

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

March 19, 2020

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met via phone at the offices of *Ozark Opportunities, Inc.* in Harrison, Arkansas, at **3:33 p.m.** on **Thursday, March 19, 2020.**

Committee Members Present:

Paulette Hill– via telephone	Gloria York– via telephone (4:00 p.m.)	Debra Clemons– via telephone (4:12 p.m.)	Jim Sprott– via telephone (4:00 p.m.)
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Roger Hooper– via
telephone

Committee Members Absent:

Sandra Holt

Staff Members Present:

Richard T. Atkinson	Shirley Richesin	Jane Bueg	Rebecca Hanlin– via telephone
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Krystal Mayes– via telephone	Tawnya Akins– via telephone
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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 3:33 p.m.

The primary purpose of the meeting is to take action on the monthly financial reports, OOI Personnel Policy 6-10 update, March 2020 Agency Progress Report and discuss agency response to the COVID-19 crisis.

2. Training:

Krystal Mayes, Child Development Coordinator responsible for Parent and Family Engagement conducted training on Parent, Family and Community Engagement Plan for *OOI* Child Development Programs.

Tawnya Akins, Child Development Coordinator responsible for Mental Health for *OOI* Child Development Programs conducted “Social-Emotional Training”.

At 4:00 p.m. a quorum was established with Paulette Hill, Jim Sprott and Gloria York present (Roger Hooper had to depart the meeting, but the quorum was still intact.)

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

March 19, 2020

3. Corporate Services:

Jane Bueg, Chief Operating Officer, presented the revised *OOI* Personal Policy **6-10 Adverse Weather Conditions and Emergency Closing Policy** or review and action. The policy is revised to include the following language: “In the event of a declared National, State, or local emergency, the CEO and agency leadership will make a good faith effort to follow recommendations for the Center of Disease Control (CDC), Federal Emergency Management Agency (FEMA), Arkansas Department of Health (ADA), and other official sources. Paid time off during unscheduled closures is determined by funding source guidance/policy, state and federal law, and agency resources.

In the event of an extraordinary circumstance that is not widespread, but is a personal emergency of an employee (fire, tornado, flood, death in family, etc.) the CEO may waive the medical documentation required for sick leave use in excess of 3 days.”

The revision deletes the following language “Paid time off during unscheduled closures is limited to 5 working days per calendar year.”

After discussion, Jim Sprott commented that we are doing the right thing under the circumstances to act immediately to approve the policy change and to present to the full Board for ratification at its next meeting.

- ❖ Jim Sprott moved to approve the revised **6-10 Adverse Weather Conditions and Emergency Closing Policy**. Gloria York seconded. None Opposed. Motion carried unanimously.

Ms. Bueg gave an update of Employment Actions for March 2020: one departure and a suspension of action on all current vacancies until further notice.

4. Finance Report:

Shirley Richesin, CFO, explained that the end of the agency fiscal year, February 29, 2020, delays monthly report completion. The report will be sent by close of business Monday March 23, 2020. We are continuing to process outstanding payables for the agency fiscal year.

Ms. Richesin reported that CSBG FY20 and FY19 carryover are up to date on receipt of reimbursements. Healthy Families America is in good standing. HEAP expenditures are **\$217,408** (\$163,143 direct to clients). Head Start and ABC programs are in good standing.

Paulette Hill inquired about the status of match funds for Head Start/Early Head Start in the current situation when classes are closed. Ms. Richesin responded that most of the match is space, and we are seeking guidance from the Regional 6 Office on our nonfederal match (“in-kind”).

- ❖ Debra Clemons moved to approve the Finance Report as presented. Gloria York seconded. None Opposed. Motion carried unanimously.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

March 19, 2020

Program Updates:

Mr. Atkinson briefed the committee on the status of Child Development Programs. All Child Development staff continue to receive full wages and benefits. Guidance from Head Start received regarding wages and benefits and maintaining phone and email contact with our parents and students.

OOI recently received notification of HS FY 2020 COLA and Quality Improvement funding availability. Quality Improvement funding can be used in a variety of ways. Our application for these funds is due May 15, 2020.

In Community Services, the Home Energy Assistance Program application period is extended to May 15, and may be further extended to May 31. We are now processing applications with phone calls and the internet. Entergy has suspended shut-offs in March due to the Covid-19 crisis. We have closed our offices to the public effective March 16. Community Services staff are working on a staggered schedule to reduce the number of staffs in the office. They are also working from home. There has been no guidance to date from CSBG or LIHEAP on wages and benefits for employees during this Covid-19 crisis.

Mr. Atkinson provided an update on the agency's progress on the CSBG Organizational Standards. Regarding staffing at Central Office, all of Child Development staff are working off-site at home most days. Mr. Atkinson and Ms. Bueg are alternating in-office and remote work. Finance staff are currently working all staff on site. Jim Sprott voiced his concern for CFO and Finance staff on site on a daily basis. Mr. Atkinson agreed and stated he has had conversations with the CFO and finance will be staggering work schedules to ensure that only 2 employees are working at a time.

5. Acceptance of Agency Progress Report:

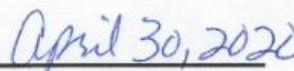
- ❖ Jim Sprott moved to approve the Agency Progress Report for March 2020. Gloria York seconded. None Opposed. Motion carried unanimously.

6. Adjourn:

Paulette Hill declared the meeting adjourned at 4:52 p.m.



Board Officer



Date