Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
August 30, 2018

The Ozark Opportunities, Inc. Board of Directors met at the OOI Training Center in Harrison, AR, at 5:20 p.m. on Thursday, August 30, 2018.

Board Members Present:
Paulette Hill  Trish Beck (rep. for Hon. Mickey Pendergrass)  Andrew Bailey (via telephone)  Kristen Smith
Jim Sprott  Nicole Campbell  Gloria York  Althea B. O’Haver
Debra Clemons

Board Members Absent:
Mayor Dan Sherrell  Donna Crain  Mayor Jan Larson  Hon. Terry Ott
Hon. Roger Hooper  Charmaine Seaton (rep. for Hon. Jim Harness)

Staff Members Present:
Richard Atkinson  Shirley Richesin  Jane Bueg  Rebecca Hanlin
Krystal Mayes  Mistie Piatt

Consultants Present: NA.

Guests Present:
George Hill  Michael Armenteros- Welch, Couch & Co. auditor

1. Pre-Meeting Tour of Hwy 43 Boone County Outreach Office & Training Center.

2. Welcome & Meeting Called to Order:

Chairperson Paulette Hill, declaring a quorum, welcomed all in attendance and read the Ozark Opportunities, Inc. Mission Statement. Chairperson Hill called to order the meeting of Ozark Opportunities, Inc. Board of Directors at 5:20 p.m.

The primary purpose of the meeting was to accept a new Board member, review and action on agency Finance Report, CEO Report & Strategic Plan Update, Agency (Governing Board) Report, take action on Agency Audit, 990 & 5500 Tax Returns, 2018 CSBG 3rd Quarter Report, Federal Wrap-Around Pre-K approval, Personnel Policy Updates, and selection of agency Health Insurance Broker.
3. Prior Meeting Minutes; Approval & Ratification of Exec. Committee Actions:

- Jim Sprott moved to approve the minutes of the May 31, 2018 meeting of the Board of Directors, and ratify the actions and approve the minutes of the Executive Committee meetings of June 21, 2018. Debra Clemons seconded. Motion carried unanimously.

4. Election/Approval of New Board Member:

- Jim Sprott moved to accept Nicole Campbell as Board Member from Boone County, Low-Income Representative. Debra Clemons seconded. Motion carried unanimously.

5. Required Financial Filings:

Michael Armenteros, Welch, Couch and Co. auditor, presented the Independent Auditor’s Report and Financial Statements for period ending February 28, 2018 and Form 990. The audit was completed in June 2018, with the outcome of an unqualified opinion, or “clean” audit. Mr. Armenteros was available to answer questions from the board. The Board declined the opportunity to meet with the auditor without staff present.

- Board member Kristen Smith joined the meeting at 5:37 p.m.


6. Formal Acceptance of Audit, 990 and 5500 Tax Returns:

- Althea O’Haver moved to accept the OOI Audit, Form 990 and Form 5500 for period ending February 28, 2018. Gloria York seconded. Motion carried unanimously.

7. Finance Report:

Ms. Richesin next presented the July 2018 Finance Report, which details monitoring/ reviews/audit, reports and other activities. She presented to the Board for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 7/31/18 for Community Service Block Grant, HEAP, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap July 2018 (credit card purchase documentation is present for inspection); verification of Payroll Taxes Report; balance sheet and Retirement Plan Recap.

Paulette Hill suggested OOI approach Baxter County United Way for support.

8. Training:

Richard T. Atkinson, CEO, presented the schedule of Board training for the upcoming year. Trainings will be focused on areas of Board Responsibility, Organizational Standards and joint governance with Head Start Policy Council.

Mr. Atkinson provided training on Head Start Act & Performance Standards and Federal Review. Mistie Piatt, Center Supervisor for Harrison Early Head Start provided training on Early Head Start and answered questions. Jane Bueg, COO, provided training on Human Resources at OOI.

Chairperson Hill asked for a motion for an amendment to the agenda.

- Debra Clemons moved to add the Agency Progress Report and Micro-Shelter transfer to the agenda. Gloria York seconded. Motion carried unanimously.

9. Strategic Plan and CSBG Performance Standards:

Mr. Atkinson presented both Strategic Plan and CSBG Organizational Standards Updates, noting vacancies on the Board of Directors as an area of focus. He reported that the Micro-shelter is in place at House of Hope in Harrison and has been used by several homeless families and individuals.

