

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes June 25, 2020

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met via a Google Meet™ meeting at the offices of *Ozark Opportunities, Inc.* in Harrison, Arkansas, at **3:31 p.m.** on **Thursday, June 25, 2020.**

Committee Members Present:

Paulette Hill – via internet	Gloria York – via internet	Jim Sprott – via internet
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Committee Members Absent:

Debra Clemons	Sandra Holt	Roger Hooper
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Staff Members Present:

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

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 3:31 p.m.

The primary purpose of the meeting was to take action on the monthly financial reports, audit update, June 2020 Agency Progress Report, FY 2020 CSBG budget revision.

The meeting was recorded in Google Meet™ format.

2. Employment Actions/ Human Resources:

Ms. Bueg gave an update of Employment Actions for June 2020: no hires or departures and a suspension of action on all current vacancies until further notice. We had one transfer of Head Start Teacher to Head Start Teacher Assistant, due to a classroom closing.

3. Finance Report:

Ms. Richesin reported that audit field work was quickly completed, as OOI had records on site and available for review, including client files. Due to COVID-19 delays, auditors couldn't give a firm date on when the draft audit report would be available, but should be within the 6-month extension. Board member Jim Sprott expressed thanks to Ms. Richesin for answering questions he had emailed to her; he appreciates the detail in the answers. Mr. Sprott inquired if OOI had many unemployment claims.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

June 25, 2020

Ms. Richesin replied there was one COVID-19 related lay-off in the Finance Department and the usual Child Development summer lay-off.

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 5/31/2020 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 May 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 6/22/2020, and the OOI Balance Sheet as of June 9, 2020.

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

4. Agency & Program Updates & Actions:

Richard Atkinson, CEO, reported that the agency is moving forward as best it can, we are still shut down to the public and will probably return to Phase I at our offices due to increased cases of COVID in Arkansas. We hope we can re-open in some way; but it may be Christmas (or later). The new strategic direction of the agency is mostly in housing and homelessness.

Ryan Clayborn, Child Development Manager, shared that Monday, Wednesday and Fridays the Child Development Coordinators are assigned Google Classroom™ learning opportunities. Staff are working on plans to open classrooms and on-line curriculum is under development. Gloria York asked if we are worried about attendance dropping. Mr. Clayborn responded that it is a possibility, we plan to do whatever the host school district is doing. Hopefully we will start in the normal fashion; though we do have a backup plan if sites close. Mr. Sprott inquired if we are going to follow the lead of the school districts where we are located. Mr. Atkinson affirmed that is the plan. Mr. Clayborn reported that there is lots of communication between him and Mr. Atkinson with Child Development Coordinators to create policies and procedures for re-opening.

Mr. Atkinson reported that we have not had a response on our applications for HS/EHS COLA/Quality Improvement funds, EHS Expansion funds, or COVID funds.

Mr. Clayborn also shared that Child Development staff presented "Above and Beyond" recognition awards to Finance Staff Shirley Richesin, Brenda Morris and Kelly Mattix for all the extra work they have done during these challenging times- a great big THANK YOU from the agency for their hard work and dedication!

Rebecca Hanlin, Community Services Manager, provided the update on Community Services programs. Winter Home Energy Assistance Program (HEAP) was finalized June 24, 2020. Summer HEAP will begin July 13, 2020. CARES (COVID) HEAP should begin by the end of July 2020.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

June 25, 2020

New limits on benefits will be in effect, and some programs will max at \$500 per household, other programs can assist up to \$1,000. Application process has been developed to eliminate face-to-face contact; application can be made on line, by fax, by e-mail, by upload, by drop-box or by phone. Original signature requirement is waived for now.

Ms. Hanlin reported that the CSBG CARES application is due July 1, 2020. The grant period is July 1, 2020 through September 30, 2021. Eligibility will remain at 125% of poverty level. Arkansas is the only state in the country with such a low income-eligibility standard.

Shirley Richesin provided the recap of the FY 2020 CSBG Budget Revision. The allocation amount changed a few days ago and the state was unable to give a final figure. The budget revision will include the previously approved COLA, Technology expenses, and the balance to client services. Three budgets will be revised: the 9-month budget, the 12-month budget and the 3-month budget.

- ❖ Jim Sprott moved to accept the CSBG CARES application and proceed with it as described. Gloria York seconded. Motion carried unanimously.
- ❖ Jim Sprott moved to approve the FY 2020 CSBG Budget revisions as presented. Gloria York seconded. Motion carried unanimously.

5. Acceptance of Agency Progress Report:

- ❖ Gloria York moved to accept the Agency Progress Report for June 2020 as given. Jim Sprott seconded. Motion carried unanimously.

6. Adjourn:

- ❖ Jim Sprott moved to adjourn the meeting. Gloria York seconded. Motion carried unanimously. Chairperson Paulette Hill declared meeting adjourned at 4:43 p.m.

Paulette Hill

Board Officer

8-25-2020

Date