Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
November 29, 2018

The Ozark Opportunities, Inc. Board of Directors met at the OOI Training Center in Harrison, AR, at 5:00 p.m. on Thursday, November 29, 2018.

Board Members Present:

Paulette Hill  Trish Beck (rep. for Hon. Mickey Pendergrass)
Nicole Campbell  Mayor Jan Larson
Debra Clemons

Andrew Bailey  Jim Sprott
Gloria York  Charmaine Seaton (rep. for Hon. Jim Harness)

Board Members Absent:

Mayor Dan Sherrell  Donna Crain  Althea B. O’Haver  Hon. Terry Ott
Hon. Roger Hooper  Kristen Smith

Staff Members Present:

Richard Atkinson  Shirley Richesin  Jane Bueg  Ryan Clayborn
Krystal Mayes  Terri Beard  Benjamin Glover  Tammy Lemon

Consultants Present:

Lanna Bullington

Guests Present:

George Hill  Ana Castro-Beard

The primary purpose of the meeting is to accept new board member, review and action on agency Finance Report & Cost Allocation Plan, CEO report & strategic plan update, Agency (Governing Board) report, take action on 2019-20 HS/EHS Grant Application, ERSEA Criteria, 2017-18 OOI HS/EHS Annual Report to the Public, CEO Annual Performance Evaluation, Salary Scale and Health Insurance updates.

1. 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 5:00 p.m.
2. Prior Meeting Minutes; Approval & Ratification of Exec. Committee Actions:
   ❖ Gloria York moved to approve the minutes of the August 30, 2018 meeting of the Board of Directors, and ratify the actions and approve the minutes of the Executive Committee meetings of September 27, 2018, October 25, 2018 and November 13, 2018. Andrew Bailey seconded. Motion carried unanimously.

3. Election/Approval of New Board Member:
   ❖ Jim Sprott moved to accept Margaret Hodges as Board Member from Marion County, Private Sector Representative. Gloria York seconded. Motion carried unanimously.

4. Program Updates:
   
   **Child Development:**

   Richard Atkinson, CEO & Head Start Director, reported that all child development programs, Head Start, Early Head Start and ABC are fully enrolled. The current CACFP report is included in the Agency Progress Report sent prior to the meeting.

   The CLASS Review of Head Start is scheduled for December 3-8, 2018. Ryan Clayborn and center staff are preparing staff for the process. The Focus Area 2 (FA2) review is scheduled for January 14-18, 2019. Members of the review team will contact Board members. Debra Clemons asked for a prep. sheet of focus area topics.

   Mr. Atkinson provided training on the Grant Process for HS/EHS Grant Application. A review of the prior year grant application is conducted and updates and changes are made to the document. The proposal and budget is presented to Policy Council for review and approval. The chairperson of Policy Council presents to the board the recommendation from Policy Council to approve the application.

   This year OOI has an expansion grant due November 30, 2018; we have requested and been granted a 2-week extension for submission of the refunding application.

   Mr. Atkinson provided an overview of the 2019-20 HS/EHS Grant Application: EHS has a very tight budget – part of the reason is increased wages when staff obtain Child Development Associate (CDA) Certification, the Arkansas Minimum Wage increase – up $.75 per hour effective 1/1/19, and the increased cost of materials and supplies.

   Shirley Richesin, CFO, presented the budget for renewal/refunding of HS/EHS Grant 2019-20. The funding level is static and is determined by the Federal funding source. Mr. Sprott inquired if the grant amount is the same as last year. Ms. Richesin replied yes, plus the 2.6% COLA.
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Ana Castro-Beard, Chairperson for OOI Policy Council, reported that the Policy Council met on Tuesday, November 27, 2018 to review the HS/EHS refunding application. The Policy Council approved the proposal and recommends the OOI Board of Directors approve the application.

- Jim Sprott moved to approve the 2019-20 HS/EHS Grant Application. Nicole Campbell seconded. Motion carried unanimously.