The MOU currently in place with House of Hope includes the sharing of information/data on the use of the shelter for the next 5 years.

- Jim Sprott moved to allow alternative means of voting in new Board members, to include phone and e-mail, over a 48-hour period, subject to the approval of the bylaws. Gloria York seconded. Motion carried unanimously.
- Jim Sprott moved to transfer ownership of the Micro-shelter to House of Hope. Nicole Campbell seconded. Motion carried unanimously.
- Althea O’Haver moved to accept the OOI Strategic Plan and CSBG Organizational Standards Update. Trish Beck seconded. Motion carried unanimously.

10. Program Updates:

- Nicole Campbell moved to approve the Agency Progress Report. Jim Sprott seconded. Motion carried unanimously.

Rebecca Hanlin, Community Services Manager, provided an update on programs. A $9,000 CSBG Discretionary Grant for laptops, REALL and SUCCESS was recently approved. Ms. Hanlin presented the 3rd Quarter CSBG report for review and Board action. Jim Sprott called attention to the gender demographics on Module 4, Section C: All Characteristics Report, noting that the number of males exceeds the number of females, when demographically females typically outnumber males. Ms. Hanlin agreed that the number appears inaccurate, and she would review the report.

- Jim Sprott moved to approve the FY 2018 3rd Quarter report. Nicole Campbell seconded. Motion carried unanimously.
Richard Atkinson reported on Child Development Programs, noting that individual components are reported in the Agency Progress Report. He informed the Board the Program Information Report (PIR) for Head Start and Early Head Start has been submitted and will be included in the Annual Head Start Report to be sent to the Board and Policy Council when completed.

Mr. Atkinson presented for Board approval the Federal Wrap-Around Pre-K Program (administered through DCCECE); including Job Descriptions and a Salary Schedule revision. The program proposes to serve up to 70 students; 3- 5 year olds who are currently enrolled in OOI programs in Harrison and Mountain Home. The extended day will cover the hours of 2:30/3:00 pm. to 6:00 p.m. 24 slots are targeted for Mountain Home, and 46 at Harrison. Separate federal guidelines will apply, and the agency will be paid $10.24 per day per child.

- Jim Sprott moved to approve the Federal Wrap-Around Pre-K Program for Harrison and Mountain Home. Nicole Campbell seconded. Motion carried unanimously.

11. Corporate Service:

Jane Bueg, Chief Operating Officer, reported on Employment Actions for July & August 2018 and current employment opportunities in the agency.

Policy Updates:

Mr. Atkinson and Ms. Bueg presented for Board review and approval an Attendance Incentive Plan for Child Development Center staff.

- Debra Clemens moved to refer the Annual Leave policy revision to the Executive Committee, with flow charts illustrating leave benefits be developed by staff. Trish Beck seconded. Motion carried unanimously.

Proposed revisions to the OOI Payroll Policy and Annual Leave Policy were presented (annual leave policy resubmitted as requested at the May OOI Board Meeting).

- Althea O’Haver moved to approve the Attendance Incentive Plan and Payroll Policy revision. Gloria York seconded. Motion carried unanimously.

Extensive discussion ensued about the Annual Leave Policy. Mr. Jim Sprott recommended to Chairperson Hill that an “Employee Benefit Committee” be established to vet proposed policy changes prior to Board Meetings, and no action was taken on the policy.
Healthcare RFP: Prior to the meeting, Ms. Bueg provided OOI Board members with copies of responses to the recently published RFP for Health/Dental/Life/EAP Insurance Brokerage Services. Three proposals were received: Collins Insurance Agency, OneDigital Health and Benefits, and Gallagher Benefit Services, Inc.

Ms. Bueg prepared an analysis of the proposals for the Executive Committee of the Board. Chairperson Hill announced the recommendation of the Executive Committee is to award the RFP to Gallagher Benefit Services, Inc.

- Jim Sprott moved to accept the Executive Committee recommendation to select Gallagher Benefit Services, Inc. as OOI Health Insurance Broker of record. Nicole Campbell seconded. Motion carried unanimously.

12. Adjourn:

- Althea O'Haver moved to adjourn. Trish Beck seconded. Motion carried unanimously. Meeting adjourned at 8:31 p.m.