Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
August 29, 2019

The Ozark Opportunities, Inc. Board of Directors met at the OOI Training Center in Harrison, AR, at 5:30 p.m. on Thursday, August 29, 2019.

Board Members Present:

Paulette Hill          Jim Sprott          Nicole Campbell
Jan Larson            Janice Mann          Gloria York
Debra Clemens         Roger Hooper        Paul Wellenberger
                      Margaret Hodges

Board Members Absent:

Trish Beck (rep. for Hon. Mickey Pendergrass
Sandra Holt (rep. for Hon. John Massey
Roger Rogers
Charmaine Seaton (rep. for Hon. Jim Harness

Staff Members Present:

Richard Atkinson      Shirley Richesin
Ryan Clayborn         Jane Bueg
                      Rebecca Hanlin

Guests Present:

George Hill           Charlie O’Haver
Richard Atkinson      Jean Hooper
                      Michael Armenteros;
                      Welch, Couch & Co.-
                      Auditor

The primary purpose of the meeting was to review and take action on: Previous meeting minutes, ratification of Executive Committee actions, Required Financial Filings (OOI Audit, 990 Tax Return and 5500 Tax Return), Agency Finance Report, Board Training Schedule update, Strategic Plan update, OOI Mission Statement adoption, Agency Progress Report, CSBG 3rd Quarter Report, LIHEAP 2018 Summer Regular, Crisis and A-16 Monitoring Report and Response(s), LIHEAP 2019 Winter Regular and Crisis Program Monitoring Reports and responses, and Head Start & Early Head Start Program Information Report (PIR).

Audio recording of this meeting is available upon request.

1. Welcome & Meeting Called to Order:

Chairperson Paulette Hill, declaring a quorum, welcomed all in attendance, read the Ozark Opportunities, Inc. Mission Statement and led the assembly in the Pledge of Allegiance. Chairperson Hill called to order the meeting of Ozark Opportunities, Inc. Board of Directors at 5:30 p.m.

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

- Gloria York moved to approve the minutes of the May 30, 2019 Meeting of the Board of Directors, and ratify the actions and approve the minutes of the Executive Committee meetings of June 25, 2019. Roger Hooper seconded. All were in favor. None opposed. Motion carried unanimously.
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3. Required Financial Filings:

Michael Armenteros, Welch, Couch and Co. auditor presented the Independent Auditor’s Report and Financial Statements for period ending February 28, 2019 and Form 990. The audit was completed in June 2019, with the outcome of an unqualified opinion, or “clean” audit. Mr. Armenteros was available to answer questions from the Board.

Mr. Armenteros explained that the sale of the Head Start Building in Clinton at less than appraised value created a loss due to depreciation. Proceeds of the sale were remitted back to the grantor, as required by regulation.

Chairperson Hill commented that the percentage of expenses for administration seems low. Mr. Armenteros replied that the figure is accurate and it is very good to have low administrative expenses.

Mr. Sprott noted that it looks like there are no exceptions, material weaknesses or deficiencies.

A brief explanation of LIHEAP Grant Revenue process was provided by Ms. Richesin.

Mr. Wellenberger congratulated Mr. Atkinson and his team for such a good Audit Report.

Mrs. Hill asked if there were any further questions or comments for Mr. Armenteros. There being none, Mr. Armenteros departed the meeting.


4. Formal Acceptance of Audit, 990 and 5500 Tax Return:

- Jim Sprott moved to accept the Audit, 990 Tax Return and 5500 Tax Return for tax year ending February 28, 2019. Roger Hooper seconded. All were in favor. None opposed. Motion carried unanimously.

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 7/31/19 for Community Service Block Grant, CSBG Discretionary, Healthy Families America, HEAP, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap June 2019 (credit card purchase documentation is present for inspection); verification of Payroll Taxes Report; Retirement Plan Recap. and balance sheet as of 8/24/19.

Ms. Richesin noted that during the transition of the LIHEAP from OCS to Department of Environmental Quality, the agency has been experiencing difficulties getting funds to pay benefits. An additional, unexpected allocation of $179,287 was received today. The program ends 9/30/2019.
Mr. Sprott inquired about the money returned to Head Start mentioned by the auditor. Ms. Richesin explained that the agency had to send the proceeds of the sale of the Clinton Building to Federal Head Start.

Mr. Hooper asked what does HFA stand for again? Mr. Atkinson and Ms. Hill responded it is Healthy Families America (a program OOI acquired a year ago that was going to go away for lack of a sponsoring agency. The program employs two full-time and one part-time staff who provide intensive case management for at-risk families in Searcy and Van Buren counties.)

- Gloria York moved to accept the Finance Report. Debra Clemons seconded. All were in favor. None opposed. Motion carried unanimously.

6. Updated OOI Board Training Schedule:

Richard Atkinson, CEO, provided an updated OOI Board Training Schedule. The schedule removed Early Head Start specific training, and included it with HS/EHS & Child Development trainings.

- Nicole Campbell moved to approve the Updated OOI Board Training Schedule. Margaret Hodges seconded. All were in favor. None opposed. Motion carried unanimously.

