

New Opportunities, Inc.
Board Meeting Via ZOOM and in Person

MINUTES
Thursday, March 23, 2023
4:00 p.m.

- I. Recognition and Congratulations to:
Donna Badding-Fleener, retiring after 14+ years of service in the Behavioral Health Department.
Pam Stanzyk, retiring after 25+ years of service in the Head Start Department
- II. Meeting was called to order by Board President Eugene Meiners at 4:18 p.m.
 - A. Welcome and Introductions.

Present: **IN-PERSON:** Heath Hansen, Kathy Kluis, Jon Hays, Eugene Meiners, Jeff Cayler, Peg Hamilton, Dan Benitz, Mike Fischer, Terry Striegel, Cindy Wallace, Tim Farmer, Jerome Kuster, and Carolyn Masters
VIA-ZOOM: Mark Hanson, and Carl Legore
Excused: Erica Burris, Lori Campbell, Kim Denman, Deb Lightner and Denis James

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

B. A motion was made for the approval of the January 26, 2023, Board Minutes by Kathy Kluis and seconded by Jeff Cayler. Motion carried. Mark Hanson was absent for vote.
- III. CFO Reports – Sheri Mertz
 - A. Sheri discussed with the Board the financial reports ending February 28, 2023. There was general discussion of various line items. A motion was made to accept the financial reports ending February 28, 2023, by Jeff Cayler and seconded by Heath Hansen. Motion carried. Mark Hanson was absent for vote.
 - B. Sheri presented to the Board the Family Development and Self-Sufficiency Program (FaDSS) Budget Amendment #2. The amendment reallocated funds between various budget categories and requested an extension of the contract end date to 9.30.23. A motion was made by Jeff Cayler and seconded by Heath Hansen to approve the FaDSS Budget Amendment. Motion carried. Mark Hanson was absent for the vote.

- C. Sheri noted the agency's bank deposits are considered public funds and pursuant to Iowa Code Chapter 12C, are covered by pledged securities of Iowa Savings Bank above the FDIC Insurance Limits.
- D. Sheri reviewed with the Board the Agency Line of Credit. This is an annual LOC in place in case there is a delay in grant funding. Sheri noted there has not been any draws on the line of credit for several years. A motion was made to approve a 1-year extension of the \$300,000 line of credit by J.D. Kuster and seconded by Carolyn Masters. Motion carried.

IV. CEO Reports – Chad Jensen

- A. Sheri, Chad, and Gene Meiners reviewed HS/EHS Policy Council agenda with the Board. The following items were discussed:
 - 1. Financial Reports for the month ending February 2023
 - 2. All charge account activity for February 2023
 - 3. The February 21, 2023 Policy Council Minutes
 - 4. The monthly Program Report for February 2023
 - 5. School Readiness (Winter)
 - 6. Head Start Program Goals Update
 - 7. HS/EHS Selection Criteria:
A motion was made by Carolyn Masters and seconded by Terry Striegel to approve the HS/EHS selection criteria process. Motion Carried.
 - 8. Infectious Disease Mitigation Plan – Policy 133:
A motion was made by Jeff Cayler and seconded by Cindy Wallace to approve the revised Infectious Disease Mitigation plan. Motion carried.
- B. Cost of Living Adjustment (COLA) and Quality Improvement (QI) grant funding increases.
 - 1. On March 7, 2023 the office of Head Start announced a 5.6% COLA and QI funding increases for both Head Start and Early Head Start for FY23.
 - 2. The board awarded a 4% COLA to all staff for FY23 on 10.1.22. The board discussed increasing that COLA to 5.6% for all staff retroactively. It was noted most grant programs had a 4.3% decrease in their State Unemployment Rate due to no longer participating in the state pool and charging programs for all unemployment directly. A motion was made by Jeff Cayler and seconded by Kathy Kluis to approve a retroactive COLA of 5.6% to all current staff for FY23. Motion carried.
 - 3. The board discussed the HS/EHS COLA/QI Application. It was noted the 4% COLA on 10.1.22 will be retroactively increased to 5.6% for all current staff. The budget narrative was also reviewed with other funding increases for various needs such as school district partnerships, Retention and Recruitment Incentives, IT, Building Maintenance, etc. A motion was made by Jeff Cayler and seconded by Heath Hansen to approve the submission of the 07CH012197 COLA/QI grant application. Motion carried.

- C. Chad presented to the Board the final announcement on the Carroll Family Development Center/Head Start Center Chamber Coffee Ribbon Cutting & Grand Re-Opening for New Opportunities, Inc. that was held on Friday February 3, 2023, from 8:00 to 9:00AM at that building. There were approx. 50 to 60 attendees.
- D. Chad presented to the Board a designation of electronic submittal of reports to PMS (Payment Management Systems), Grant Solutions and HSES. This authorizes Chad, Sheri or Tonya to electronically submit the reports on Gene's behalf if needed. A motion was made by Jeff Cayler and seconded by Dan Benitz to approve the designation of electronic submittal of the reports. Motion carried.
- E. Approval of recent contracts: None for this month

V. Handouts – FYI's

- A. HEAP Weatherization Assistance (HEAP-23-01) Amendment 2 and 3
- B. Iowa Department of Human Rights Correspondence on Weatherization Inspection
- C. The Royal Throne – (March)

VI. Adjournment

A motion was made at 4:55 p.m. by Kathy Kluis to adjourn the meeting. Heath Hansen seconded the motion. Motion carried.

Respectfully submitted,

Jenni Schlichte
Board Recorder

Respectfully submitted,



Eugene Meiners
Board President

