

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes September 26, 2019

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met at the OOI Training Center in Harrison, Arkansas, at **4:06 p.m.** on **Thursday, September 26, 2019.**

Committee Members Present:

Debra Clemons Paulette Hill Roger Hooper

Committee Members Absent:

Gloria York Hon. John Massey

Staff Members Present:

Richard T Atkinson Benjamin Glover Rebecca Hanlin
Ryan Clayborn Shirley Richesin

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 4:06 p.m.

The primary purpose of the meeting is to receive training and take action on the monthly financial reports, FY 2019 CSBG Revised Budget and September 2019 Agency Progress Report.

2. Agenda Change:

Mr. Atkinson asked for a change in agenda to put Mr. Clayborn's training first on the agenda, as he has to leave to attend a work-related function.

- ❖ Debra Clemons moved to accept the change in order on the agenda. Roger Hooper seconded. All were in favor, none opposed. Motion carried unanimously.

- 3. Training:** Ryan Clayborn; Program Manager and Education Coordinator delivered a training on the Education component of the OOI Child Development program. The training included CLASS, School Readiness (including Child Outcomes), Curriculum, Frameworks & Head Start Training and Technical Assistance Plan.

4. Agency Program Report Acceptance & Program Updates:

Richard Atkinson, CEO, presented the Agency Progress Report for September 2019.

- ❖ Roger Hooper moved to approve the Agency Progress Report for September 2019. Debra Clemons seconded. All were in favor, none opposed. Motion carried unanimously.

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5. Program Updates:

A. Child Development Update:

Mr. Richard T. Atkinson gave an update on the status of the Child Development Program, and presented the 2020 CACFP Application recap. for approval.

- ❖ Debra Clemons moved to approve the FY 2020 CACFP Application. Roger Hooper seconded. All were in favor, none opposed. Motion carried unanimously.

B. Community Services Update:

Ms. Rebecca Hanlin gave an update on Community Services programs and progress. Shirley Richesin presented the FY 2019 CSBG Revised Budget and the FY2020 CSBG Discretionary Application for Committee review and action.

- ❖ Roger Hooper moved to approve the FY2019 CSBG Revised Budget (FY 2018 Carryover). Debra Clemons seconded. All were in favor, none opposed. Motion carried unanimously.
- ❖ Debra Clemons moved to approve the FY2020 CSBG Discretionary Application. Roger Hooper 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 8/31/19 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 August 2019 (credit card purchase documentation is present for inspection); verification of Payroll Taxes Report; Retirement Plan Recap. and balance sheet as of 08/31/19.

- ❖ Debra Clemons moved to approve the Financial Report. Roger Hooper seconded. All were in favor, none opposed. Motion carried unanimously.

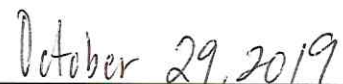
7. Employment Actions/Human Resources:

Mr. Richard T. Atkinson provided the committee with the *Employment Actions* for September 2019. There were no policy revisions for review or action.

8. Adjourn:

- ❖ Roger Hooper moved to adjourn. Debra Clemons seconded. All were in favor, none opposed. Motion carried unanimously. Meeting adjourned at 5:03 p.m.


Board Officer


Date