Debra Clemons inquired about the Searcy County (Marshall HS/EHS Training Center) building. Mr. Atkinson replied the use of the building is addressed in the EHS Expansion Grant, as Marshall is an identified expansion location.

Mr. Atkinson added that the agency would like to consider other locations, in addition to those in the grant application (possibly in the next round of expansion); however, another grantee (Newton County Special Services EHS) has the Ozark Mountain School District in their region, so those towns are not available for EHS expansion.

Policy Council Chairperson Ana Castro-Beard stated that Policy Council reviewed the Expansion Grant and recommends approval.

- Debra Clemons moved to approve the EHS Expansion Grant. Gloria York seconded.

Discussion ensued: Mr. Sprott inquired on the documentation of need in Omaha. Mr. Atkinson responded that staff researched other areas in Boone County, for example Bergman (as previously sent information indicated). Omaha has no other early care in the community and are in a more secluded area. In addition, a location has already been offered by the Omaha community to house the new slots. Mr. Atkinson also explained that Boone, Marion and Van Buren Counties are considered Qualified Opportunity Zones (QOZ) by the IRS, and there are bonus points on the expansion grant application evaluation rating scale for those three counties. Jan Larson asked about total numbers of enrollment, including expansion. Mr. Atkinson gave a review of the expansion locations and proposed classrooms and slots:

**2019 EHS Expansion Proposed Locations:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Additional Classrooms</th>
<th>Additional Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinton EHS (current site)</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Harrison EHS (current site)</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Mountain Home EHS (current site)</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Omaha – space available</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Norfork – 1 classroom at school</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Yellville – OOI modular building</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Marshall – OOI building</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12 classes</strong></td>
<td><strong>96 students</strong></td>
</tr>
</tbody>
</table>
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Mr. Atkinson added that the EHS expansion application includes several personnel additions—An additional EHS-Only Practice-Based Coach, EHS Child Development Specialist, EHS Coordinator and 3 EHS Family Support Workers. Ms. Richesin stated the T & TA budget includes CDA Training, and a Start-Up Grant is included in the proposal as well— it would be used mostly for the four new locations. All the data in the grant application is new, as a lot of aspects have changed in three years since the last application.

Mr. Atkinson stated that the goal is to apply for expansion slots and be awarded the grant; however, if, after the slots are awarded and if circumstances change, the Policy Council and the Board of Directors have the authority to move slots within the program.

- With the motion made and seconded, the motion carried unanimously.

Althea O’Haver and Debra Clemons (Searcy County Board members) mentioned that a Pre-K classroom at the Marshall Elementary might be closing; Mr. Atkinson said there have been discussions about the potential to add Pre-K back if needed to the Marshall area.

Andrew Bailey asked what our chances are of getting the expansion grant & Jan Larson asked if they could fund part of the proposal. Mr. Atkinson answered that it depends on who is reviewing the application; it could be partially funded and it is a good proposal with good value for the EHS Program- he feels if it is given a fair review we have a good chance of receiving funds.

Terri Beard, Child Development Supervisor, presented the ERSEA Selection Criteria for enrollment in EHS & HS. The criteria is reviewed and updated on an annual basis. The Policy Council approved the updated criteria on November 27, 2018.

- Jim Sprott moved to approve the ERSEA Criteria for HS & EHS. Andrew Bailey seconded. Motion carried unanimously.

Mr. Atkinson asked the board to approve the updated Head Start/Early Head Start Annual Report to the Public for Program Year 2017-18.

- Gloria York moved to approve the updated Head Start/Early Head Start Annual Report to the Public for Program Year 2017-18. Nicole Campbell seconded. Motion carried unanimously.

Mr. Atkinson provided an update on the ABC Pre-K program. The program is fully enrolled, with attendance at 85%; we must have 80% enrollment to get full funding.

