

Ozark Opportunities, Inc.

Board of Directors Meeting Minutes

May 30, 2019

The *Ozark Opportunities, Inc.* Board of Directors met at the First United Methodist Church in Mountain Home, AR, at **5:37 p.m.** on **Thursday, May 30, 2019.**

Board Members Present:

Paulette Hill	Trish Beck (rep. for Hon. Mickey Pendergrass)	Nicole Campbell	Margaret Hodges
Sandra Holt (rep for Hon. John Massey) via telephone	Debra Clemons via telephone	Althea B. O'Haver via telephone	Roger Hooper

Board Members Absent:

Jim Sprott	Mayor Jan Larson	Gloria York	Charmaine Seaton (rep. for Hon. Jim Harness)
Kristen Smith			

Staff Members Present:

Richard Atkinson	Shirley Richesin	Jane Bueg	Rebecca Hanlin
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Guests Present:

Dan McDonie Mutual of America	Roger Rogers Candidate OOI Board	Paul Wellenberger Candidate OOI Board
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The primary purpose of the meeting is to accept new Board Members, review and action on ratification of Executive Committee actions, election of officers, vote on proposed Board members, agency Finance Report, CEO Report & Strategic Plan update, Agency Progress Report, take action on: Head Start/Early Head Start Self- Assessment, CSBG Monitoring Report and Response & Job Description revisions.

1. Welcome & Meeting Called to Order:

Chairperson Paulette 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 5:37 p.m.

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

- ❖ Roger Hooper moved to approve the minutes of the February 21, 2019 meeting of the Board of Directors, and ratify the actions and approve the minutes of the Executive Committee meetings of March 26, 2019 and April 25, 2019. Sandra Holt seconded. All were in favor, none opposed. Motion carried unanimously.

3. Election of Officers and vote on proposed Board of Directors members:

Chairperson Hill informed the members that Gloria York is no longer able to serve as Secretary/Treasurer, and asks for a replacement from the current members of the Executive Committee. Exec. Committee Debra Clemons and Sandra Holt declined the opportunity. Chairperson Hill opened the floor for nominations for the positions of Chairperson and Vice-Chairperson. No new nominations were received from the floor.

- ❖ Trish Beck nominated current officers Chairperson Paulette Hill and Vice-Chairperson Roger Hooper. Nicole Campbell seconded. All were in favor, none opposed. Motion carried unanimously.

Chairperson Hill introduced Board Member candidates Roger Rogers (Marion County, Low-Income Representative- elected per the bylaws requirements) and Paul Wellenberger (Van Buren County, Public Elected Official), and Janice Mann (Newton County, Private) who was unable to be present at the meeting. An informational biography was sent to each board member prior to the meeting. There remain two vacancies on the board: Boone County "Elected Official" and "Baxter County Private".

- ❖ Debra Clemons moved to accept Roger Rogers, Paul Wellenberger and Janice Mann as new members of the Board of Directors for *Ozark Opportunities, Inc.* Althea O'Haver seconded. All were in favor, none opposed. Motion carried unanimously.

4. Retirement Report:

Dan McDonie, Mutual of America Group Account Representative, conducted the Annual Retirement Plan Review for *Ozark Opportunities, Inc. Thrift 403(b) Plan*. Questions ensued and a thorough explanation was given to members on how agency employees are able to determine their own mix of investments.

5. Finance Report:

Shirley Richesin, CFO, presented to the members for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 4/30/19 for Community Service Block Grant, Healthy Families America, HEAP, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap April 2019 (credit card purchase documentation was present for inspection); verification of Payroll Taxes Report; Retirement Plan Recap. and balance sheet as of 5/29/19.

- ❖ Debra Clemons moved to accept the Finance Report. Paul Wellenberger seconded. All were in favor, none opposed. Motion carried unanimously.

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6. CEO Report:

Richard Atkinson, CEO, provided an Executive Summary of the updated Strategic Plan for *Ozark Opportunities, Inc.* Overall, the agency is strong. The formal outcome of the federal review of the Head Start/Early Head Start program is positive; i.e. No Findings. CLASS Scores in Instructional Support were above the top 10% nationally, and OOI scores are up 1.5 points over the three years (since the last review). The CSBG Monitoring Review had a few minor findings, including Board member vacancies. The Strategic Plan Matrix (provided prior to meeting) illustrates the status of various focus areas.