7. Training:

OOI CEO Richard Atkinson provided training on Head Start Act & Performance Standards and the Federal Review. Mr. Atkinson commented that due to no findings and no deficiencies in OOI HS/EHS programs. We may have the opportunity waive re-competition at the 5-year mark. We should get a letter to that effect in the next 6 months. OOI COO Jane Bueg provided training on “Human Resources at OOI”.

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 underused and in need of repairs. Permission was requested to dispose of 2008 Dodge Ram Truck, 2008 Dodge Grand Caravan and 2006 Toyota Corolla via sealed bid.

8. Strategic Plan and CSBG Performance Standards and Mission Statement Adoption:

Mr. Atkinson reviewed the OOI Strategic Plan, updated in May 2019 and the CSBG Organizational Standards; OOI Progress, August 2019 edition. He noted the Board vacancies in Baxter County (private) and Boone County (public elected official). He assured the group that he is working to fill the positions by the next meeting.

Mr. Atkinson noted that the increasing minimum wage in Arkansas is having an impact in our programs. The wage increased from $8.50 to $9.25 an hour on January 1, 2019, will increase to $10.00 on January 1, 2020 and on January 1, 2021 will increase to $11.00 per hour.
The agency Mission Statement should be adopted on a regular basis, to insure the agency has not experienced “mission drift”. Mr. Atkinson asked the Board to adopt the current OOI Mission Statement.

- Paul Wellenberger moved to adopt the current OOI Mission Statement. Jim Sprott seconded. All were in favor. None opposed. Motion carried unanimously.

- Althea O’Haver moved to approve the updated Strategic Plan and CSBG Organizational Standards: OOI Progress. Gloria York seconded. All were in favor. None opposed. Motion carried unanimously.

9. Agency Progress Report:

Richard Atkinson reviewed the Agency Progress Report for August 2019, provided via e-mail prior to the meeting.

- Jim Sprott moved to accept the Agency Progress Report for August 2019. Nicole Campbell seconded. All were in favor. Motion carried unanimously.

Rebecca Hanlin, Community Services Manager, invited everyone to attend the Annual Success Banquet, September 26, 5:30 at Quality Inn in Harrison. Invitations and RSVP cards are at each place setting. She also informed the members that OOI would have a full agency review by OCS September 10-12, 2019. CSBG Discretionary Grant application for technology updates and security cameras is due September 27. CSBG carry-over funds will be targeted for use in family development, asset building, direct services and stabilizing initiatives. Baxter/Marion County Outreach Worker Johnny Harrison is coordinating community resources and talents to build a handicap ramp for a family in need. The Micro Shelter housed at House of Hope was put into service a year ago; it has been used every night since then(!)

Ms. Hanlin presented the CSBG 2019 3rd quarter report, provided via e-mail prior to the meeting.

- Paul Wellenberger moved to approve the CSBG 2019 3rd quarter report. Margaret Hodges seconded. All were in favor. None opposed. Motion carried unanimously.

Ms. Hanlin presented the LIHEAP 2018 Summer Regular, Emergency (CIP) & A-16 Program Monitoring Reports. She noted there was one finding of a procedural error. Ms. Hanlin presented the LIHEAP 2019 Winter Regular and CIP Monitoring Reports. There were no findings in either program.

- Jim Sprott moved to accept the monitoring reports for LIHEAP 2018 Summer Regular, Emergency (CIP) & A-16 and LIHEAP 2019 Winter Regular and CIP. Debra Clemons seconded. All were in favor. None opposed. Motion carried unanimously.

Ryan Clayborn, Child Development Manager, gave an update on this year’s Child Development Pre-Service training and activities, noting that staff feedback indicates approval of the new format and focus. Charlotte Strickland, Director of Professional Development and Training at UCA, was this year’s speaker at our annual “YOU Make a Difference” event. The August 2019 Agency Progress Report includes pictures of the event and awards given to staff.
Mr. Clayborn has developed a Phonics Curriculum for our classrooms and is currently providing one-on-one training with teaching staff.

Mr. Richard T. Atkinson, CEO and Child Development Director, presented the annual Program Information Reports (P.I.R.) for both Head Start and Early Head Start. These reports are part of the Yearly Report for HS/EHS, posted on our website www.ozarkopp.org.

- Debra Clemons moved to accept the PIR reports for HS & EHS. Nicole Campbell seconded. All were in favor. None opposed. Motion carried unanimously.

10. Corporate Services Update:

Jane Bueg, COO, provided an update of OOI Employment Actions for July and August 2019. Eight individuals were hired for classroom positions, 1 was hired in Community Services, 5 temporary workers for Child Development were hired, 1 was transferred from Head Start to Early Head Start, and there were 7 departures. There is a current vacancy for a part-time Nutrition Assistant at Harrison Head Start.

11. Adjourn:

- Roger Hooper moved to adjourn. Kristen Smith seconded. All were in favor. None opposed. Motion carried unanimously.

Meeting adjourned at 7:36 p.m.