

# ***Ozark Opportunities, Inc.***

## Board of Directors Executive Committee Meeting Minutes June 21, 2018

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met at the offices of *Ozark Opportunities, Inc.* in Harrison, Arkansas, at **3:00 p.m.** on **Thursday, June 21, 2018.**

### Committee Members Present:

Paulette Hill Via telephone	Sandra Holt (rep. for Hon. Terry Ott) via telephone	Debra Clemons Via telephone	Hon. Roger Hooper via telephone
Mayor Dan Sherrell			

Committee Members Absent: None.

### Staff Members Present:

Richard T. Atkinson      Ryan Clayborn

### **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 3:02 p.m.

The primary purpose of the meeting is to take action on the monthly financial reports, Head Start Policy Council Bylaws, 2018 LIHEAP Winter Monitoring Report and Corrective Action Plan, FY 2019 CSBG Application & Budget, FY 2018 CSBG Budget Revision and May 2018 Agency Progress Report.

### **2. Program Updates:**

#### Child Development:

Mr. Atkinson presented the Head Start Policy Council Bylaws for Board approval as updated and approved by the 2018 Head Start Policy Council.

- ❖ Sandra Holt moved to approve the updated Head Start Policy Council Bylaws. Debra Clemons seconded. Motion carried unanimously.

#### Community Services:

Mr. Atkinson presented for Board action the 2018 LIHEAP Winter Monitoring Report and Corrective Action Plan:

- ❖ Dan Sherrell moved to approve the 2018 LIHEAP Winter Monitoring Report and Corrective Action Plan. Sandi Holt seconded. Motion carried unanimously.

Mr. Atkinson presented for Board action the FY 2019 CSBG Application & Budget.

- ❖ Debra Clemons moved to approve the FY 2019 CSBG Application & Budget. Sandi Holt seconded. Motion carried unanimously.

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Mr. Atkinson presented for Board action the FY 2018 CSBG Budget Revision. Mayor Sherrell asked if there was more funding in this proposal; Mr. Atkinson replied "No". "The funds need to be shifted to cover necessary expenditures as allowed under state rules- all expenditures are within the scope approved by the Board."

- ❖ Debra Clemons moved to approve the FY 2018 CSBG Budget Revision. Roger Hooper seconded. Motion carried unanimously.

#### **3 & 4. Finance Report:**

Mr. Atkinson presented to the Committee for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 5/31/18 for Community Services Block Grant, LIHEAP, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap for May 2018 (credit card purchase documentation was present for inspection); verification of Payroll Taxes Report; Retirement Plan Recap. and OOI Balance Sheet as of 6/18/18.

- ❖ Hon. Roger Hooper moved to approve the Financial Report. Debra Clemons seconded. Motion carried unanimously.

Mr. Atkinson requested a motion to add the Agency Progress Report to the agenda.

- ❖ Debra Clemons moved to add the Agency Progress Report to the meeting agenda. Sandra Holt seconded. Motion carried unanimously.

#### **5. Agency Progress Report:**

Mr. Atkinson reviewed the Agency Report, and gave explanation to a few items to make sure the Board were aware of the information provided within. He especially brought attention to the piece on one of the agency's SUCCESS participants, Sara Blackwell and her progress toward meeting her goals.

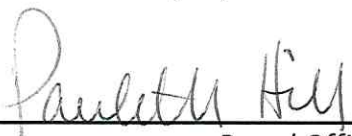
- ❖ Sandra Holt moved to approve the Agency Progress Report for May 2018. Roger Hooper seconded. Motion carried unanimously.

#### **6. Corporate Services Report:**

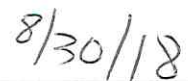
Richard Atkinson provided the Committee with the Employment Actions for June 2018: there was one departure, and five transfers during May 2018. Current vacancies are Teacher Assistant at Harrison Head Start, Teacher Assistant at Western Grove Head Start, Teacher at Clinton Early Head Start, Teacher at Mountain Home Early Head Start, and Community Services Supervisor & Community Services Assistant (temporary). There are no policy revisions for review or action.

#### **7. Adjourn:**

- ❖ Roger Hooper moved to adjourn. Sandra Holt seconded. Motion carried unanimously. Meeting adjourned at 3:40 p.m.



*Board Officer*



*Date*