

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

April 30, 2018

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met at the Boone County office of *Ozark Opportunities, Inc.* at 1856 Church Park Drive in Harrison, Arkansas, at **3:30 p.m.** on **Monday, April 30, 2018.**

Committee Members Present:

Paulette Hill- via telephone Debra Clemons Sandra Holt Mayor Dan Sherrell

Gloria York- via telephone

Committee Members Absent:

Hon. Roger Hooper

Staff Members Present:

Richard T. Atkinson Shirley Richesin Jane Bueg
Rebecca Hanlin Sharon Burnett

Welcome & Meeting Called to Order:

Secretary/Treasurer Dan Sherrell welcomed all in attendance, conducted roll call, 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 3:30 p.m.

The primary purpose of the meeting was to take action on the monthly financial reports, agency-wide budget, personnel policies, USDA CACFP Monitoring Findings and Corrective Action Plan, 2018 Head Start One Time Funds Request, CSBG FY 2018 2nd Quarter Report, FY 2017 CSBG Carry Over Grant and April 2018 Agency Progress Report.

With several members exiting the meeting by 5 p.m., Mr. Sherrell addressed the action items of the agenda.

1. Minutes of the March 26, 2018 Executive Committee Meeting

- ❖ Debra Clemons moved to approve the March 26, 2018 Executive Committee Minutes as sent. Sandra Holt seconded. Motion carried unanimously.

Paulette Hill joined the meeting via telephone.

2. Employment Actions and Policy Updates

Jane Bueg, Chief Operating Officer, presented employment actions for March and April 2018. New hires are Ferrin Carlton, Outreach Worker Boone/Newton Counties, Bambi Bowden, Outreach Worker Baxter/Marion Counties, Alyxandria Smith, Nutrition Worker Mountain Home Early Head Start, Debra Fink, Teacher Cotter Head Start. Meadow Edmonson will transfer to Classroom Assistant for Mountain Home Early Head Start. Current vacancies – Classroom Assistant, Clinton Early Head Start.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes
April 30, 2018

A new position has been posted internally; a “Child Development Coordinator” that will be responsible for Childcare Licensing, Facilities and Safety.

Ms. Bueg presented for board review and approval two policies **2-14 Applications for Employment**, and **2-22 Termination of Employment**. Policy Council approved both policies earlier in the day.

- ❖ Debra Clemons moved to approve policy **2-14 Applications for Employment**, and **2-22 Termination of Employment**. Sandra Holt seconded. Motion carried unanimously.

3. 2018 Agency-wide Budget

Mr. Atkinson presented the 2018 Agency-wide Budget for review and approval.

- ❖ Gloria York moved to approve the 2018 Agency-wide Budget. Sandra Holt seconded. Motion carried unanimously.

4. USDA CACFP Monitoring and Corrective Action Plan

Richard Atkinson explained the USDA CACFP Monitoring and Corrective Action Plan. Policy Council reviewed and approved the plan earlier in the day.

- ❖ Sandra Holt moved to approve the USDA CACFP Monitoring and Corrective Action Plan. Debra Clemons seconded. Motion carried unanimously.

5. Head Start One Time Funds Request

Mr. Atkinson explained the funds request for facilities & playground improvements. Policy Council reviewed and approved the funds request earlier in the day. The funds are available through Region VI and are for use in the Head Start Pre-K program.

- ❖ Paulette Hill moved to approve the Head Start One Time Funds request for \$118,000 (147,500.00 including match). Gloria York seconded. Motion carried unanimously.

6. CSBG FY 2018 2nd Quarter Report

Rebecca Hanlin, Community Services Manager, explained the CSBG FY 2018 2nd Quarter Report.

- ❖ Sandra Holt moved to approve the CSBG FY 2018 2nd Quarter Report. Debra Clemons seconded. Motion carried unanimously.

7. LIHEAP FY 2018 LIHEAP Winter Corrective Action Plan

Rebecca Hanlin explained that the monitoring report has not been received from the state.

- ❖ Paulette Hill moved to table review of the LIHEAP report until May. Gloria York seconded. Motion carried unanimously.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes
April 30, 2018

8. Finance Report and FY 2017 CSBG Carry-Over Funds Application

Shirley Richesin, Chief Financial Officer, presented to the Committee for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 3/31/18 for Community Service Block Grant, CSBG carry-over, HEAP, Emergency Solutions, CSBG Discretionary, Head Start, Early Head Start, and ABC; verification of Payroll Taxes Report; Credit Card Statement Re-Cap March 2018 (credit card purchase documentation is present for inspection); and Retirement Plan Recap. and balance sheet.

Ms. Richesin presented the FY 2017 CSBG Carry-Over Funds budget for review and approval. She explained that the carry-over funds must be spent by June 30, 2018. Use of the carry-over grant funds will be for usual grant expenses.

- ❖ Paulette Hill moved to approve the Financial Report and FY 2017 CSBG Carry Over Grant application. Gloria York seconded. Motion carried unanimously.

9. Health and Nutrition Training

Sharon Burnett, Child Development Supervisor responsible for Health and Nutrition provided Board Exec. Committee member training on Head Start Performance Standards and CACFP requirements for health and nutrition in Child Development programs.

10. Strategic Plan Update and State of the Agency

Richard Atkinson, Chief Executive Officer, updated the committee on the agency's current strategic direction. He explained the need for Board Exec. Committee action to discontinue the Emergency Solutions Grant Program. The ESG program provides up to \$21,000 per year of assistance funds for the six counties (the grant requires 100% match). Reimbursement delays are detrimental to the success of the program, and the paperwork required for the program is onerous and the program takes much too much time and effort to administer.

- ❖ Debra Clemons moved to discontinue the ESG program. Paulette Hill seconded. Motion carried unanimously.

Mr. Atkinson informed the committee that the OOI website would undergo "remodeling" soon. The new design is functional on multiple platforms, including smart phones.

OOI sent 26 attendees to the ACAA Conference in North Little Rock last week. Board members Debra Clemons and Althea O'Haver attended the entire event, including a pre-conference board training.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

April 30, 2018

A full Strategic Plan Report will be done at the May meeting of the full board, and the members agreed on May 31 as the date for the next full Board meeting. Election of Officers is scheduled for that meeting, and State OCS staff will be there, as well as Dan McDonie from Mutual of America to do the retirement plan update.

11. Agency Progress Report

Mr. Atkinson referred the members to the Agency Progress Report in their packet and asked if there were any questions or concerns; there were none.

- ❖ Paulette Hill moved to accept the April 2018 Agency Progress Report. Sandra Holt seconded. Motion carried unanimously.

12. Adjourn

Mayor Sherrell requested a motion to adjourn.

- ❖ Sandy Holt moved to adjourn. Debra Clemons seconded. Motion carried unanimously.

Meeting adjourned at 4:43 p.m.

Paulette Hill

Board Officer

5/31/18

Date