

Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
February 27, 2020

The *Ozark Opportunities, Inc.* Board of Directors met at the OOI Training Center in Harrison at **5:30 p.m.** on **Thursday, February 27, 2020.**

Board Members Present:

Paulette Hill	Jim Sprott	Debra Clemons	Althea B. O’Haver
Margaret Hodges	Gloria York	Nicole Campbell	Roger Rogers
Trish Beck (rep. for Hon. Mickey Pendergrass)	Jan Larson	Janice Mann	Lana Bullington (Education Consultant)

Board Members Absent:

Kristen Smith	Sandra Holt (rep. for Hon. John Massey)	Paul Wellenberger	Charmaine Seaton (rep. for Hon. Jim Harness)
Roger Hooper	Dr. Robin Myers	Heath Kirkpatrick	

Staff Members Present:

Richard Atkinson	Shirley Richesin	Jane Bueg	Rebecca Hanlin
Ryan Clayborn	Harley Thompson		

Guests Present:

George Hill	Charles O’Haver
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The primary purpose of the meeting is to review and take action on: previous meeting minutes, ratification of Executive Committee actions, Review 2020 OOI Theory of Change, OOI Finance Manual, OOI Personnel Policies & Procedures & document retention schedule, ABC Refunding Application, CSBG Discretionary Grant acceptance, LIHEAP A16 Grant Application, OOI Succession Plan, OOI Risk Assessment, OOI Retirement Plan, Agency Progress Report, agency Finance Report, & CEO Evaluation.

Audio recording of this meeting is available upon request.

1. Welcome & Meeting Called to Order:

Chairperson Paulette Hill led the assembly in the Pledge of Allegiance, read the *Ozark Opportunities, Inc.* Mission Statement and established that a quorum of members were present. Chairperson Hill welcomed all in attendance and 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:

- ❖ Jim Sprott moved to approve the minutes of the November 21, 2019 meeting of the Board of Directors, and ratify the actions and approve the minutes of the Executive Committee meeting of January 27, 2020. Roger Rogers seconded. Motion carried unanimously.

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3. 2020 OOI Theory of Change:

Richard Atkinson, CEO, presented the draft version of the 2020 OOI Theory of Change. The Strategic Planning Committee (comprised of staff, Board and HS/EHS Policy Council members) developed the draft model. There is at least one more meeting needed to finalize the product. The document is intended to illustrate how the agency impacts poverty. Two or three versions will be presented to the Board at a future meeting for action.

4. Action Items:

Mr. Atkinson explained that the Finance Manual, ABC Refunding Application and LIHEAP A16 grant need Board approval.

- ❖ Jim Sprott moved to approve the Finance Manual (no change), ABC Refunding Application (no change) and LIHEAP A16 Grant Application (no change). Debra Clemons seconded. Motion carried unanimously.

Rebecca Hanlin, Community Services Manager, provided a recap of the CSBG Discretionary Grant. The original grant application was approved by the Board and submitted to OCS. OCS approved funding but for less than the original application (\$38,942.67, instead of the \$50,000 requested.) OOI revised the budget to match the approved amount. We are asking for Board action to accept the CSBG Discretionary Grant as funded by OCS.

- ❖ Jim Sprott moved to accept the CSBG Discretionary Grant. Althea O'Haver seconded. Motion carried unanimously.

Mr. Atkinson reviewed the OOI Succession Plan and explained the proposed changes.

- ❖ Jim Sprott moved to approve the OOI Succession Plan with changes. Gloria York seconded. Motion carried unanimously.

Mr. Atkinson reviewed the OOI Risk Assessment and explained the updates.

- ❖ Roger Rogers moved to approve the OOI Risk Assessment with updates. Trish Beck seconded. Motion carried unanimously.

Jane Bueg, Chief Operating Officer, reviewed the changes to the OOI Retirement Plan recommended for approval by the Executive Committee and the amendments to the plan to maintain compliance with new federal legislation. The changes include Temporary Workers are not eligible to receive employer base contributions under this plan, revised job descriptions of Temporary Workers, and plan amendment to comply with the Bipartisan Budget Act of 2018.

- ❖ Gloria York moved to approve the changes to the OOI Retirement Plan. Margaret Hodges seconded. Motion carried unanimously.
- ❖ Jim Sprott moved to approve the OOI Personnel Policies & Procedures; including Record Retention Schedule (no change). Roger Rogers seconded. Motion carried unanimously.

5. Finance:

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 01/31/2020 for Community Service Block Grant, FY 19 (corrected) CSBG Carryover, Healthy Families America, HEAP, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap January 2020 (credit card purchase documentation is present for inspection); verification of Payroll Taxes Report; and Retirement Plan Recap.

- ❖ Roger Rogers moved to accept the Finance Report. Nicole Campbell seconded. Motion carried unanimously.

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Jim Sprott requested the report be corrected to reflect CSBG – FY 19 Carryover (not FY 18). Ms. Richesin will see that it is done.

Ms. Richesin reviewed the new Cost Allocation Plan. The plan will be effective 3/1/2020 (new documents will reflect that effective date).

- ❖ Debra Clemons moved to approve the Cost Allocation Plan, effective 3/1/2020. Gloria York seconded. Motion carried unanimously.

