

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

### Board of Directors Executive Committee Meeting Minutes

April 30, 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, April 30, 2020.**

#### Committee Members Present:

Paulette Hill – via telephone	Gloria York – via telephone	Debra Clemons – via telephone	Jim Sprott – via telephone
Roger Hooper – via telephone	Sandra Holt – via telephone		

#### Committee Members Absent:

None.

#### Staff Members Present:

Richard Atkinson	Shirley Richesin	Jane Bueg	Rebecca Hanlin – via telephone
Ryan Clayborn – via telephone			

### **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 2-9 update, April 2020 Agency Progress Report, 2020 Cost of Living Adjustment, HS/EHS COLA and Quality Improvement Funds application, Salary Schedule revision, and FY 2020 2<sup>nd</sup> Quarter Agency Wide Outcomes (CSBG Report).

### **2. Review of prior meeting minutes (March 2020):**

- ❖ Gloria York moved to approve the minutes of the March 19, 2020 meeting of the Executive Committee. Sandy Holt seconded. Motion carried unanimously.

### **3. Training:**

Sharon Burnett, Child Development Coordinator responsible for Health and Nutrition provided training materials and a Health & Nutrition Update 2020 for *OOI* Child Development Programs prior to the meeting. Mr. Atkinson encouraged Board members to contact him if they have any questions regarding the training materials.

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### **4. Corporate Services:**

Jane Bueg, Chief Operating Officer, presented the revised *OOI* Personal Policy **2-9 Advancement and Salary Increases**. The revision addresses two factors: 1) who is eligible for a salary increase and 2) a provision for meritorious service bonus(s).

Jim Sprott recommended the language for salary increases be changed to read: “Only employees of *Ozark Opportunities, Inc.* at the time of a salary increase are eligible for a salary increase.”

- ❖ Jim Sprott moved to approve the revised **2-9 Advancement and Salary Increases** with the language modification for salary increase. Gloria York seconded. Motion carried unanimously.

Ms. Bueg gave an update of Employment Actions for April 2020: no hires or departures and a suspension of action on all current vacancies until further notice. All temporary employees are formally laid off as of March 31, 2020.

### **5. Finance Report:**

Shirley Richesin, CFO, informed the members that she and Jane Bueg attended a webinar hosted by Mutual of America that covered the CARES Act and the effect the COVID-19 crisis has had upon retirement investments. Ms. Richesin observed that the value of *OOI* retirement accounts has decreased, but losses are not realized until investments are sold.

Ms. Richesin reported that audit field work was scheduled to begin May 15, 2020 and a 6-month extension is now allowed due to COVID-19. *OOI* is looking at fieldwork to begin June 15, 2020.

Ms. Richesin then presented to the Committee for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 3/31/2020 for Community Service Block Grant, CSBG FY-19 Carryover, Healthy Families America, HEAP, Head Start, Early Head Start, and ABC; verification of Payroll Taxes Report; Credit Card Statement Re-Cap March 2020 (credit card purchase documentation is present for inspection, members are encouraged to contact Ms. Richesin if they have any questions); Retirement Plan Recap, and Balance Sheet as of 4/3/2020.

Jim Sprott inquired about the “utility” expenditure listed on the Home Depot portion of the Credit Card Recap report. Ms. Richesin replied it is a facilities expense and will be clarified on future reports.

The development of a “Finance Crisis Plan” is in progress. Mr. Atkinson stated it doesn’t look like the state will shut down, so this may be a moot point.

- ❖ Jim Sprott moved to approve the Finance Report as presented. Gloria York seconded. Motion carried unanimously.

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#### **6. CEO Report:**

Jim Sprott asked about the status of staffing since the last Executive Committee Meeting. Mr. Atkinson gave a recap. of the COVID Staffing Plan; including that only 2-3 employees work in the Finance Department each day, Head Start Coordinators are working primarily from home and come to the office as needed. Based on guidance from Head Start, all Head Start staff are working: contacting parents, providing AMI (alternate minimum instruction) packets, all are on call during regularly scheduled work hours. If not available, staff are taking leave. So far there have been no reports of staff infected with COVID-19.

We are looking at “opening our doors” to serve those in need, but don’t want to just open our outreach offices to walk-ins, but instead want to provide as many options as possible to access services. This includes online, text, phone call, and coming soon carside interviews to maintain social distancing. Classroom staff will begin their closing tasks for the summer soon, with EHS following in mid-June. Coordinators will continue to work remotely and in office as needed throughout the summer.

Currently around 75-80% of our workforce is working remotely. Community Services are about to be swamped with money; as we are expecting approximately an additional \$700,000 for both CSBG and LIHEAP (utility assistance). We plan to operate by appointment only, with limited contact and offices will remain closed to the public until it is advisable to open completely.

Ryan Clayborn, Child Development Manager, reported that classrooms will be cleaned and items sanitized and bagged for the summer May 7 & 8 and May 11 & 12. Inventory will be completed, year-end paperwork finalized, and routine end-of-the-year procedures followed. Staff at multi-classroom sites will be staggered to avoid crowding and exposure risk.

Jim Sprott asked if OOI is eligible for a Payroll Protection Loan? Mr. Atkinson replied that the agency is fully funded and his understanding is that all of the funds allocated were obligated in just a few days.

Chairperson Hill asked about disposition of Head Start student food. Mr. Clayborn responded that we teaching staff are working to share resources in communities to families (including feeding sites); some OOI sites still have some frozen food still on hand that will be distributed to parents before it goes out of date. Teachers are calling parents regularly to be sure family’s needs are being met (we assist both directly and by referral).

