

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes September 29, 2020

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met via Google Meeting at the offices of Ozark Opportunities, Inc. in Harrison, Arkansas, at **3:30 p.m.** on **Tuesday September 29, 2020.**

Committee Members Present:

Paulette Hill – via internet	Gloria York – via internet	Debra Clemons – via internet
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Committee Members Absent:

Jim Sprott	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
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Ryan Clayborn – via
internet

1. Welcome & Meeting Called to Order:

Chairperson Paulette Hill welcomed all in attendance, declared a quorum present and called to order the meeting of the Executive Committee of *Ozark Opportunities, Inc.* Board of Directors at 3:30 p.m. CEO Richard T. Atkinson read the OOI Mission Statement.

The primary purpose of the meeting is to take action on the monthly financial reports, CACFP Application, Arkansas Fresh Start Application, 2020-2022 CSBG CARES Discretionary Application, 2020-2021 CSBG CARES Budget Revision and September 2020 Agency Progress Report.

The meeting was recorded in Google Meeting™ format.

2. Agency Program Report:

Ryan Clayborn, Child Development Manager, provided the committee an update on Head Start, Early Head Start and ABC programs. Mr. Clayborn reports that COVID-19 cleaning supplies are available at each center and some students who started the school year as a virtual student have returned to the classroom. Mr. Atkinson explained the Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children who are enrolled for care at participating child care centers and Head Start/Early Head Start regulations require participation. Our reimbursement will probably be lower this year due to the fact that fewer students are enrolled in the program due to COVID-19 concerns.

- ❖ Debra Clemons moved to approve the CACFP Application. Gloria York seconded. Motion carried unanimously.

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Rebecca Hanlin, Community Services Manager, provided the committee an update on Energy Assistance Programs (last day for application is September 30, 2020). The utility assistance program will re-open sometime in January 2021. The department is at full staffing, with 3 new (CSBG CARES funded) Family Development Workers recently hired. The CARES Stability Program is continuing.

Ms. Hanlin provided an overview of the Arkansas Fresh Start Program for housing assistance, mainly rapid rehousing and homelessness prevention. We don't have a budget or itemized detail yet. Mr. Atkinson asked for committee approval to apply for the funds and to include Madison and Carroll county in the service area for the program, as the agency that serves these counties is not a member of ACAAA and therefore ineligible for funds. No additional staff are needed. The program could pay up to 2 ½ months' rent and provides 7.5% administration, about \$480,000 will be awarded and we have until December 31, 2020 to spend it, unless the state applies for an extension. Ms. Hill asked if OOI would be accountable for the funds that are spent in Madison and Carroll counties.

Mr. Atkinson replied, "Yes". Mr. Atkinson also reported that two county judges have called him about housing money the county is anticipating and asking OOI to help spend it. Mr. Atkinson requested committee approval to move forward with applying for Arkansas Fresh Start and approving OOI participation in administering county COVID-19 housing funds, if requested.

- ❖ Gloria York moved to approve application for Arkansas Fresh Start funds for OOI service area to include Madison and Carroll counties and county COVID-19 housing funds if available. Debra Clemons seconded. Motion carried unanimously.

Ms. Hanlin gave a synopsis of the 2020-2022 CSBG CARES Discretionary Application for \$91,778.44. The funds will be used for technology upgrades (computers, fiber optics, updating communications, and cellular devices for family development staff), alternate methods for delivery of services (enlargement of Baxter County offices and Boone county offices), personal protective equipment and cleaning services, and training and technical assistance.

- ❖ Gloria York moved to approve the 2020-2022 CSBG CARES Discretionary Application. Debra Clemons seconded. Motion carried unanimously.

Mr. Atkinson presented the 2020-2021 CSBG CARES Budget Revision.

- ❖ Gloria York moved to approve the 2020-2021 CSBG CARES Budget Revision. Debra Clemons seconded. Motion carried unanimously.

Mr. Atkinson stated that the Agency-wide 3rd Quarter Report that is on the agenda was done in a previous meeting and no action is required.

3. Employment Actions/ Human Resources:

Ms. Bueg gave an update of Employment Actions for September 2020: 7 new hires, one transfer, three departures and one vacancy. FFCRA Emergency Sick Leave— 5 employees and FFCRA Expanded FMLA— 1 employee.

Chairperson Hill inquired about the Mountain Home EHS facility. Ms. Bueg deferred to Mr. Clayborn for comment and discussion with committee members.

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4. Trainings:

Child Development Education Component (CLASS, School Readiness, including Child Outcomes), Curriculum, Frameworks and Head Start Training and Technical Assistance Plan and Community Assessment and ERSEA: with the trainings provided in on-demand pre-recorded format. Mr. Atkinson asked if there were any questions about either training; there were none. There was positive feedback received from committee members. The plan is to continue to use this format moving forward.

5. Finance Report:

Shirley Richesin, CFO presented to the Committee for their review, consideration and approval the Finance Report Packet including: a reformatted Recap Report of all grants and contracts with Expenditures Compared to Budget as of 8/31/2020 for Community Service Block Grant Regular, CSBG Discretionary, CSBG-CARES (Covid-19), Healthy Families, LIHEAP Regular, LIHEAP-CARES (Covid-19), ACHANGE, Emergency Solutions (COVID-19 Funding), ABC, Child Care (COVID-19), Head Start-Pre-K, Early Head Start, and Pre-K and EHS (COVID-19); *new report* recommended by the auditors *OOI Board of Directors Report*; Credit Card Statement Re-Cap August 2020 (credit card purchase documentation is present for inspection, members are encouraged to contact Ms. Richesin if they have any questions); verification of Payroll Taxes Report; Retirement Plan Recap as of 9/22/2020, and the OOI Balance Sheet as of 9/24/2020. Ms. Richesin expanded on the ACHANGE Grant, noting that the \$300 expenditure to the program will be transferred to regular CSBG. The ACHANGE Grant, after award, had multiple eligibility criteria added, one client qualified. The entire grant amount will be returned to the funding source. Ms. Richesin next presented the Form 5500-SF Annual Return/Report of Small Employee Benefit Plan for 2019, covering the period of 03/01/2019 – 02/29/2020.

6. Acceptance of Finance Report:

- ❖ Gloria York moved to approve the Finance Report and Form 5500-SF Retirement Tax Return as presented. Debra Clemons seconded. Motion carried unanimously
- ❖ Debra Clemons moved to approve the Agency Progress Report for September 2020. Gloria York seconded. Motion carried unanimously.

7. Adjourn:

- ❖ Gloria York moved to adjourn the meeting. Debra Clemons seconded. Motion carried unanimously.

Chairperson Paulette Hill declared meeting adjourned at 4:25 p.m.

Paulette Hill

Board Officer

10-29-2020

Date