

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

MINUTES

Thursday, December 9, 2021

4:00 p.m.

- I. A short **Low Income Home Energy Assistance Program (LIHEAP) 101 Video** was presented to the Board. Mary Greving, Coordinator, was available to answer any questions.
- II. Meeting was called to order by Board President Eugene Meiners at 4:15 p.m.
  - A. Welcome and Introductions

Present: **IN-PERSON:** Kathy Kluis, Jon Hayes, Eugene Meiners, Jeff Cayler, Deb Lightner, Jerome Kuster, and Carolyn Masters.

**VIA-ZOOM:** Tom Contner, Lori Campbell, Erica Burris, Terry Striegel, Cindy Wallace, Brent Willhelm, Tim Farmer, Mark Hanson, Kim Denman, and Carl Legore.

Excused: Gary VanAernam, Peg Hamilton, Peggy Galletley, and Denis James

Staff Present: Chad Jensen, CEO; Sheri Mertz, CFO; Jenni Schlichte, Board Recorder; Mary Greving, LIHEAP Coordinator and FDC Supervisor
  - B. A motion was made for the approval of the October 28, 2021 Board Minutes by Kathy Kluis and seconded by J.D. Kuster. Motion carried.
- III. CFO Reports – Sheri Mertz
  - A. Sheri discussed with the Board the financial reports ending October 31, 2021. There was a general discussion of various line items. A motion was made to accept the financial reports ending October 31, 2021 by Jeff Cayler and seconded by Kathy Kluis. Motion carried.
  - B. Sheri presented to the Board the CSBG-20S-01 Amendment reallocating funds from various budget categories to Personnel to assist in funding a vaccine incentive. Terry Striegel made the motion to approve the amendment. It was seconded by Lori Campbell. The AYE votes were: Kathy Kluis, Jon Hayes, Eugene Meiners, Jeff Cayler, Tom Contner, Erica Burris, Lori Campbell, Brent Willhelm, Terry Striegel, Cindy Wallace, Tim Farmer, Kim Denman, Carl Legore, Deb Lightner, Jerome Kuster and Carolyn Masters. Mark Hanson voted NAY. Motion carried.
  - C. Sheri presented to the Board a summary of the HE COVID Funding categories for all Head Start and Early Head Start programs. The COVID vaccine incentive for all HS and EHS eligible staff

will be funded from these grants. Sheri noted with the current COVID financial flexibilities it is not necessary to amend the budget moving funds from the other category into personnel but requested the board still approve this reallocation. J.D. Kuster made to motion to approve this amendment reallocating \$100,000 from the Other budget category to Personnel. It was seconded by Carolyn Masters. The AYE votes were: Kathy Kluis, Jon Hayes, Eugene Meiners, Jeff Cayler, Tom Contner, Erica Burris, Lori Campbell, Brent Willhelm, Terry Striegel, Cindy Wallace, Tim Farmer, Kim Denman, Carl Legore, Deb Lightner, Jerome Kuster and Carolyn Masters. Mark Hanson voted NAY. Motion carried.

#### IV. CEO Reports – Chad Jensen

- A. Sheri and Gene Meiners reviewed HS/EHS Policy Council agenda with the Board. The following items were discussed:
  1. Financial Reports for the month ending October 2021
  2. All charge account activity for October 2021
  3. The October 26, 2021 Policy Council Minutes
  4. The monthly Program Report for October 2021
  5. EHS Center-Based Training & Technical Assistance Plan  
Policy Council has approved this T&TA Plan. A motion was made by Jeff Cayler to approve this plan and seconded by Kathy Kluis. Motion carried.
  6. Chad presented to the Board the Head Start/Early Head Start Selection Criteria and made note that no changes had been made from the previous year. A motion was made by Jeff Cayler and seconded by Carolyn Masters to approve the Selection Criteria. Motion Carried.
  
- B. Chad presented to the Board the Revised Policy 205 Admission and Exclusion regarding the Head start program. There was general discussion, and a motion was made by J.D. Kuster to approve this revised policy and seconded by Lori Campbell. Motion carried.
  
- C. Chad presented the Community Services Block Grant (CSBG) FY21 End of Year Report, FY22 National Performance Indicators (NPI) and the Strategic Plan:
  1. The CSBG End of Year Report was presented and discussed. This report will be submitted to the state for the Fiscal Year 2021, 10/1/2020 thru 9/30/2021. Carolyn Masters made the motion to approve this report and it was seconded by Jeff Cayler. Motion Carried.
  2. The CSBG FY22 NPI Initial targets were presented and discussed.
  3. The Strategic Plan Update was presented and discussed.
  
- D. Chad gave an update on the Family Development Center/Head Start Center Rebuild. He stated that things are coming along well. Still in the “infancy stages” of determining the loss and the settlement with the insurance company but there is noted progress.
  
- E. CEO Performance Review and Compensation Package
  1. A motion was made by J.D. Kuster and seconded by Jeff Cayler to go into closed session at 4:50 PM. Motion carried.
  2. A motion was made by Jeff Cayler and seconded by J.D. Kuster to come out of closed session at 5:08 PM. Motion carried.
  3. A motion to approve the CEO Performance Review and Compensation Package was made by Jeff Cayler and seconded by Kathy Kluis. Motion carried.

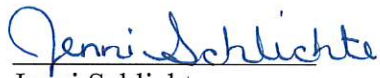
F. Handouts – FYI’s

1. Disclosure Relating to Nepotism & Conflict of Interest.
2. Iowa Department of Education favorable audit report.
3. December Royal Throne

V. Adjournment

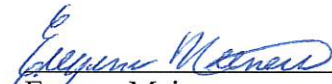
A motion was made at 5:10 p.m. by Jeff Cayler to adjourn the meeting. J.D. Kuster seconded the motion. Motion carried.

Respectfully submitted,



Jenni Schlichte  
Board Recorder

Respectfully submitted,



Eugene Meiners  
Board President