The ABC program added 18 additional slots last year. The program overspent \$9,121.47, due primarily to inadequate communication from the funding source regarding the published budget (as the agreement stated a total amount that was not paid due to pro-rating of the year). Agency Corporate Funds were used to cover the overage. Mr. Atkinson also mentioned that Board Committee participation will soon be needed for upcoming planning meetings, as there are pressing issues that need to be discussed and vetted before changes are made.

- ❖ Roger Hooper moved to approve the CEO Report and updated Strategic Plan. Nicole Campbell seconded. All were in favor, none opposed. Motion carried unanimously.

7. Training:

OOI CFO Shirley Richesin provided training on OMB Uniform Guidance & 45 CFR Part 74 – Financial Management Regulations. Ms. Richesin also reported that audit field work was completed over a period of three days in early May. Paul Wellenberger commented that he likes the agency's attitude of using the audit as a learning opportunity.

Rebecca Hanlin, CSBG Manager and Nationally Certified ROMA Trainer, provided an overview of the ROMA Cycle of Assessment, Planning, Implementation, Achievement of Results and Evaluation.

Richard Atkinson, CEO, and Jane Bueg, COO, provided an update on Agency, Staff, Locations and Property. The agency has a surplus of vehicles, three of which are under-used and in need of repairs. Permission requested to dispose of 2008 Dodge Ram Truck, 2008 Dodge Grand Caravan and 2006 Toyota Corolla via sealed bid.

- ❖ Roger Hooper moved to sell the 2008 Dodge Ram Truck, 2008 Dodge Grand Caravan and 2006 Toyota Corolla via sealed bid. Margaret Hodge seconded. All were in favor, none opposed. Motion carried unanimously.

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8. Program Updates:

Richard Atkinson, CEO and Child Development Director, provided the Agency Progress Report and Program Updates on Child Development and Community Services and presented for Board review and approval the Head Start/Early Head Start Self-Assessment. Head Start Policy Council met on Tuesday, May 21 and approved the document. Mr. Atkinson also presented for board review and approval the CSBG Monitoring Report and Response to review conducted by OCS.

- ❖ Roger Hooper moved to accept the Agency Progress Report for May 2019. Nicole Campbell seconded. All were in favor, none opposed. Motion carried unanimously.
- ❖ Roger Hooper moved to approve the Head Start/Early Head Start Self-Assessment. Nicole Campbell seconded. All were in favor, none opposed. Motion carried unanimously.
- ❖ Roger Hooper moved to approve the CSBG Monitoring Report and Response. Nicole Campbell seconded. All were in favor, none opposed. Motion carried unanimously.

Mr. Atkinson reported that Child Development programs are operating well. The agency is still awaiting response on the application for "One-Time Funds" from Region VI Head Start. Head Start/Early Head Start and CSBG 2% COLA are due to be paid at the end of May, retroactive to March 1, 2019.

9. Human Resources & Technology

Jane Bueg, COO, provided the report on employment actions: Transfer– Lesli Lawhorn to Family Support Worker, Departures– Sherrin Richardson, Amber Read, and Ginger Lackey. Vacancies– Teacher Assistant Bruno-Pyatt Head Start, Teacher (ABC) Mountain Home, Searcy/Van Buren Family Development Worker (part-time).

Ms. Bueg provided a recap of changes to job descriptions: safety sensitive designations to several positions, removal of "contract" status from all positions previously designated re-classification as non-exempt status of all teaching positions and Lead Teacher/Center Supervisor position.

- ❖ Paul Wellenberger moved to approve the changes in job descriptions. Trish Beck seconded. All were in favor, none opposed. Motion carried unanimously.

10. Adjourn:

- ❖ Roger Hooper moved to adjourn. Nicole Campbell seconded. Motion carried unanimously. Meeting adjourned at 7:40 p.m.

Paulette Hill
Board Officer

August 29, 2019
Date