

New Opportunities, Inc.  
Board Meeting – ZOOM Meeting & In Person  
MINUTES  
Thursday, October 28, 2021  
4:00 p.m.

- I. Meeting was called to order by Board President Eugene Meiners at 4:04 p.m.
- A. Welcome and Introductions
- Present: **Via ZOOM:** Peg Hamilton, Erica Muhr, Lori Campbell, Terry Striegel, Cindy Wallace, Mark Hanson, Tim Farmer, Kim Denman, Carl Legore, Deb Lightner, and Denis James.
- In Person:** Gary VanAernam, Jon Hays, Eugene Meiners, Jeff Caylor, and Carolyn Masters
- Excused: Kathy Kluis, Tom Contner, Brent Wilhelm, Peggy Galletley, and J.D. Kuster
- Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO; Jenni Schlichte, Board Recorder
- B. A motion was made for the approval of the September 30, 2021, Board Minutes by Jeff Cayler and seconded by Gary VanAernam. Motion carried.
- II. Introduction of New Board Member
- Jon Hays, Audubon County
- III. CFO Reports – Sheri Mertz
- A. Sheri discussed with the Board the preliminary financial reports ending September 30, 2021. There was a general discussion of various line items. A motion was made to accept the preliminary financial reports ending September 30, 2021, by Carolyn Masters and seconded by Jeff Cayler. Motion carried.
- IV. CEO Reports – Chad Jensen
- A. Chad, Sheri, and Eugene reviewed Policy Council update with the Board. Items discussed and presented included:
- a) HS/EHS and CB EHS financials September 2021 Financials.
  - b) All charge account activity for September 2021.
  - c) The September 28, 2021, Policy Council minutes.
  - d) The September 2021 Program Report.
- B. Sheri presented to the Board the CB EHS Continuation Grant 07HP000122-04. It was noted the grant application is due December 1<sup>st</sup> for the grant period March 2022-February 2023. The grant application presented is for a 12-month period but will be submitted with a request to consolidate the HP and CH grant years. A

motion was made by Mark Hanson and seconded by Lori Campbell to submit the 07HP000122-04 Grant application. Motion carried.

- C. Chad presented to the Board the updated version of the Policy Council By-laws.
- D. Sheri presented to the Board a Non-Federal Share Waiver Request for the CH Grant. New Opportunities, Inc. is requesting to reduce the required non-federal share for grant period December 1, 2020 through November 30, 2021, by an additional \$190,118, making the required non-federal share for this period \$567,468. A motion was made by Gary VanAernam and seconded by Jeff Cayler to approve submitting the request. Motion carried.
- E. Chad presented to the Board a new Low-Income Household Water Assistance Program (LIHWAP) Contract **LIHWAP-21CAA**. This new program is for Water Assistance and run similar to the LIHEAP program. It is income based and funded through CARES. A motion was made by Lori Campbell and seconded by Carolyn Masters to accept this contract. Motion carried.
- F. Chad presented the Iowa LIHWAP Program-Designation for Additional Signatories. A motion was made by Jeff Cayler and seconded by Lori Campbell to approve. Motion carried.
- G. Chad and Sheri gave an update and shared pictures of the damage at the Carroll Family Development Center/Head Start Center due to the fire on October 11, 2021. A request to waive the agency procurement policy in an effort to expedite the process working with the insurance company on getting temporary locations established, services in place and damages repaired was made. Chad, Sheri, and Eugene commended all the staff on their quick response on this fire and how no one was hurt. Chad noted the initial estimate is \$750,000.00 and will be a long process with an expected time frame of 12 to 18 months. A motion was made by Terry Striegel and seconded by Lori Campbell to waive the agency Procurement Policies as requested. Motion carried.
- H. Chad presented to the Board a COVID-19 Immunization Policy. It was noted the policy was drafted as combined effort by Chad Jensen, CEO; Carla Morrow, HR Director; and Stu Cochrane, Attorney Consultant. Chad is requesting Board approval of the policy with any necessary editing by Chad and Stu as Federal and OSHA mandates are finalized and presented. A motion was made by Tim Farmer and seconded by Deb Lightner to approve the draft policy and authorize Chad and Stu to make the necessary Federal & OSHA mandate edits. A roll call vote was taken since four Board Members had left the meeting (Peg Hamilton, Mark Hanson, Carl Legore, and Denis James). Aye votes were: Erica Muhr, Lori Campbell, Terry Striegel, Cindy Wallace, Tim Farmer, Kim Denman, Deb Lightner, Gary VanAernam, Jon Hays, Eugene Meiners, and Carolyn Masters. Jeff Cayler voted Nay. Motion carried.
- I. In an effort to continue to fight the COVID-19 virus, Chad presented to the Board a proposed Vaccination incentive for employees. He requested approval to finalize the terms of the incentive once final Federal and OSHA mandates are known. This one-time vaccine incentive will be offered to all current employees even if they

have already been vaccinated. A motion was made by Carolyn Masters and seconded by Jeff Cayler to authorize Chad to proceed with the implementation of the employee COVID-19 vaccine incentive. Motion carried.

V. Handouts – FYI’s

a) The October 2021 Royal Throne

VI. Adjournment

A. A motion was made at 5:31 p.m. by Jeff Cayler to adjourn the meeting and seconded by Lori Campbell. Motion carried.

Respectfully submitted,



Chad A Jensen  
CEO

Respectfully submitted,



Eugene Meiners  
Board President



Jennifer Schlichte  
Board Recorder