

***Ozark Opportunities, Inc.***  
Board of Directors Meeting Minutes  
May 26, 2020

The *Ozark Opportunities, Inc.* Board of Directors met via virtual meeting in Harrison, AR at **6:33 p.m.** on **Tuesday, May 26, 2020.**

**Board Members Present (all by virtual meeting):**

Paulette Hill	Jim Sprott	Debra Clemons	Althea B. O’Haver
Margaret Hodge	Gloria York	Nicole Campbell	Robin Myers
Heath Kirkpatrick	Jan Larson	Janice Mann	Kristen Smith
Sandra Holt (rep. for Hon. John Massey	Charmaine Seaton (rep. for Hon. Jim Harness)	Paul Wellenberger	Trish Beck (rep. for Hon. Mickey Pendergrass
Lanna Bullington (Education Consultant)			

**Board Members Absent:**

Roger Hooper	Roger Rogers
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**Staff Members Present:**

Richard Atkinson	Shirley Richesin	Jane Bueg	Rebecca Hanlin
Ryan Clayborn			

**Guests Present:**

Dan McDonie, Mutual of America

The primary purpose of the meeting is to review and take action on: previous meeting minutes, ratification of Executive Committee actions, Election of Officers, Annual seating of members of the board of directors, Annual retirement plan review, agency finance report, agency wide budget, donation account, agency strategic plan update, agency progress report, Health Families America 2021 Application and budget, 2021 CSBG application approval process.

Audio recording of the meeting is available upon request.

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

Chairperson Paulette Hill called the meeting to order, read the mission statement and led the Pledge of Allegiance. Chairperson Hill welcomed all in attendance and began the meeting of *Ozark Opportunities, Inc.* Board of Directors at 6:33 p.m. with a roll call of members.

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**2. Prior Meeting Minutes; Approval & Ratification of Exec. Committee Actions:**

- ❖ Jim Sprott moved to approve the minutes of the February 27, 2020 meeting of the Board of Directors, and ratify the actions and approve the minutes of the Executive Committee meetings of March 19, 2020 and April 30, 2020. Trish Beck seconded. Motion carried unanimously.

**3. Election of Officers:**

Chairperson Hill presented the slate of Officers and Executive Committee members for election. All members are currently serving and have agreed to serve again for another year:

- |   |                     |
|---|---------------------|
| ○ Paulette Hill (Baxter County, Low Income)   | Chairperson         |
| ○ Jim Sprott (Boone County, Private)          |                     |
| ○ Sandi Holt (Marion County, Public)          |                     |
| ○ Gloria York (Newton County, Low Income)     | Secretary/Treasurer |
| ○ Debra Clemons (Searcy County, Low Income)   |                     |
| ○ Roger Hooper (Van Buren County, Low Income) | Vice Chairperson    |

- ❖ Jim Sprott moved the Executive Committee be elected by acclamation. Robin Myers seconded. Motion carried unanimously.

The members of the Board are re-seated for the next term, with the exception of Roger Rogers (Marion County, Low Income) who is moving to Boone County.

**4. Retirement Report:**

Dan McDonie, Mutual of America Group Account Representative, conducted the Annual Retirement Plan Review for *Ozark Opportunities, Inc.* Thrift 403(b) Plan.

**5. Finance Report:**

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 04/30/2020 for Community Service Block Grant, FY 19 CSBG Carryover, Healthy Families America, HEAP, Head Start, Early Head Start, and ABC; verification of Payroll Taxes Report; Credit Card Statement Re-Cap April 2020 (credit card purchase documentation is present for inspection); Retirement Plan Recap; Balance Sheet as of 5/25/2020 and Agency Wide Budget for 3/1/2020 to 2/28/2021.

Ms. Richesin reported the FY 19 CSBG Carryover is fully expended as of 4/30/2020. She reported that the audit is delayed due to COVID-19 (scheduled to begin most likely in mid-June).

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### **May 26, 2020**

Ms. Richesin requested Board approval to open a bank account dedicated to accept donations, as leadership would like to activate the “DONATE” button on our website.

- ❖ Gloria York moved to accept the Finance Report, Agency-wide Budget for 3/1/2020 – 2/28/2021, and approval to open a Donations Account. Paul Wellenberger seconded. Motion carried unanimously.

