion of various line items. A motion was made to accept the financial reports ending February 28, 2021 by Peggy Galletley and seconded by Carl Legore. Motion carried.

B. Sheri noted the agency's bank deposits are considered public funds and pursuant to Iowa Code Chapter 12C, are covered by pledged securities by Iowa Savings Bank above the FDIC Insurance Limits.

C. Sheri presented to the Board a Line of Credit Extension. Although there have not been any draws on the line of credit for several years, she requested the line be maintained so it would be available if needed. A motion was made to approve the 1 year extension of the \$300,000 line of credit by Carolyn Masters and seconded Lori Campbell. Motion carried.

III. CEO Reports – Chad Jensen

A. Chad, Sheri, and Eugene reviewed Policy Council agenda with the Board. Items discussed and presented included:

- a) HS/EHS and CB EHS February 2021 financials.
- b) All charge account activity for February 2021.
- c) The February 23, 2021 Policy Council minutes.
- d) The February 2021 HS/EHS Program Reports.

Discussion took place regarding the potential combination of the CH and HP grants. Staff will continue to investigate the advantages of combining the grants. The HP grant year two ended February 28, 2021. Due to the program not being operational for much of the year the Salary and Fringe budget categories will be under budget. It was noted that a request will be made to carry over unspent funds in the "Other" budget category for projects not able to be completed due to weather, such as signs and playground installation.

Sheri reviewed the non-federal donation from the 10<sup>th</sup> Street Building. With a final appraisal of \$1,800,000 and a purchase price of \$1,310,000 there is a total non-federal donation of \$490,000. The allocation of the non-federal donation is 84.52% to the HP grant, 4.72% to the CH grant and 10.76% to Agency.

- B. The COLA Funding Application for the 07CH010517 grant was presented to the Board. The COLA increase is 1.22% on the full grant, totaling \$36,524. A motion was made by Lori Campbell and seconded by Carolyn Masters to approve submitting the COLA Funding Application. Motion carried.
- C. The COLA Funding Application for 07HP000122 grant was presented to the Board. The COLA increase is 1.22% on the full grant, totaling \$18,358. A motion was made by J.D. Kuster and seconded by Carl Legore to approve submitting the COLA Funding Application. Motion carried.
- D. The COVID Carry Over Application for 07CH01051703C3 grant was presented. A portion of the carryover funding request will be used for a purchase of the following major equipment:
  - A mini van to transport supplies to families during virtual learning and to transport food from one site to another in a sanitary manner. The amount of this purchase is \$41,4189.00
  - Playground equipment in Waukee in an effort to make the playground space more suitable for outdoor learning while promoting social distancing. The amount of this purchase is \$20,000.
  - A waiver request for the non-federal share for the CARES COVID19 carryover funds in the amount of \$32,848.14 is also being requested.

A motion was made by Carolyn Masters and seconded by Peggy Galletley to approve submitting the COVID Carry Over Application for 07CH01051703C3 as presented including the approval of the non-federal waiver and the purchase of the mini van and the playground structure. Motion carried.

- E. Chad presented the results of the Board Self-Assessment. There was some discussion on several lines of the Assessment.

F. Handouts – FYI's

- Low Income Home Energy Assistance Contract Amendment #2
- AETNA Overview (Employee Assistance Program)
- April Royal Throne


IV. Adjournment

- A. A motion was made at 4:30 p.m. by Brent Willhelm to adjourn the meeting and seconded by Jeff Cayler. Motion carried.

Respectfully submitted,

  
Jenni Schlichte  
Board Recorder

Respectfully submitted,

  
Eugene Meiners  
Board President