Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
February 21, 2019

The Ozark Opportunities, Inc. Board of Directors met at the OOI Training Center in Harrison, AR. at 5:32 p.m. on Thursday, February 21, 2019.

Board Members Present:
Paulette Hill       Trish Beck (rep. for Hon. Mickey Pendergrass)       Debra Clemons       Jim Sprott
Kristen Smith       Margaret Hodges       Gloria York

Board Members Absent:
Nicole Campbell       Mayor Jan Larson       Althea B. O’Haver       Sandra Holt (rep for Hon. John Massey)
Roger Hooper       Charmaine Seaton (rep. for Hon. Jim Harness)

Staff Members Present:
Richard Atkinson       Shirley Richesin       Jane Bueg       Rebecca Hanlin
Krystal Mayes       Harley Thompson       Melissa Smyth

Guests Present:
George Hill       Terra Atkinson       Connor Atkinson       Parker Atkinson

The primary purpose of the meeting is to accept new Board member, review and action on ratification of Executive Committee actions and recommendations for Audit firm, agency Finance Report, CEO Report & Strategic Plan update, 2018 Annual Report, Agency (Governing Board) Report, take action on: 2019 Comprehensive Community Assessment, HS/EHS COLA Application, CSBG COLA, Personal Policy, ABC Refunding Application, HS one-time money, FY2018 CSBG Annual Report, FY2019 CSBG 1st Q Report, Revised FY2019 CSBG Budget, LIHEAP A16 Grant Application.

1. Welcome & Meeting Called to Order:

Chairperson Paulette Hill introduced new board member Margaret Hodges. Chairperson Hill, declaring a quorum, welcomed all in attendance and, after the pledge of allegiance, read the Ozark Opportunities, Inc. Mission Statement. Chairperson Hill called to order the meeting of Ozark Opportunities, Inc. Board of Directors at 5:32 p.m.
2. CEO Report:

Richard Atkinson, CEO, provided a recap of the status of the agency to date- overall the agency is strong, and the Strategic Plan Matrix (provided prior to meeting) illustrates the status of various focus areas and will be updated with information gleaned from today’s CSBG Public Hearing that outlined the Key Findings of the Comprehensive Community Needs Assessment process for the agency. Mr. Atkinson stated the new Arkansas Minimum Wage schedule would affect OOI operations, and the agency is currently updating Technology and Communications Plans.

Mr. Atkinson did a quick review of the newest Strategic Plan Matrix. Jim Sprott inquired on the administration of funds from churches for the support of families. Mr. Atkinson confirmed that agency staff would administer these donated funds. In the past, the agency had received $200-$300 per month from congregations in Searcy and Van Buren counties. The plan is to recruit churches to dedicate a specific amount per month to assist low income families, and the agency could issue a regular report on the outcomes from that specific “pot” of money.

Mr. Atkinson presented the 2018 OOI Annual Report. It was noted that captioning on the photo of “Getting Ahead” Awardees was incorrect. Correction will be made before distribution of the report.

- Jim Sprott moved to approve the updated Strategic Plan and the 2018 OOI Annual Report (with correction). Gloria York seconded. All were in favor, none opposed. Motion carried unanimously.

3. Prior Meeting Minutes; Approval & Ratification of Exec. Committee Actions:

- Jim Sprott moved to approve the minutes of the November 29, 2019 meeting of the Board of Directors, and ratify the actions and approve the minutes of the Executive Committee meetings of January 24, 2019, and February 19, 2019, which include the approval of the Agency Finance Manual and selection of Welch, Couch and Co. as audit firm for 2018 audit, and application for up to $250,000 in one-time HS/EHS funds. Trish Beck seconded. All were in favor, none opposed. Motion carried unanimously.

4. Election of Members, Executive Committee Member List and Board Attendance Policy:

Chairperson Hill presented Marion County Judge John Massey (Representative Sandra Holt) for Marion County “Public” position and Roger Hooper for Van Buren County “Low-Income” Representative position (as elected by a meeting of low income that day.)

- Debra Clemons moved to accept Hon. John Massey and his representative Sandra Holt, and Roger Hooper as new Board Members. Gloria York seconded. All were in favor, none opposed. Motion carried unanimously.
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Board Committee Roster- presented by Chairperson Hill:

*Note: Board Chair is an ex-officio member of all committees.*

### Executive/Finance Committee

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<th>Name</th>
<th>County</th>
<th>Office</th>
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<td>1</td>
<td>Paulette Hill</td>
<td>Baxter</td>
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<td>VACANT</td>
<td>Boone</td>
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<td>3</td>
<td>Hon. John Massey (Sandra L. Holt- Rep.)</td>
<td>Marion</td>
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<td>Debra Clemons</td>
<td>Searcy</td>
<td>At-Large</td>
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<td>Gloria York</td>
<td>Newton</td>
<td>Secretary/Treasurer</td>
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<td>Roger Hooper</td>
<td>Van Buren</td>
<td>Vice Chair</td>
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### Grievance Committee

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<td>Hon. Mickey Pendergrass</td>
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<td>2</td>
<td>Jim Sprott</td>
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<td>3</td>
<td>Margaret Hodges</td>
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<td>Jan Larson</td>
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<td>Althea O’Haver</td>
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### Planning Committee

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Mr. Atkinson presented the new Agency Governance Policy GB1001 “Board of Directors Meeting Attendance” for review and approval.

