

# ***Ozark Opportunities, Inc.***

## Board of Directors Executive Committee Meeting Minutes January 27, 2020

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met at the offices of *Ozark Opportunities, Inc.* in Harrison, Arkansas, at **3:30 p.m.** on **Monday, January 27, 2020.**

### Committee Members Present:

Paulette Hill – via telephone	Sandra Holt – via telephone	Debra Clemons – via telephone (4:18 p.m.)	Jim Sprott – via telephone (4:12 p.m.)
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### Committee Members Absent:

Roger Hooper	Gloria York
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### Staff Members Present:

Richard Atkinson	Shirley Richesin	Jane Bueg	Rebecca Hanlin
Patricia Murray			

## **1. Welcome & Meeting Called to Order:**

Chairperson Paulette Hill welcomed all in attendance called to order the meeting of the Executive Committee of *Ozark Opportunities, Inc.* Board of Directors at 3:42 p.m.

The primary purpose of the meeting is to take action on the monthly financial reports, 2019 CSBG Annual Report, 2019 CSBG Carryover Budget, 2020 CSBG revised planned numbers, 2020 CSBG 1<sup>st</sup> Quarter Report, 2020 CSBG Discretionary Funds Revised Budget, January 2020 Agency Progress Report, job description revisions and retirement plan changes.

## **2. Training:**

Patricia Murray, Child Development Assistant Staff Supervisor and Disabilities Coordinator presented training on Disabilities services for children 0-5 enrolled in *OZI* Child Development programs. 48 Head Start and 8 Early Head Start students are currently receiving services. Paulette Hill inquired about parental cooperation with screening and services. Ms. Murray responded that most parents are cooperative.

Shirley Richesin, Chief Financial Officer, provided training on Agency Audit Requirements. Ms. Richesin reported that *OZI* went out for bids for the 3/1/2018-3/1/2019 audit period. The contract has the option to extend up to 4 additional years. The current firm agrees to continue engagement pending Board approval.

## **3. 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 12/31/19 for Community Service Block Grant, Healthy Families America, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap December 2019 (credit card purchase documentation is present for inspection); verification of Payroll Taxes Report; Retirement Plan Recap. Ms. Richesin noted that November payment to Mutual of America was not received by December and the check was re-issued.

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Richard Atkinson, Chief Executive Officer, informed the committee that he and Ms. Richesin recently had a conference call with Beverly Buchanan at Office of Human Services regarding the use of FY 2019 CSBG Carryover funds to cover FY 2020 CSBG 1<sup>st</sup> Quarter expenses that have not yet been reimbursed. Ms. Richesin explained the proposed FY 2019 CSBG Carryover budget.

#### **4. Program Updates:**

Mr. Atkinson briefed the committee on the status of Child Development Programs. Enrollment in all programs is satisfactory.

Committee member Jim Sprott joined the meeting via telephone at 4:12 p.m. Quorum was established.

Mr. Atkinson is currently in discussions with Heather Colwell at the Region VI Head Start Office regarding the funding of the 2020-2021 grant application. The regional office mainly had questions on the proposed reduction of Pre-K slots and how Arkansas minimum wage impacts on the program.

Rebecca Hanlin, Community Services Manager, reported on the LIHEAP utility assistance program, which opened for non-emergency assistance on January 21, 2020. The initial allocation of funds for energy assistance has been received.

The application period for the third round of funding for another Mobile MicroShelter closes at midnight tonight. One application is in hand, another is in process.

Ms. Hanlin presented for committee action the FY 2019 CSBG Annual Report, FY 2019 CSBG Carryover Budget to cover FY 2020 CSBG November & December 2019 program costs, FY 2020 CSBG revised plan numbers, FY 2020 CSBG 1<sup>st</sup> Quarter Report, FY 2020 CSBG Discretionary Funds revised budget (adjusted to match approved grant funding amount).

Committee member Debra Clemons joined the meeting via telephone at 4:18 p.m.

Mr. Atkinson expressed his excitement in offering Individual Development Accounts, a protected account for a particular asset, which does not count against them when applying for other assistance (SNAP, Housing, etc.) that can be offered with the CSBG Discretionary funding. Ms. Hill inquired about saving limits. Ms. Hanlin replied that *OOI* will match up to \$1,000.00. Mr. Sprott asked if the agency will get a lump sum of money for the program. Ms. Hanlin responded we will get money up front and will have until September 2021 to spend the funds. Mr. Sprott expressed concern over the financial accountability burden to *OOI* Finance Department. Ms. Hanlin responded that Community Services Case Managers will be responsible for the bulk of the tracking, so the impact should be minimized.

Ms. Hanlin next briefed the Committee on the *OOI* Theory of Change project currently underway. Ms. Hill inquired if it is part of the Strategic Plan and does it include Policy Council? Ms. Hanlin replied that Policy Council has a representative on the team.

- ❖ Jim Sprott moved to approve the FY 2019 CSBG Annual Report, FY 2019 CSBG Carryover Budget, FY 2020 CSBG revised planned numbers, FY 2020 CSBG 1<sup>st</sup> Quarter Report, FY 2020 CSBG Discretionary Funds- revised budget. Sandra Holt seconded. Motion carried unanimously.

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### **5. Acceptance of Finance Report:**

- ❖ Jim Sprott moved to approve the Finance Report. Debra Clemons seconded. Motion carried unanimously.

### **6. Acceptance of Agency Progress Report:**

- ❖ Sandy Holt moved to approve the Agency Progress Report for January 2020. Debra Clemons seconded. Motion carried unanimously.

### **7. Corporate Services Update:**

Jane Bueg, Chief Operating Officer, provided the Committee with the Employment Actions for January 2020. Job Descriptions for Nutrition Worker, Nutrition Worker (EHS), Nutrition Assistant, Temporary Worker (child development) and Temporary Worker (community services) were presented for approval.

Ms. Bueg reviewed the proposed Amendment to the 403(b) Plan and accompanying Board resolution. The amendment is to exclude Temporary Workers from eligibility for employer contributions (previously listed as Substitute Teacher Assistant).

- ❖ Jim Sprott moved to recommend to Board of Directors for approval of Retirement Plan change and job description changes as presented. Debra Clemons seconded. Motion carried unanimously.

Chairperson Hill reports she is in possession of all (except one) CEO evaluation surveys from the Executive Committee members. She is also in receipt of the "2019 OOI Year in Review" from Mr. Atkinson, which was sent to all Executive Committee members. She will pull together all surveys, including comments, and present to the full Board of Directors in February. Mr. Sprott commented that he thinks she is handling the evaluation process correctly and looks forward to seeing the results. Ms. Hill encouraged anyone who has not returned the survey to please do so. Ms. Hill asked Mr. Atkinson if he had any comments in closing- He replied that he is resting a lot easier since the agency has received funds from CSBG, LIHEAP, the CSBG Discretionary funds, and are spending down the HS/EHS One Time funds; overall things are going well.

### **8. Adjourn:**

- ❖ Jim Sprott moved to adjourn. Sandra Holt seconded. Motion carried unanimously.

Meeting adjourned at 4:53 p.m.



*Board Officer*



*Date*