

New Opportunities, Inc.
Board Meeting

MINUTES

Thursday, September 28, 2017
4:00 p.m.

I. Meeting was called to order by Board President Eugene Meiners at 4:06 p.m.

A. Welcome and Introductions

Present: Gary VanAernam, Jon Hays, Eugene Meiners, Teresa Mobley, Joyce Morris, Terry Striegel, Cindy Wallace, Mark Hanson, Tim Farmer, Chuck Yanders, Carl Legore, and Carolyn Masters

Excused: Tom Contner, Rick Hecht, Peg Hamilton, Jeff Cayler, and Tom Rutledge

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

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

B. A motion was made for amending the Agenda by Gary Chuck Yanders and seconded by Joyce Morris. Motion carried.

C. A motion was made for the approval of the August 31, 2017 Board minutes by Mark Hansen and seconded by Jon Hays. Motion carried.

II. CFO Reports – Sheri Mertz

A. Mike Franey and Terry Axman, representatives from Mid-Iowa Insurance and Real Estate, presented the Commercial Insurance Renewal Package for New Opportunities, Inc. They reviewed with the Board the various coverages and premiums. It was also noted Mid Iowa Insurance looked into various different carriers. A motion was made by Mark Hansen and seconded by Teresa Mobley to approve the renewal of the Property, Data Compromise, General & Professional Liability, Business Auto, Equipment Floater, Crime, and Umbrella policies with West Bend Mutual Insurance, EPLI and Director & Officer policies 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, 2017. There was a general discussion of various line items. A motion

was made to accept the financial reports ending August 31, 2017 by Chuck Yanders and seconded by Teresa Mobley. Motion carried.

- C. Sheri presented to the Board the proposed FY18 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 FY18 Federally Approved Indirect Cost Rate is 16.9% of wages and benefits. The FY18 budget includes a 2% wage increase for all employees. The Finance Committee met previously and reviewed the proposed FY18 budget in detail by program. A motion was made by the Finance Committee to recommend to the Board the approval of the FY18 Agency wide Budget as presented. The motion was made by Terry Striegel and seconded by Joyce Morris to ratify the Finance Committee's motion as stated above. All voted Aye, motion carried.

III. CEO Reports – Chad Jensen

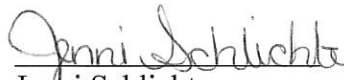
- A. Chad shared with the Board the August 29, 2017 Policy Council minutes, the August 2017 Head Start/Early Start Program Report, the Head Start/Early Head Start Financials from December 2016-August 2017, and the Head Start/Early Head Start charge account/credit card activity for August 2017. Chad presented the 2017-2018 Head Start and Early Head Start Program Goals, Community Needs Assessment and Program Information Report (PIR). This report is an annual composite of the information that is shared throughout the year.
- B. Chad discussed the Community Services Block Grant Program for FY18 and there was a slight increase from last year. There was some discussion and a motion was made from Terry Stiegel and seconded by Joyce Morris to accept said grant. Motion Carried.
- C. Chad discussed the Approval of Iowa CSBG Program-Designation for Additional Signatories explaining that this was if there were any changes that needed signatures there would be several people that could sign. A motion was made by Mark Hansen and seconded by Teresa Mobley to approve. Motion carried.
- D. The contract for the Fiscal Year 2018 (LIHEAP-18-01) was discussed. Motion was made by Chuck Yanders and seconded by Teresa Mobley to accept. Motion carried.
- E. Chad discussed the Approval of Iowa LIHEAP Program-Designation for Additional Signatories explaining that this was if there were any changes that needed signatures there would be several people that could sign. A motion was made by Gary VanAernam and seconded by Carl Legore to approve. Motion carried.

- F. An Update of the Risk Assessment was reported by Chad. A general discussion was had regarding the importance of this and the organization's progress of making changes in order to reduce risk. There was a general discussion of the entire report but governance was discussed specifically. Also discussion and the plan to focus on vehicle safety was communicated.
- G. An Update to the current Strategic Plan was presented by Chad on the progress meeting the goals of the strategic plan in the last 12 months. He verbalized the progress within Head Start / Early Head Start, financial literacy, youth development, facilities improvements and other areas of the strategic plan. An analysis of the agency's outcomes, operational, and strategic program adjustments and improvements were also discussed. Update to strategic plan was communicated. There was a general discussion. A motion was made by Carl Legore and seconded by Joyce Morris to approve. Motion carried.
- H. Chad handed out to the Board the following correspondence/information:
 - a. Quality Assurance Report for Behavioral Health
 - b. 2017 Free Children's Health Clinic (stats)

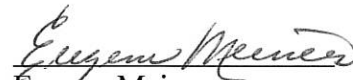
IV. Adjournment

- A. A motion was made at 5:07 p.m. by Chuck Yanders to adjourn the meeting. Mark Hansen seconded the motion. Motion carried.

Respectfully submitted,


Jenni Schlichte
Board Recorder

Respectfully submitted,


Eugene Meiners
Board President