Community Services:

Benjamin Glover, Program Specialist, presented the Community Services Report. The Summer Energy Assistance Program is over, and Winter Assistance will begin in January 2019; select staff are undergoing ROMA training; new projects include the REALL Initiative—a program designed for high school students that explores “reactionary decisions” vs “controlled decisions”; the Youth Micro-Shelter Initiative – A competition to select the next high school group(s) to build micro-shelters; additional of an additional Family Development Worker to the Community Services staff, and a new Outreach Worker to begin Monday, December 3rd.
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5. Review and Acceptance of Agency Progress Report:


6. Executive Director’s Report – State of the Agency & Strategic Planning Update:

Jim Sprott asked if the new Harrison Mayor would take the board position of the old mayor; Mr. Atkinson responded that County Judges have first call on public sector positions on the board. Letters to County Judges will be sent in late December.

Mr. Atkinson asked if there were any questions on the Strategic Plan Update. He explained the Extended Day program for Mountain Home and Harrison Pre-K had six applications for 70 slots. Every parent in Mountain Home HS & ABC was queried. At this time there does not appear to be a need for the program. The eligibility requirements are different from Head Start, and many families did not believe they would qualify.

The State of the Agency is very strong. A 1% increase of CSBG base funding is available. Mr. Atkinson requests board approval to allow the increase of approximately $5,200 be put into the Personnel and Fringe category.

- Jim Sprott moved to allow the Executive Director to use expected 1% increase of CSBG base funding to the benefit of Personnel and Fringe in the future. Debra Clemons seconded. Motion carried unanimously.

7. Corporate Services:

Jane Bueg, Chief Operating Officer, presented for Board approval an updated Salary Schedule that reflects the minimum wage increase to $9.25 per hour effective January 1, 2019.

- Jim Sprott moved to approve the updated Salary Schedule. Gloria York seconded. Motion carried unanimously.

6:30 p.m. – The Board of Directors went into Executive Session for the annual Executive Director (CEO) Evaluation. Shirley Richesin, CFO, was called in to cover necessary items such as compensation review, etc.

7:00 p.m. – Open Meeting resumed.

Chairperson Paulette Hill re-opened the meeting telling Mr. Atkinson that the OOI Board is highly satisfied with his performance. Mr. Sprott said that Mr. Atkinson has really improved at getting information to the members earlier; Ms. Larson added that Toby gets information out more painlessly than she has ever seen—Thank you! Ms. Hill summarized – “We are all proud of this agency and thank you for your leadership; make sure you take your time off and spend time with your family.”

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Jane Bueg presented 2019 Health Plan, Dental Plan, and Life Insurance Options for Board approval. She recommended OOI offer two options on the Health plan— the current Arkansas BlueCross/BlueShield plan w/no rate increase, and an addition of a AR BCBS option with a Health Savings Account eligible plan. She also recommended to continue with the Delta Dental plan w/no rate increase; and change to Unum for Life Insurance for a savings of $.90 per month for most employees.

- Jim Sprott moved to approve the 2019 Health, Dental and Life benefits options as presented. Charmaine Seaton seconded. Motion carried unanimously.

8. Finance Report:

Shirley Richeson, Chief Financial Officer, provided a fiscal State of the Agency report. Payroll comprises the majority of expenses in the agency; the November 15, 2018 payroll had 90 regular employees and 7 part-time and temporary employees. Annual payroll is approximately $5 million. Accessing program funds is different for each funding source. Head Start funds are drawn down as needed, the agency cannot have more than 3 days funding at a time. The Home Energy Assistance Program closed in September. The agency has received all reimbursements due for HEAP; the program is completely closed. CSBG reimbursement of $115,450 is still due OOI.

Ms. Richeson presented for Board approval the updated Cost Allocation Plan approved by Policy Council on November 27, 2018

- Jim Sprott moved to approve the Cost Allocation Plan as presented. Charmaine Seaton seconded. Motion carried unanimously.

9. Training: ROMA in Action; Developing Results-Oriented Plans

Richard T. Atkinson, CEO, conducted training on Results Oriented Management & Accountability (ROMA) and Developing Results-Oriented Plans.

10. Adjourn

- Jim Sprott moved to adjourn. Trish Beck seconded. Motion carried unanimously. Meeting adjourned at 7:30 p.m.

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Board Officer                                      Date