6. Human Resources/Corporate Services:

Ms. Bueg presented the employment actions for February 2020. Replacing current vacancy for Teacher at Norfolk Head Start is postponed for the balance of the school year.

➤ Chairperson Hill asked for a motion to change the agenda:

- ❖ Jim Sprott moved to change the agenda to move item #9 Program Updates/Department Reports to the #7 spot on the agenda. Debra Clemons seconded. Motion carried unanimously.

7. Program Updates/Department Reports:

Mr. Atkinson presented for Board review and approval the Agency Progress Report for January 2020, which details program activities in Child Development, (including CACFP), Community Services and Healthy Families America. He reported that Ryan Clayborn, Harley Thompson and OOI Finance staff are wrapping up spending of the one-time money for HS/EHS and HS/EHS Program year funding. Communications with our area representative, Heather Colwell, are productive, as were our communications with our previous representative, Jessica Cawthorn. **Our refunding grant application for HS/EHS was approved**, including both the reduction in Head Start enrollment slots and the funding shift to EHS. Approval for both requests without an appeal is unheard of. OOI is the first agency in our 5-state region to address minimum wage changes in the refunding application.

Jim Sprott asked for clarification on the acronym “CACFP” – United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Our HS/EHS programs are required to participate and funds from CACFP pays for the student meals.

Ms. Hanlin reported that LIHEAP opened for applications on January 21, 2020. This is later than usual due to the changes in program administration at the state level.

Mr. Atkinson reported that the recently approved CSBG Discretionary Grant is targeted for things we’ve wanted to do for years, such as Individual Development Accounts (IDA= asset-building savings accounts). Ms. Hanlin provided an update on the Mobile MicroShelter projects. The Harrison/Boone County area had two excellent proposals to build the next MicroShelter from the Boy Scouts Troop 60 and North Arkansas College Construction Technology program. Thanks to donations from Cox & Entergy and the Carter Grace Foundation the two projects can both receive funding.

OOI had had great media coverage on the project from Harrison Daily Times and Springfield television station, KY-3. KY-3 also ran a segment on OOI’s Energy Assistance program recently, and the staff did a great job. KTLO Radio in Mountain Home provided free advertising in January, and we are a regular guest on the Breakfast Club radio spot in Harrison. A celebration is expected to be scheduled sometime in May to unveil the new microshelters.

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Mr. Atkinson pointed out the SUCCESS Seminar Schedule for February and March in the Agency Progress Report. The seminars are open to the public. Gloria York asked if a budget class is offered at “tax refund time”, Ms. Hanlin replied “yes, we intentionally schedule budging this time of year and include a segment on how to use a tax refund.”

Althea O’Haver inquired as to why there are so few applications for energy assistance from Searcy County. Ms. Hanlin responded that the numbers in the Agency Progress report reflect applications received through January 31. Mail delivery is often slower in Searcy and Van Buren counties. Current figures, as of 2/21/2020 show 149 applications in Searcy County, 169 applications in Newton County, and 257 applications in Marion County.

- ❖ Jim Sprott moved to approve the Agency Progress (Governing Board) Report. Margaret Hodges seconded. Motion carried unanimously.
- ❖ At 6:31 pm. Jim Sprott moved to close the meeting to the public and meet in Executive Session for the annual performance evaluation of the Chief Executive Officer/Child Development Director. Debra Clemons seconded. Motion carried unanimously.

8. OOI CEO/Child Development Director Evaluation:

- ❖ At 6:58 pm. Jim Sprott moved to resume regular meeting. Gloria York seconded. Motion carried unanimously.

In response to the Board CEO Evaluation; Chairperson Hill reported that “we talked really good about you”. Mrs. Hill invited the Board to voice their thoughts; she went on to say that the Board is thrilled with the direction of the agency and expressed their desire for Mr. Atkinson to remain CEO. Ms. O’Haver stated that all staff have done a wonderful job, and the Board is very thankful for the leadership of Mr. Atkinson. Debra Clemons commented that with the great Board, staff and leadership of the agency, everyone works together, we couldn’t do it without Toby. Mrs. Hill commented that not one negative word was said during the evaluation conversation among the Board. Jan Larson expressed her thanks to all that staff and commented that Toby is a wonderful leader and for her, a great resource. Mrs. Hill stated, in closing that “you still have a job”. Mr. Atkinson responded with gratitude for a great Board, as we couldn’t have an agency without the Board and their involvement. He went on to say that he is blessed with a fantastic staff of people who work hard to support the mission of the agency, and that “I love what I do, helping people to improve their lives, and I love where I live.”

9. Training:

Harley Thompson, Child Development Coordinator, provided Board training on Arkansas Childcare Licensing Regulations & Accreditation and Child Maltreatment. Mr. Atkinson provided Board training on CSBG Standards, the agency’s progress in meeting those standards, and his tracking system for ensuring agency compliance with the standards. The standards are reviewed by the state at least annually; Mr. Atkinson sends the report to all Board members on a quarterly basis.

10. Adjourn:

Chairperson Hill asked for a motion to adjourn.

- ❖ Roger Rogers moved to adjourn. Trish Beck seconded. Motion carried unanimously. Meeting adjourned at 7:22 p.m.

Board Officer

Paulette Hill

Date

May 26 2020