

New Opportunities, Inc.
Board Meeting Via ZOOM and in Person
MINUTES
Thursday, March 28th, 2024
4:00 p.m.

- I. Board Training: New Opportunities Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA). Presented by Tonya Weber Head Start/ Early Head Start Director.
- II. Meeting was called to order by Board President Eugene Meiners at 4:19 p.m.
 - A. Welcome and Introductions.
 - Present: **IN-PERSON:** Jon Hays, Eugene Meiners, Dan Benitz, Mike Fischer, Jerome Kuster, Carolyn Masters, Carl Legore, Terry Striegel, and Cindy Wallace
 - VIA-ZOOM:** Tim Farmer, Deb Lightner and Peg Hamilton
 - Excused: Heath Hansen, Erica Burris, Denis James, Mark Hanson, and Kim Denman
 - Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO; Jenni Schlichte, Board Recorder Darcy Dailey, HR Assistant, Tonya Weber Head Start Early Head Start Director
 - B. A motion was made for the approval of the Amended Agenda, by Terry Striegel and seconded by Carolyn Masters. Motion carried.
 - C. A motion was made for the approval of the February 29, 2024, minutes by Carl Legore and seconded by Dan Benitz. Motion carried.
- III. CFO Reports – Sheri Mertz
 - A. Sheri discussed with the Board the financial reports ending February 2024. There was general discussion of various line items. A motion was made to accept the financial reports ending February 2024, by Jerome Kuster and seconded by Mike Fischer. 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 2024
 - 2. All charge account activity for February 2024
 - 3. The February 2024, Policy Council Minutes
 - 4. The monthly Program Report for February 2024
 - 5. HS/EHS Program Goal
 - 6. School Readiness progress report

7. 1303 Submission and Carryover of year1 funds: The 1303 application was presented to the board. The application includes the carryover of funds to complete the parking garage and the purchase of a vehicle. We are currently on a wait list for the vehicle. Construction of the garage will begin as soon as the contract is awarded. A motion was made by Cindy Wallace to approve the submission of the 1303 application and carryover. Carl Legore seconded the motion. Motion carried.
 8. Change in Scope: The conversion application proposing to convert 21 Head Start slots to 7 EHS slots was presented to the board. A motion was made by Terry Striegel to approve submitting the 2024 Change in Scope Conversion Application and seconded by Carolyn Masters. Motion carried.
 9. 2023-2024 COLA Application: The COLA application was reviewed by the board. It was noted an unfunded COLA was given to all New Opportunities staff on 10/1/2024, therefore the funds will be used to increase various budget categories that are projected to exceed the current budget. These categories include insurance, building maintenance, SUTA, supplies and advertising. A motion was made by Carl Legore to approve the submittal of the 2023-2024 COLA Application and seconded by Dan Benitz. Motion carried.
- B. The bidding process for the parking garage was presented by Chad & Sheri. The project was advertised in 4 different area newspapers from 2/8/24 – 2/13/24. There were several contractors who took out bid documents but only one bid was received at the bid opening on 2/26/24. This bid was from Heuton Construction with a base bid of \$586,350, Alternate#1 for brick Veneer \$4,200, Alternate#2 Radiant floor heating no bid, Alternate#3 WIC temperature-controlled storage room \$6,700 and Alternate#4 Gas Heaters \$14,400. The engineer, Don Labate, Chad, Sheri and John Heuton discussed ways of reducing costs in the original bid to meet available funding. These adjustments were reviewed by the board. A motion was made by Carolyn Masters and seconded by Terry Striegel to approve awarding the contract to Heuton construction subject to HHS approval at the amended bid of:
- | | |
|---|------------------|
| Base Bid | \$485,550 |
| Alternate #1 South Elevation Brick Veneer | \$4,200 |
| Alternate#3 WIC Storage Room | \$6,700 |
| Alternate #4 Gas Heaters | <u>\$14,400</u> |
| TOTAL BID | <u>\$510,850</u> |
- Motion carried.
- C. Update on Health and Human Services Plan. Chad discussed the HHS proposal which involves Behavioral Health Districts and Administrative Service Organizations (ASOs). Lots of different scenarios were presented to the board which may affect New Opportunities. There are some positives to the proposal but also some concerns. Chad assured the Board that he will continue to communicate with the board any changes that the Iowa legislature approves and the plan to continue to move New Opportunities services forward.
- D. Board Self- Assessment – Chad presented the assessment results. There was a general discussion with no changes being proposed at this time regarding board functions. Chad indicated he will continue to work with the board / counties to fill on open positions within the Board of Directors.
- E. Approval of recent contract:
1. Wellpoint Champ Funds 2023. A motion was made by Mike Fischer and seconded by Terry Striegel. Motion carried.

V. Handouts – FYI's

- A. Low Income Home Energy Assistance (LIHEAP-23-01) Amendment 13
- B. Low Income Home Energy Assistance (LIHEAP-2311JA-01) Amendment 1
- C. Community Services Block Grant 9CSBG-24-01) Amendment 4
- D. Community Services Block Grant 9CSBG-23-01) Amendment 8
- E. DOE Weatherization Assistance (DOE-23-01) Amendment 10
- F. DOE Weatherization Assistance (DOE-23-01) Amendment 11
- G. Family Development and Self Sufficiency Program (FaDSS-24-01) Amendment 1
- H. State of Iowa HHS Audit Resolution of Contracts
- I. Free Shoes for Head Start Children Flyer
- J. Aetna Employee Assistance Program Year End Report
- K. The Royal Throne (March and April)

VI. Adjournment

A motion was made at 5:18p.m. by Jerome Kuster to adjourn the meeting. Dan Benitz seconded the motion. Motion carried.

Respectfully submitted,



Darcy Dailey
Board Recorder- HR Asst

Respectfully submitted,



Eugene Meiners
Board President