

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

April 25, 2019

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met at the offices of *Ozark Opportunities, Inc.* in Harrison, Arkansas, at **3:40 p.m.** on **Thursday, April 25, 2019.**

Committee Members Present:

Paulette Hill	Debra Clemons	Hon. Roger Hooper
Via telephone	Via telephone	

Committee Members Absent:

Sandra Holt	Gloria York
-------------	-------------

Staff Members Present:

Richard Atkinson	Shirley Richesin	Jane Bueg	Rebecca Hanlin
Sharon Burnett			

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 3:41 p.m.

The primary purpose of the meeting was to take action on Monthly Financial Reports, 2nd Quarter FY 2019 CSBG Report, April 2019 Agency Progress Report and review applications from prospective OOI Board members.

2. Review of Prior Meeting Minutes:

- ❖ Roger Hooper moved to approve the minutes of the March 26, 2019 meeting of the Executive Committee. Debra Clemons seconded. Motion carried unanimously.

3. Review Potential Board Member Applications:

Richard Atkinson, CEO, recapped the application process currently in use when recruiting OOI Board member candidates. Mr. Atkinson and Rebecca Hanlin are looking for ways to increase Board involvement in the recruitment and selection processes. Information on two prospective candidates was sent via email to the Board, and a third potential candidate has not returned the information to date but is interested in serving. Roger Hooper shared that he has personally known the person applying from Van Buren County and recommends him for OOI Board membership. Ms. Hanlin spoke to several individuals who had positive work experience with the Marion County prospective member. Candidates are also being recruited for Newton, Boone and Baxter County vacancies.

4. Training

Sharon Burnett, Child Development Health and Nutrition Supervisor, provided training on the Health and Nutrition services in *Ozark Opportunities, Inc.* Child Development Programs. She covered an overview with a PowerPoint Presentation, and then reviewed “Challenges” and “Strengths” of the Health and Nutrition components of the OOI Child Development Program.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

April 25, 2019

There were several questions, and Mrs. Burnett explained several pieces of the components in detail for the members so they can better understand the intricacies of her areas.

5. Corporate Services Report:

Jane Bueg, COO, provided an update on Employment Actions for April 2019: Hires= Johnny Harrison and Sherrin Richardson. Departure= Rana Harding. Vacancies= Family Support Worker for Head Start.

6. Finance:

Shirley Richesin, CFO, presented to the Committee for their review, consideration and approval of the monthly Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 3/31/19 for Community Services Block Grant, Healthy Families America, HEAP, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap March 2019; Retirement Plan Recap. and Balance Sheet as of 4/1/19. Credit card purchase documentation for all meetings conducted via telephone will be present for inspection at the next Full Board Meeting (i.e. May 2019). The verification of Payroll Taxes Report for today's meeting was inadvertently omitted from the packet and will be emailed to the members.

Ms. Richesin also provided a summary of training she and Mr. Atkinson recently attended sponsored by the Arkansas Office of Community Services, Community Services Block Grant Division (CSBG). The training was conducted by WipFli, a nationally respected accounting, tax and consulting firm. The training focused on "Preparation of a Cost Allocation Plan" (including indirect cost allocation and usage of a De Minimis indirect cost rate.) The training also included a review of Community Action "Budgeting" and "Creation of a Financial Dashboard" for Management and the Board of Directors.

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

7. CEO Report– Strategic Plan Update and State of the Agency

Richard Atkinson, CEO, reviewed an update of the Strategic Plan Matrix, dated April 2019. He announced that the *OOI* application for EHS expansion was not approved, although some areas of the state did receive expansion grants. He is exploring other alternative funding through state CCDF (Child Care Development Fund) and will present this opportunity at the May meeting of the Board.

Staff are currently working on an "All Staff Training Day" in August to kick off the new school year. The training will be Monday, August 12 and promises to be interactive and beneficial to all agency staff. **Board members are invited.**

The agency Technology Plan is being updated, and the Mobile Micro-Shelter Project in Mountain Home (outlined in the April 2019 *OOI* Agency Progress Report) is progressing well and should be completed and ready for display in May 2019. Mr. Atkinson is hopeful that the May Board Meeting will include a large public event to showcase the finished micro-shelter to bring additional publicity to the concept and progress.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

April 25, 2019

8. Program Updates:

Child Development: Richard T. Atkinson, CEO and Child Development Director, provided the Program Update on Child Development programs. The CLASS scores from the December 2018 review are outstanding, and the results of the federal HS/EHS Focus Area 2 review resulted in **"No Findings"**.

We have not yet received approval on the COLA application or the HS/EHS Improvements grant.

Community Services: Rebecca Hanlin, Community Services Manager, provided the Community Services update. She presented for review and acceptance the FY 2019 2nd Quarter CSBG Report.

- ❖ Debra Clemons moved to accept the FY 2019 2nd Quarter CSBG Report. Roger Hooper seconded. Motion carried unanimously.

Mr. Atkinson spoke about the upcoming ACAA Annual Conference, scheduled for May 13-17 in North Little Rock. Two OOI Board members are invited to attend, and currently there are 17 OOI staff members registered to attend the conference, as it is a great way for OOI Community Action workers to be in the company of like-minded people in the network, not to mention the great training received during the 2 ½ day conference.

Mr. Atkinson mentioned that OOI nominated Maxine O'Brien, a recent SUCCESS graduate, for the ACAA Empowerment Diamond Award. Maxine was highlighted in the April 2019 Agency Progress Report (as she recently became a homeowner with help from OOI and Northwest Regional Housing Authority.) Also nominated was the Mobile Micro-Shelter Project (whereby the Bergman EAST Team won the National EAST Award and a new shelter is under construction for use (hopefully) in Mountain Home/Baxter County.

9. April 2019 Agency Progress Report:

- ❖ Roger Hooper moved to accept the April 2019 OOI Agency Progress Report. Debra Clemons seconded. Motion carried unanimously.

10. Adjourn:

Chairperson Hill requested a motion to adjourn.

- ❖ Roger Hooper moved to adjourn. Debra Clemons seconded. Motion carried unanimously. Meeting adjourned at 5:08 p.m.

Paula Hill

Board Officer

5-30-19

Date

