

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

## Board of Directors Executive Committee Meeting Minutes October 29, 2019

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met at the offices of *Ozark Opportunities, Inc.* in Harrison, Arkansas, at **3:42 p.m.** on **Tuesday, October 29, 2019.**

### Committee Members Present:

Paulette Hill – via telephone	Sandra Holt	Debra Clemons – via telephone	Gloria York – via telephone
Roger Hooper	Paul Wellenberger (Board Member)		

Committee Members Absent: none

### Staff Members Present:

Richard Atkinson	Shirley Richesin	Jane Bueg	Rebecca Hanlin
Terri Beard	Krystal Mayes		

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

Chairperson Paulette Hill welcomed all in attendance, and after reading the Agency Mission Statement declared a quorum present, and with the consent of the body, called to order the meeting of the Executive Committee of *Ozark Opportunities, Inc.* Board of Directors at 3:42 p.m.

The primary purpose of the meeting is to take action on the monthly financial reports, HS/EHS Annual Report to the Public 2018-19; FY 2019 4<sup>th</sup> Quarter CSBG Agency Wide Outcome Report and October 2019 Agency Progress Report.

### **2. Meeting Minutes:**

- ❖ Roger Hooper moved to approve the minutes of the September 26, 2019 meeting of the Executive Committee. Sandra Holt seconded. Motion carried unanimously.

### **3. Program Updates & Agency Progress Report:**

Richard Atkinson, CEO/Head Start Director, provided the Early Childhood report, including a preview of the budget areas for the new program year: where we need slots and where we need additional money. Pre-K is struggling in Harrison. Bergman School added 20 slots and Woodland Pre-K in Harrison School District is expanding. We are currently down 10 slots in Harrison Head Start. Next year we may have to decrease one, or maybe 2 classrooms in Harrison.

The minimum wage hike to \$10 in January 2020 and to \$11 in January 2021 puts an additional strain on next year's budget.

We are experiencing an increase in classroom behaviors, which is a nationwide problem, and a continuing challenge to our classroom staff.

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

## Board of Directors Executive Committee Meeting Minutes

October 29, 2019

Mr. Atkinson presented for Board approval the HS/EHS Annual Report to the Public 2018-2019. The report is in the standardized format required by the funding source. Mr. Atkinson noted that OOI is one of 11 grantees in the top 10% in the nation in CLASS Instructional Support. Our program is currently participating in the national FACES 2019 research study (as OOI was chosen to participate by the Office of Head Start and Mr. Atkinson agreed to join).

- ❖ Roger Hooper moved to approve the HS/EHS Annual Report to the Public 2018-19. Sandra Holt seconded. Motion carried unanimously.

Rebecca Hanlin, Community Services Manager, provided an update. The Agency-wide 4<sup>th</sup> Quarter report was e-mailed to board members earlier in the month. Ms. Hanlin reported on the CSBG Monitoring visit conducted by OCS staff in September. An exit interview via telephone was recently completed. Board composition was the only finding in the monitoring report, as we have two Board vacancies. The agency has 90 days to fill the vacancies- Mr. Atkinson reported that Heath Kirkpatrick, a pastor in Boone County is interested in serving as Boone County public elected (as he is a Harrison City Council member), and a potential candidate in Baxter County has been identified and asked to serve.

Mr. Atkinson reported on the status of the CSBG Funding Formula in Arkansas. OCS and DHS in Arkansas want to change the formula. The current funding formula has been in place since the late 80's – early 90's. All draft formula scenarios result in a loss of funds for OOI. Funding loss could be in the \$50,000 – \$150,000 range. The appeal process to challenge a new funding formula is a two or 3-year process, and could delay any loss of funding during the appeal.

Chairperson Hill inquired why change the formula. Mr. Atkinson replied that certain agencies have petitioned the state for additional funds, as population shifts have occurred. A decrease in funding may occur over several years. No timeline is available yet.

- ❖ Roger Hooper moved to approve the Agency Wide Outcome (CSBG) Report for the 4<sup>th</sup> Quarter. Gloria York seconded. Motion carried unanimously.

#### **4. Finance Report:**

Shirley Richesin, CFO, presented to the Committee for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 9/30/19 for Community Service Block Grant, CSBG Discretionary, CSBG FY 18 Carryover Funds, Healthy Families America, HEAP, Minor Grants, Head Start, Early Head Start, and ABC; Credit Card Statement Re-Cap September 2019 (credit card purchase documentation is present for inspection); verification of Payroll Taxes Report; Retirement Plan Recap.

- ❖ Roger Hooper moved to approve the Financial Report. Debra Clemons seconded. Motion carried unanimously.

#### **5. Corporate Services Update:**

Jane Bueg, COO, provided the Committee with the Employment Actions for October 2019. Job Descriptions for Practice-based Coach, Child Development Supervisor, Substitute Teacher Assistant and Disability Aide were presented for approval.

- ❖ Roger Hooper moved to approve the job descriptions for Practice-based Coach, Child Development Supervisor, Substitute Teacher Assistant and Disability Aide. Sandra Holt seconded. Motion carried unanimously.

***Ozark Opportunities, Inc.***

Board of Directors Executive Committee Meeting Minutes  
October 29, 2019

Ms. Bueg informed the committee that the agency is awaiting renewal quotes on health insurance, dental insurance and life insurance.

Chairperson Hill reminded the members that Mr. Atkinson's annual performance evaluation is in November. She set November 15, 2019 as the deadline for receipt of Executive Committee member evaluation forms of the CEO.

- Gloria York exited the meeting at 4:30 p.m.

**6. Training:**

Krystal Mayes provided training on Policy Council & Board of Directors Roles and Responsibilities & Head Start Governance. Terri Beard, ERSEA Coordinator and FSW Supervisor provided training on ERSEA & Final Rule.

**7. Adjourn:**

- ❖ Roger Hooper moved to adjourn. Sandra Holt seconded. Motion carried unanimously. Meeting adjourned at 5:14 p.m.

*Paula Hill*

Board Officer

11-21-2019

Date