Mr. Atkinson reported the state of the agency is strong- we are not only continuing to receive our obligated funding, but slated to receive hundreds of thousands more. The opportunity to continue to strengthen the agency and ability to serve those in need is great, and his goal is to continue to improve and innovate to serve more in need in the coming months.

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#### **7. Program Updates:**

Mr. Atkinson briefed the committee on a proposed 2.5% COLA (Cost of Living Adjustment) increase for all staff (back to March 2020.) This was initiated due to HS/EHS receiving a COLA allocation funded by a new grant opportunity; all other programs have enough funds within their budgets to afford the same COLA.

Rebecca Hanlin provided additional information on Healthy Families America COVID Plan provisions (no face to face contact with families, they are doing virtual meetings, keeping in contact with families via phone and webinar, dropping off diapers and formula; both are budgeted items and some are also supplied by the Van Buren County Health Department). The HFA staff are maintaining 10-foot social distancing practices. Jim Sprott asked why HFA is limited to Van Buren and Searcy Counties. Ms. Hanlin responded that there are other grantees for the programs in Boone, Newton, Carrol and Marion counties, and she is not aware if there is a program in Baxter County. She stated that there are no new awards available, but we are keeping our ears open for additional opportunities, as the program is a perfect fit with the Family Development focus of the agency.

CHILD DEVELOPMENT: Ryan Clayborn provided the status report of Child Development Programs. Child Development staff continue to receive full wages and benefits. They are maintaining phone and email contact with our parents and students, including AMI via online classroom and paper packets. Staff are maintaining call logs for twice a week family contact. Coordinators are doing online classrooms and other duties assigned by Mr. Atkinson (which includes Pre-Service training planning and job description review and revision.) Chairperson Hill inquired about the morale of staff. Mr. Clayborn responded that teaching staff love it and Coordinators are a little stir crazy (but doing a good job).

Mr. Atkinson announced that *OZI* received notification from Head Start that, barring any incident, we are eligible to enter into the next 5-year grant cycle on a non-competitive basis.

Mr. Atkinson and Ms. Richesin presented the budgets for the HS/EHS Quality Improvement Funds and COLA Grant application. The COLA portion of the grant is for 2.5% increase. This increase also applies to the entry level of all HS/EHS funded positions. The revised salary schedule is part of the application. The Quality Improvement Funds will be used to fill two (2) Trauma-Informed Specialist positions, purchase AL's Pals training for all HS & EHS staff and four (4) WePlaySmart™ Interactive Tables.

Mr. Atkinson then reminded the Board that they had received an updated Salary Scale to accompany the COLA increase and that it had been recommended for approval (along with the COLA & Quality Improvement application) by the Head Start/Early Head Start Policy Council the day prior.)

- ❖ Jim Sprott moved to approve 2.5% COLA for all programs; retroactive to March 2020. Roger Hooper seconded. Motion carried unanimously.
- ❖ Gloria York moved to approve the revised Salary Schedule. Debra Clemons seconded. Motion carried unanimously.
- ❖ Jim Sprott moved to approve the application for HS/EHS 2020 Quality Improvement & COLA grant. Gloria York seconded. Motion carried unanimously.

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COMMUNITY SERVICES: Rebecca Hanlin, Community Services Manager, provided the Community Services Update. Utility assistance applications are decreasing in number. The non-emergency portion of the program is set to close May 15, 2020, and the crisis portion will remain open with closing dates yet to be announced. Families are eligible to apply a second time for crisis assistance, effective May 1, 2020. The maximum crisis benefit (combined) is \$1,000 due to the extended moratorium on disconnection of services. COVID funds should be available in the next few weeks. We will share details as they become available.

Applications for energy assistance are accepted on-line, via fax, email, and drop box. The requirement for an original signature is waived for now. We are now conducting a "COVID Community Needs Assessment" and will use the results to write for the CSBG COVID Grant that is due May 8, 2020. So far, we've had 300 replies to the assessment. Ms. Hanlin encouraged Board members to complete the survey. Some of the needs identified in the survey responses are for usual needs, such as rent, utilities, & shelter.

Community Services staff have applied for multiple COVID-related mini-grants. No word on approval yet. Community Services staff members Crystal Rogers, Johnny Harrison and Rebecca Dotson were interviewed via ZOOM for KY-3/KSPR television stations in Springfield, MO. They all did a great job(!)

Ms. Hanlin provided the final update on FY 2020 2<sup>nd</sup> Quarter Agency wide Outcomes (CSBG Report). The report covers the period of January 1 – March 31 (operations not yet really affected by the COVID-19 emergency). Ms. Hanlin reported one revision on the provided report: 4a. housing was left blank, the submitted report will have 1 (one) person reported (housed in the OOI micro-shelter at House of Hope).

- ❖ Sandy Holt motioned to accept the FY 2020 2<sup>nd</sup> Quarter CSBG report with the addition of item 4a: 1 participant reported in micro-shelter. Debra Clemons seconded. Motion carried unanimously.

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

- ❖ Jim Sprott moved to approve the Agency Progress Report for April 2020. Roger Hooper seconded. Motion carried unanimously.

#### **9. Adjourn:**

- ❖ Jim Sprott moved to adjourn the meeting. Roger Hooper seconded. Motion carried unanimously.

Chairperson Paulette Hill declared meeting adjourned at 4:55 p.m.



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*Board Officer*

*Date*