Ozark Opportunities, Inc.
Board of Directors Executive Committee Meeting Minutes
September 27, 2018

The Executive Committee of Ozark Opportunities, Inc. Board of Directors met at the offices of Ozark Opportunities, Inc. in Harrison, Arkansas, at 3:33 p.m. on Thursday, September 27, 2018.

Committee Members Present:
Paulette Hill            Sandra Holt (rep. for
                          Hon. Terry Ott) via
                          telephone             Debra Clemons
                          Via telephone

Committee Members Absent:
Mayor Dan Sherrell      Hon. Roger Hooper     Gloria York

Staff Members Present:
Richard Atkinson        Shirley Richesin      Jane Bueg       Rebecca Hanlin
Ryan Clayborn           Carrie Ragland

1. **Welcome & Meeting Called to Order:** Chairperson Paulette Hill welcomed all in attendance, declared a quorum present, and with the consent of the body, called to order the meeting of the Executive Committee of Ozark Opportunities, Inc. Board of Directors at 3:33 p.m. She noted that the Head Start Policy Council By-laws were approved at the June 21, 2018 meeting.

   The primary purpose of the meeting is to take action on the monthly financial reports, HS/EHS Policies and Procedures, HS/EHS Menus, FY 2018 CSBG Budget Revision, August 2018 Agency Progress Report, Job Descriptions, Salary Scale and Personnel Policy revisions.

2. **Program Updates:**

   **Child Development:**

   Richard Atkinson, CEO and Head Start Director, presented Head Start/Early Head Start Policies and Procedures (link sent prior) for approval:


   Richard Atkinson presented Head Start/Early Head Start Menus for approval:

   ❖ Debra Clemons moved to approve the HS/EHS Menus. Sandra Holt seconded. Motion carried unanimously.

3. **Agency Program Report:** Mr. Atkinson presented the Child Development section of the Agency Program Report for September 2018. He announced to the committee that the Head Start program land and building in Clinton sold at auction for $45,500, with an additional buyer’s premium for a total of $50,010. He explained that once the sale is complete and all costs are paid that the proceeds will be remitted to the Head Start Region VI office.
Mr. Atkinson reported that he was invited to a convening titled “Return on Investment of Early Childhood Education: Engaging the Workforce of Today, Developing the Workforce of Tomorrow” sponsored by the Clinton School of Public Service and held at the Clinton Center in Little Rock. The event was a great “meeting of the minds” of child development and business leaders and contained a review of newly released infant, toddler, and Pre-K age brain development and presentation of ways that communities are engaging business to support early education programs to prepare children to become the employees we need when they are adults.

Mr. Atkinson reported that the extended day program for Harrison and Mountain Home Pre-K locations is on hold, as we are having a struggle filling slots, with only a few applications received to date. Mr. Atkinson is having conversations with the Director of the funding source, Mrs. Tonya Williams, regarding the eligibility criteria being utilized by the program.

Early Head Start, Head Start and ABC are all fully enrolled. Playgrounds are looking good. We are struggling with one location in upgrading the playground- Mr. Atkinson will visit with the school superintendent to discuss the playground improvements to insure the updates are completed on time.

Community Services

Rebecca Hanlin, Community Services Manager, provided updates on the departments programs: Summer HEAP ends September 28, Winter HEAP will begin January 7, 2019. CSBG monitors are scheduled to visit the agency October 4. The HOPE Revolving Loan Fund is suspended due to lack of funds; OOI is the intake site for Baxter, Boone, Marion & Newton Counties. The OOI Vehicle Repair Loan program is still operating. The SUCCESS Banquet was held September 21st. Healthy Families of America (Arkansas) program has 27 of 30 funded slots filled. Benjamin Glover began employment on September 13th as the Program Specialist for OOI Community Services.

- Debra Clemons moved to approve the Agency Program Report for September 2018. Sandra Holt seconded. Motion carried unanimously.

Shirley Richesin, CFO, presented for board action the FY 2018 CSBG Budget Revision. There are no changes in the work plan.

- Sandra Holt moved to approve the FY 2018 CSBG Budget Revision. Debra Clemons seconded. Motion carried unanimously.

4. Finance Report: Ms. Richesin presented to the Committee for their review, consideration and approval the OOI Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 8/31/18 for Community Service Block Grant, HEAP, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap August 2018 (credit card purchase documentation present for inspection); verification of Payroll Taxes Report; Retirement Plan Recap. and OOI Balance Sheet as of 9/18/18. Ms. Richesin noted an error in the minor grants portion of the report and reported on figures from the revised version.
Mr. Atkinson provided an update on the status of reimbursements from OCS & HEAP. Arkansas DHS is undergoing reorganization and OOI is currently holding $120,000 in accounts receivable from funding sources. Reimbursements have been requested, and are pending CSBG and HEAP program action.

5. Acceptance of Finance Report


Mr. Atkinson requested a Board Resolution to authorize the change in check signers for Arvest Bank. OOI had the major corporate account with Bear State Bank, which was recently purchased by Arvest Bank.

- Sandra Holt moved to approve the Board Resolution to authorize the change in check signers for Arvest Bank. Debra Clemons seconded. Motion carried unanimously.

6. Corporate Services Report:

Jane Bueg, COO, provided the Committee with the Employment Actions for September 2018: one new hire, two transfers and one departure. Current vacancies are Teacher Assistant Harrison Head Start, Teacher Assistant Western Grove Head Start, and Childcare Workers for the extended day program.

Ms. Bueg presented for board approval job descriptions for Program Specialist and Childcare Workers.

- Sandra Holt moved to approve the job descriptions for Program Specialist and Childcare Workers. Debra Clemons seconded. Motion carried unanimously.

Ms. Bueg presented for committee approval a revised OOI Salary Schedule that includes new positions, Program Specialist, Finance Assistant and Childcare Worker.

- Debra Clemons moved to approve the revised salary schedule. Sandy Holt seconded. Motion carried unanimously.


- Sandra Holt moved to approve the revised policy 2-9 Advancement & Salary Increases. Debra Clemons seconded. Motion carried unanimously.
Shirley Richesin, CFO, provided an update on the status of the Reserve Account for leave funds. These funds are currently with First National Bank of North Arkansas in an interest-bearing account at a very minimal interest rate; we plan to transfer $100,000 to a 12 month CD at 2% APR, the balance of $627.00 will be maintained in the current account for adjustments to the reserve balance. There were no questions from the committee.


- Mr. Clayborn reported that staff have had 24 hours of training since August 1, 2018; most teachers need a total of 36 hours per year. Many training opportunities are provided through Google Class™ utilizing on-site technology.
- Carrie and Ryan will be training new staff for Infant/Toddler and Pre-K Child Development Associate credential (CDA) this year. There was applause for Carrie and Ryan in appreciation for their hard work to prepare our center staff to best serve the children and families.

8. Adjourn:

Debra Clemons moved to adjourn. Sandra Holt seconded. Motion carried unanimously. Meeting adjourned at 5:28 p.m.