

New Opportunities, Inc.
Board Meeting

MINUTES

Thursday June 29, 2017
4:00 p.m.

It should be noted that a board training was completed by Stuart Cochrane, Agency Attorney on the duties and legal responsibilities of board members. Agenda is within the Board Training Binder.

I. Meeting was called to order by Board President Eugene Meiners at 4:00 p.m.

A. Welcome and Introductions

Present: Gene Meiners, Teresa Mobley, Joyce Morris, Rick Hecht, Chuck Yanders, Owen Englin, Gary VanAernam, Jon Hays, Tom Contner, Kathy Brenny, Mark Hanson, Gary Nicholson, Carl Legore, Peg Hamilton, Jeff Cayler, Terry Striegel, and Cindy Wallace,

Excused: Tim Farmer, Tom Rutledge, and Carolyn Masters

Staff Present: Chad Jensen, CEO ; Sheri Mertz, CFO; Jenni Schlichte, Board Recorder; Christy Anthofer, Development Director

B. A motion was made for the approval of the April 27, 2017 Board minutes by Mark Hanson and seconded by Owen Englin. Motion carried.

II. Recognition of Joyce Meiners, RN, WIC Program. Retiring after 39 years of service!!!!

III. Approve the Appointment of new Board Members, Peg Hamilton, Jeff Cayler, Terry Striegel, Tim Farmer, and Carolyn Master. A motion was made by Mark Hanson and seconded by Teresa Mobley. Motion carried

IV. CFO Reports – Sheri Mertz

A. Sheri discussed with the Board the financial reports ending May 31, 2017. There was a general discussion of various line items. Sheri also noted there would potentially need to be a reallocation of CSBG16 line items as the close out of the

grant approaches and the CSBG17 grant begins. The motion was made to accept the financial reports ending May 31, 2017 and to approve the reallocation of CSBG budget categories by Carl Legore and seconded by Rick Hecht. Motion carried.

- B. Sheri presented to the Board the Annual 990, Return of Organization Exempt Income Form. She noted the reporting period is Fiscal Year 2016. There was a general discussion. The motion was made by Mark Hanson to accept New Opportunities, Inc. FY16 990 seconded by Jeff Cayler. Motion carried

V. CEO Reports – Chad Jensen

- A. Policy Council update included the Head Start/Early Head Start Financials from December 2016 - May 2017, the Head Start/Early Head Start charge account/credit card activity for May 2017, a draft of the June 20th, 2017 Head Start Policy Council minutes, and the May 2017 Head Start/Early Head Start Program Report.
- B. The Self-Assessment Report and Improvement Plan was shared with the Board of Directors. The report shows the 2016-2017 strengths and challenges. The Improvement Plan shows the 2017-2018 goals. General discussion took place regarding Improvement Plan goals. Carl Legore motioned to approve the 2017 Self-Assessment Report and Improvement Plan. Joyce Morris seconded. Motion carried.
- C. Sheri presented the Head Start COLA Supplemental Grant Application to the Board. Sheri noted that Policy Council approved the application at their June 20, 2017 meeting. The motion was made to approve the grant application by Chuck Yanders and seconded by Teresa Mobley. Motion carried.
- D. Chad and Christy Anthofer presented the CSBG FY2018 Application for review and approval to the Board. A ROMA (Results, Oriented, Management, and Accountability) Certified Trainer from Community Action Agency of Siouxland was used in the preparation of the application.
 - a) The Executive Summary was presented and reviewed. The motion was made by Rick Hecht to approve the Executive Summary and seconded by Chuck Yanders. Motion carried.
 - b) The Planning and Implementation process of the CSBG application was presented to the Board and there was general discussion and input. The motion was made by Owen Englin to approve the Planning and Implementation and seconded by Teresa Mobley. Motion carried.

- c) The Achievement of Results will be reported to the Board through the 6 month report and year-end report for FY2018.
- d) The Evaluation of New Opportunities National Performance Indicators process of the CSBG application was presented to the Board and there was general discussion and input. The motion was made by Gary VanAernam to approve the National Performance Indicators and seconded by Mark Hanson. Motion carried.
- e) After Board discussion and input, the motion was made by Teresa Mobley to approve the CSBG application and seconded by Joyce Morris. Motion carried.

E. It was moved by Jeff Cayler and seconded by Owen Englin to approve the amendment to the Human Resource Policy and Procedures manual increasing the maximum allowed carry over of accrued vacation from 40 hours to 80 hours.

F. Chad discussed the recent WIC RFP. He informed the board that IDPH has determined that Dallas County WIC services will be performed out of Polk County – Broadlawns Hospital.

G. A Financial Literacy Grant Award from Northwest Area Foundation was awarded to New Opportunities. A press release was given to the board.

H. IDPH Licensure recently inspected New Opportunities. The highest license possible was granted - A 3 year license!

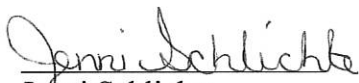
I. Handouts – FYI’s

- a) State Agency Child and Adult Food Program (CACFP) management review.

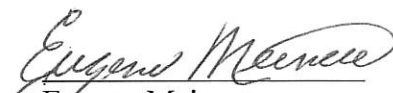
VI. Adjournment

A. A motion was made at 5:15 PM by Tom Contner to adjourn the meeting. Jeff Cayler seconded the motion. Motion carried.

Respectfully submitted,


Jenni Schlichte
Board Recorder

Respectfully submitted,


Eugene Meiners
Board President