#### **6. Human Resources/Corporate Services:**

Jane Bueg, COO, presented the employment actions for May 2020. The agency is suspending action on all current vacancies until further notice. Child Development staff remained fully employed through the school year, even though classrooms were closed.

Ms. Bueg presented an overview of *OOI Staff, Locations and Property* (a version was emailed to all Board members prior to the meeting.)

#### **7. CEO’s Report/ Strategic Plan Update:**

Richard Atkinson, CEO and Child Development Director, provided an updated Strategic Plan for *OOI*, based on the 2020 Needs Assessment, recent COVID-19 pandemic and related funding opportunities. High priority focus areas are Housing, Employment, Education and Health. Mr. Atkinson noted that the third Micro Shelter is complete and parked at Community Services and will be used in Boone County. A fourth Micro Shelter is under construction and will also be used in Boone County. Mr. Atkinson commented that COVID, in addition to wrecking the nation, has co-opted everything! *OOI* is expecting emergency COVID funding from several sources over the next few months: CSBG, Head Start and LIHEAP.

- ❖ Gloria York moved to approve the Strategic Plan Update. Trish Beck seconded. Motion carried unanimously.

Jim Sprott departed the meeting at 7:45 p.m. to attend another meeting.

#### **8. Training: ROMA at OOI; Part 1:**

Rebecca Hanlin, Community Services Manager, conducted training on ROMA Part 1: Assessment. The next training will start with Identifying Needs and Setting Priorities.

#### **9. Program Updates and Agency Progress Report:**

**A. Child Development Update:** Ryan Clayborn, Child Development Manager, updated the Board on the status of Norfolk Head Start and ABC classrooms. Norfolk has traditionally struggled with very low enrollment numbers. In anticipation of very low enrollment for the 2020-2021 school year, the decision has been made to add 8 ABC slots to Norfolk ABC (for a total of 20) and discontinue the Norfolk Head Start. The slots previously reserved for Norfolk will be moved to Harrison where there is a full waiting list.

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The Teacher at Norfolk Head Start departed *OOI* for employment in the school earlier in the year (and was not replaced) and the Teacher Assistant at Norfolk Head Start will have an employment opportunity in Mountain Home if she chooses.

Mr. Atkinson reported that *OOI* is expecting approximately \$245,000 in Head Start funds for additional COVID-related needs; the money will be able to be pulled as needed. "One-Time" money is available to potentially purchase another building for a zero-to-five location (or two). We are losing our Region VI representative, Heather Colwell and should receive official notification soon regarding our new representative.

Mr. Clayborn added that staff evaluations were completed today using the ZOOM meeting interface.

**B. Community Services Update:** Mr. Atkinson provided the Community Services update; LIHEAP funds for COVID-related assistance are expected to exceed \$500,000 and CSBG COVID-19 funds could top \$525,000. We should have two years to spend the funds. Our current focus through Sept. 2020 is on Stability, primarily for housing-related costs (i.e. eviction prevention, foreclosure, prevention, water/utilities, etc.) Ms. Richesin requested Board approval for \$84,000 grant application for CARES funds to support stability-related services.

Ms. Richesin then presented for Board review and approval the Healthy Families America 2021 Application and Budget and a revised budget for the current HFA year, ending June 30, 2020. The revised budget reflects additional amounts budgeted to diapers, formula and supplies for families, along with some office chairs and minor technology improvements.

Mr. Atkinson requested Board approval to allow the Executive Committee to approve the 2021 CSBG Application, due in June 2020.

- ❖ Kristen Smith moved to approve the Agency Progress Report, \$84,000 COVID CSBG Stability Grant Application, HFA 2020 Budget Revision, HFA 2021 Application & Budget, and to allow the Executive Committee to approve the 2021 CSBG Application. Heath Kirkpatrick seconded. Motion carried unanimously.

**10. Adjourn:**

Chairperson Hill asked for a motion to adjourn.

- ❖ Paul Wellenberger moved to adjourn. Gloria York seconded. Motion carried unanimously.

Meeting adjourned at 8:13 p.m.

  
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Board Officer

8-25-2020  
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Date