

New Opportunities, Inc.
Board Meeting

MINUTES

Thursday April 27, 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: Gene Meiners, Teresa Mobley, Joyce Morris, Rick Hecht, Gary VanAernam, Chuck Yanders, Gary Nicholson, Jon Hays, Kathy Brenny, Mark Hanson, and Carl Legore

Excused: Owen Englin, Tom Rutledge, Tom Contner, and Lois Eivins

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

B. A motion was made for the approval of the March 23, 2017 Board minutes by Jon Hays and seconded by Carl Legore. Motion carried.

II. CFO Reports – Sheri Mertz

A. Sheri discussed with the Board the financial reports ending March 2017. There was a general discussion of various line items. The motion was made to accept the financial reports ending March 31, 2017 by Rick Hecht and seconded by Mark Hanson. Motion carried.

B. Sheri noted the annual line of credit renewed on 4/25/17. Although there have not 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 \$200,000 line of credit by Teresa Mobley and seconded by Jon Hays. Motion carried.

C. Sheri presented the Board a letter received from the Partnership for Families (P4F) Board. The letter noted due to over a 50% cut in their funding over the past 12 years, they needed to make some major changes to their board overhead and administration. Effective 7/1/17 P4F will change their fiscal agent and employer of record to Central Iowa Juvenile Detention Center, who serves as a fiscal agent for 6 other ECI programs. They also noted they would vacate the office currently being rented effective 6/1/17, to accommodate the new Financial Literacy grant being implemented. The P4F Board, requests the continued use of Conference

Room D on the 3rd Friday morning of every month for their Board meetings. A motion was made to accept the letter from Mark Hanson and seconded by Chuck Yanders. Motion carried.

III. CEO Reports – Chad Jensen

- A. Gene Meiners reviewed the agenda from the April Policy council meeting. Items discussed included the March 28, 2017 Head Start Policy Council minutes, the March 2017 Head Start/Early Head Start Program Report. Sheri presented the Head Start/Early Head Start Financials from December 2016-March 2017. All Head Start/Early Head Start charge account/credit card activity was shared for March 2017.
- B. Sheri informed the we have received Federal approval to proceed with the purchase of the building located at 425 Ashworth Drive to be used for two Head Start classrooms. The closing date for the purchase is scheduled for 7/1/17. It was also noted Chad would send the current landlord of the Waukee classroom building official notice terminating the lease effective 7/31/17.
- C. Sheri discussed with the Board the Transition/School Readiness report and the Self-Assessment report.
- D. Sheri discussed with the Board the Head Start Child & Adult Care Food Program and the Home Sponsor Child & Adult Care Food Program agreements. She gave a brief explanation of the two programs and noted both were reviewed this week and received excellent reports.
- E. Chad presented the Weatherization Assistance Program Contract DOE-17-01. He explained this initial contract is only for 60%, but expects to receive the remaining funding after a final budget is approved by Congress. The motion was made to approve the DOE-17-01 contract by Mark Hanson and seconded by Rick Hecht. Motion carried.
- F. Chad presented to the Board a Designation of Signatories for the Iowa Weatherization Program. It was moved by Chuck Yanders and seconded by Teresa Mobley to approve the authorization of Sheri Mertz and Chad Jensen to Execute Contract Amendments and certify Monthly Funding Requests/Expenditure Reports. Motion carried.
- G. Chad discussed the Facility Safety and Cleanliness Directive #3002 with the Board explaining that the purpose of this policy is to establish New Opportunities, Inc. policy on Building Construction and safety on facility grounds in general and during construction. A motion was made by Joyce Morris to approve and seconded by Kathy Brenny. Motion carried.

- H. Chad discussed the Community Services Block Grant (CSBG) Program Report with the Board. There was a general discussion on this grant. A motion was made to approve this grant by Rick Hecht and seconded by Kathy Brenny. Motion carried.
- I. Chad distributed to the Board a "Community Needs Assessment Survey" for them to complete.
- J. Chad handed out to the Board the following correspondence/information:
1. Iowa Department of Human Rights acceptance of FY16 audit
 2. Iowa Department of Public Health acceptance of FY16 audit
 3. Iowa Department of Human Rights acceptance of FY16 Community Services Block Grant (CSBG) year-end report.
 4. Sac County Mentoring article.


V. Adjournment

- A. A motion was made at 5:11 p.m. to adjourn the meeting by Gary Nicolson and seconded by Carl Legore. Motion carried.

Respectfully submitted,


Jenni Schlichte
Board Recorder

Respectfully submitted,


Eugene Meiners
Board President

