

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

March 26, 2019

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met via teleconference at the offices of *Ozark Opportunities, Inc.* in Harrison, Arkansas, at **3:30 p.m.** on **Tuesday, March 26, 2019.**

Committee Members Present:

Paulette Hill via telephone	Debra Clemons via telephone	Sandra Holt via telephone	Gloria York via telephone
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Committee Members Absent:

Hon. Roger Hooper

Staff Members Present:

Richard T. Atkinson	Shirley Richesin	Jane Bueg	Ryan Clayborn
Tawnya Akins	Krystal Mayes		

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 3:34 p.m.

The primary purpose of the meeting was to take action on Monthly Financial Reports, including Agency-wide Budget and Head Start Transportation Waiver.

2. Training:

Tawnya Akins, Child Development Mental Health Coordinator, provided training on the Social-Emotional Needs of Infants, Toddler and Pre-K children.

Krystal Mayes, Child Development Parent Engagement Coordinator provided training on Parent Engagement and Volunteers in OOI Child Development (including Head Start and Early Head Start programs.)

3. Corporate Services Report:

Jane Bueg, COO, provided an update on Employment Actions for February and March 2019: Hires – Elizabeth Carver, Haylie Harris, Alexandra Cross and Shelby Hines; Departure– Britteny Brooks. Vacancies– Outreach Worker for Baxter/Marion County Community Services and Family Development Worker for Searcy/Van Buren County Community Services.

4. Finance:

Shirley Richesin, CFO, presented to the Committee for their review, consideration and approval the Agencywide Budget for 3/1/19 – 2/29/20 and the monthly Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 2/28/19 for Community Services Block Grant, Healthy Families America, HEAP, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap February 2019 (credit card purchase documentation is present for inspection); verification of Payroll Taxes Report; Retirement Plan Recap. and balance sheet as of 3/21/19.

- ❖ Sandra Holt moved to approve the Agency-wide Budget and Finance Report. Debra Clemons seconded. Motion carried unanimously.

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5. Program Updates:

Richard Atkinson, CEO and Child Development Director, provided program updates on Child Development and Community Services programs.

Mr. Atkinson reported that Ryan Clayborn, Child Development Manager, delivered new tables and chairs to five classrooms over spring break. The results of the HS/EHS Focus Area 2 review show no findings in those programs(!) We are still waiting on the CLASS scores from the December CLASS review; Mr. Atkinson has submitted a formal request for that report. *OOI* is not expecting approval for the EHS Expansion Grant.

We have requested more ABC slots, as we could fill 30-40 slots. Early Head Start needs more operating capital, mainly for classroom staff salaries, to keep our current trained staff once the minimum wage increases to \$11 an hour in 2020. This may require a conversion of some Head Start Pre-K slots to Early Head Start. We have received preliminary indication that there is a high probability that the one-time funds will be granted to *OOI* (as all of the funds requested are for necessary items such as upgraded technology, classroom and facility needs.)

Mr. Atkinson presented the Head Start Transportation Waiver Request for the 2019-2020 school term; Policy Council had approved the request earlier in the day.

- ❖ Debra Clemons moved to approve the Head Start Transportation Waiver Request for 2019-2020 term. Sandra Holt seconded. Motion carried unanimously.

Mr. Atkinson provided the Community Services update: LIHEAP is still underway, the Micro-Shelter is being built, and a graduate of our SUCCESS Program is purchasing her own home!

Dates were set for the next meeting of the Executive Committee for Thursday, April 25 at 3:30 p.m., and the Board of Directors will meet on Thursday, May 30, 2019 – specific time and location to be announced.

6. March 2019 Agency Progress Report:

- ❖ Debra Clemons moved to accept the March 2019 *OOI* Agency Progress Report. Gloria York seconded. Motion carried unanimously.

7. Adjourn:

Chairperson Hill requested a motion to adjourn.

- ❖ Gloria York moved to adjourn. Sandra Holt seconded. Motion carried unanimously.

Meeting adjourned at 4:25 p.m.

Pauline Hill

Board Officer

5-30-19

Date