- Jim Sprott moved to approve Governance Policy GB1001. Debra Clemons seconded. All were in favor, none opposed. Motion carried unanimously.
5. 2019 OOI Comprehensive Community Assessment & Key Findings:

Rebecca Hanlin, Community Services Manager, presented the 2019 OOI Comprehensive Community Assessment & Key Findings to the board. Ms. Hanlin recapped the Public Hearing conducted prior to the meeting. She reviewed the community assessment process that included over 2,500 surveys, focus groups conducted in each county, and an analysis of reams of data from a variety of sources. Key findings are detailed in the report, and Housing, Employment and Health are the top three “key findings”. Analysis of key findings indicate further research is called for, as there appears to be a “disconnect” in the area of employment. Respondents to survey and focus groups identified that communities lack jobs and no jobs are available. A survey of businesses and employment agencies indicate the opposite—hundreds of jobs are available; there are plenty of entry-level jobs within ten (10) miles of each county seat.

❖ Jim Sprott moved to accept the 2019 OOI Comprehensive Community Assessment and Key Findings. Gloria York seconded. All were in favor, none opposed. Motion carried unanimously.

6. Finance Report:

Shirley Richesin, CFO, presented to the Committee for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 1/31/19 for Community Service Block Grant, Healthy Families America, HEAP, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap January 2019 (credit card purchase documentation is present for inspection); verification of Payroll Taxes Report; Retirement Plan Recap. and balance sheet as of 2/18/19.

❖ Jim Sprott moved to accept the Finance Report. Gloria York seconded. All were in favor, none opposed. Motion carried unanimously.

7. Human Resources & Corporate Services:


Ms. Bueg invited questions and comments on the proposed revisions to OOI Personnel Policies and Procedures (provided to board members prior to the meeting). New policies include 2-5 Violation of Breach of Conduct and 2-15 Background Checks; other changes are minor and/or clarifying.

❖ Gloria York moved to approve the revised OOI Personnel Policies and Procedures. Margaret Hodges seconded. All were in favor, none opposed. Motion carried unanimously.
8. Program Updates:

Krystal Mayes, Child Development Coordinator, reported that Head Start Policy Council met on February 19, 2019 to take action on several items: review and approval of Head Start Policies and Procedures, Agency Finance Manual, Personnel Policies and Procedures, and HS/EHS COLA.

Mr. Atkinson reviewed the Agency Progress Report (sent to board members prior to meeting).

Mr. Atkinson then presented to the Board for review and approval both the HS/EHS COLA and CSBG COLA. Staff funded through HS/EHS and CSBG funds to received 2% COLA increase effective 3/1/19 (upon funding source approval). ABC and Healthy Families Arkansas (HFA) staff are not included in these applications due to budget limitations. The HS/EHS COLA requires a corresponding increase to entry levels for all HS/EHS funded positions.
- Jim Sprott moved to approve both HS/EHS and CSBG COLA. Gloria York seconded. All were in favor, none opposed. Motion carried unanimously.

Mr. Atkinson presented for Board approval the ABC Refunding application. Mr. Atkinson reported the ABC Pre-K program has a very tight budget. Mr. Sprott inquired on the source of the $122,872 in-kind match. Shirley Richesin, CFO, replied the in-kind is from donated space, parental transportation of students, CACFP, volunteer time and professional services.
- Jim Sprott moved to approve the ABC Refunding Application. Gloria York seconded. All were in favor, none opposed. Motion carried unanimously.

Mr. Atkinson and Ms. Hanlin reviewed the FY 2018 CSBG Annual Report and 2019 CSBG 1st Quarter Report (sent prior to the meeting to the members).
- Debra Clemons moved to accept the FY 2018 CSBG Annual Report and 2019 CSBG 1st Quarter Report. Trish Beck seconded. All were in favor, none opposed. Motion carried unanimously.

Shirley Richesin presented for Board approval the revised FY 2019 CSBG Budget which includes the previously approved COLA and other changes between categories to cover the COLA, the overall budget total is unchanged.
- Jim Sprott moved to approve the revised FY 2019 CSBG budget. Debra Clemons seconded. All were in favor, none opposed. Motion carried unanimously.

Rebecca Hanlin presented for Board approval the LIHEAP A16 Grant Application.
- Jim Sprott moved to approve the LIHEAP A16 Grant Application. Gloria York seconded. All were in favor, none opposed. Motion carried unanimously.
Ms. Hanlin gave an update on the new Micro Shelter youth project. Mountain Home Boy Scout Troup 340 was awarded the project, and Luke Darracq is the youth in charge, and this will be his Eagle Scout project. A total of $5,000 in grant funds from Entergy and Home Depot and a 16’ utility trailer (donated by a project donor) was presented to Troup 340 on February 14, 2019 during a ceremony at the OOI Training Center. A newspaper article and pictures will be forthcoming.

9. Review and Acceptance of Agency Progress Report:

   ❖ Gloria York moved to accept the Agency Progress Report. Kristen Smith seconded. All were in favor, none opposed. Motion carried unanimously.

10. Training:

Harley Thompson, Child Development Coordinator, provided Board training on Licensing, Facilities and Safety for OOI Child Development Program. The training covered Arkansas Childcare Licensing Regulations, Accreditation and Child Maltreatment Mandated Reporting.

Richard Atkinson, CEO, provided training on the CSBG Standards and reviewed the OOI CSBG Standards Tracking Spreadsheet and progress by the agency to date.

11. Adjourn:

   ❖ Kristen Smith moved to adjourn. Gloria York seconded. All were in favor, none opposed. Motion carried unanimously. Meeting adjourned at 7:12 p.m.

[Signatures]

Pamela Heel
Board Officer

5-30-19
Date