



***Ozark Opportunities, Inc.***  
Board of Directors Meeting Minutes  
May 27, 2021

**3. Meeting Minutes and Actions: February 2021 Board & March and April 2021 Exec. Committee Minutes; includes ratification of Exec. Committee Actions:**

Chairperson Hill voiced the receipt of minutes via email prior to the meeting and the review of the minutes.

- ❖ Jim Sprott moved to approve the minutes for February, March and April Executive Committee meetings and to ratify the Executive Committee's actions. Ms. Trish Beck seconded the motion. Motion carried unanimously.

**4. Election of Officers and vote on Board of Directors members:**

Chairperson Hill introduced and new members. Karen Carter is Marion County Judge John Massey's Administrative Assistant and will be his representative, but had to leave the meeting due to technical difficulties brought on by the weather. Ms. Hill also welcomed Jennifer Tidmore from Searcy County, Pam Bradford from Van Buren County and Sandra Holt from Marion County.

- ❖ Jim Sprott moved to approve all nominations be accepted by acclamation. Trish Beck seconded the motion. Motion carried unanimously.

Chairperson Hill stated she will continue to volunteer to stay in her current role if the Board of Directors is in agreement. She also listed a slate of proposed officers: Mr. Jim Sprott as Vice Chair and Ms. Margaret Hodges as Secretary/Treasurer. Ms. Hill opened the floor for any additional nominations.

- ❖ Jim Sprott moved to approve all nominations be accepted by acclamation. Trish Beck seconded the motion. Motion carried unanimously.

**5. Retirement Report – Dan McDonie; Mutual of America:**

Chairperson Hill stated Mr. McDonie was unable to attend the meeting as scheduled, and has already agreed to attend the August 2021 full Board of Directors Meeting.

**6. Finance Report:**

Stephanie Underwood, NFP Partners Director of Accounting Services, presented the Review of Finance Report. Ms. Underwood shared the Financial Summary as of April 30<sup>th</sup>; reviewing the Expenditure Report for the fiscal year major categories of CSBG \$91,000 for YTD actual; HFA \$18,900; Fresh Start \$53,900 and HEAP at \$208,000 with a total of \$372,000 for Community Services. For Child Development ABC is at \$36,000 for the Fiscal Year; Head Start at \$418,000; Early Head Start at \$155,000; and CACFP at \$240,000 for the school year.

Ms. Underwood then reviewed the Accounts Receivable aging, stating it looks different from last month noting the red past invoices of 90 days have been collected, showing improvement. CSBG has received months for April, improving the Accounts Receivable balance. The majority of "Aged AR" is CSBG funds at this point. Invoices have been sent for reimbursement.

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Ms. Underwood presented the agency's Expenditure Reports, explaining the percent spent vs. the percent of time left for each grant. Ms. Underwood stated Healthy Families is wrapping up with only 2 months left within the program year and remains on target for expenditures.

Mr. Sprott asked about the CSBG portion of the report noting 3/4 of the time has passed with only a quarter of the grant showing spent. Ms. Underwood noted the grant was extended two years and the report only reflects one year. Ms. Underwood stated this was a mistake on the report and would correct.

Mr. Sprott also asked about the Winter CSBG funds still on the report. Ms. Underwood deferred to Mr. Atkinson for the question due to Ms. Rebecca Hanlin, Community Services Manager's absence. Mr. Atkinson stated Ms. Hanlin would be contacted to answer his question, also stating the difficulties in spending due to the Funder's requirements.

Mr. Atkinson reviewed Ms. Underwood's presence at the office this week to guide the Agency-wide audit and invited Ms. Underwood to speak on the subject.

Ms. Underwood stated the audit went very well, improving from years before and is confident the audit will be reported well. Ms. Underwood also thanked Ms. Brenda Morris, Finance Manager for her team's hard work.

❖ Jim Sprott moved to approve the Finance Report. Heath Kirkpatrick seconded the motion. Motion carried unanimously.

## **7. Human Resources & Technology:**

Hilary Cleaver, Human Resources Manager, reviewed the *Employment Actions* for April 2021 to date. Ms. Cleaver stated there are no new hires with Head Start wrapping up for the year. She stated there are two positions open in Community Services Department and has extended the application time for collection. Ms. Cleaver continued with one transfer, one departure due to the closing of a Harrison Head Start classroom.

Ms. Cleaver stated she is processing unemployment claims and has received intent to return to work letters for all classrooms. Ms. Cleaver went on to note one ongoing Worker's Compensation Claim, one Education Agreement, and one Garnishment. Ms. Cleaver also stated she will begin reporting EEOC in 2023 due to the Agency reaching 100 employees.

Ms. Cleaver presented the new job description for Krystal Mayes as the Child Development Supervisor.

Ms. Cleaver also presented changes to the OOI Personnel Policies and Procedures for review. Mr. Sprott asked when the Policy Council will review the proposed changes, Ms. Cleaver stated the Policy Council will review the changes, should the Board approve, in the summer of 2021.

❖ Jim Sprott moved to approve the changes proposed to the OOI Personnel Policies and Procedures manual and the proposed Job Description. Trish Beck seconded the motion. Motion carried unanimously.

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Ms. Cleaver explained that agency leadership has seen an increase in stress experienced by staff and requested Mr. Atkinson's approval for the COVID budget to be used as a benefit for mental health services. Chairperson Hill inquired about the current insurance coverage of mental health services. Ms. Cleaver stated mental health services are billed toward the deductible and therefore presents a financial burden. Mr. Sprott requested Ms. Cleaver do more research for varying rates within the area, recommending North Arkansas Counseling Foundation and their offered EAP, (Employee Assistance Plan). Ms. Cleaver agreed to research and present the information at the next OOI Executive Committee Meeting.

- ❖ Trish Beck moved to approve funds to be used for Mental Health Services as funding sources are allowed and provide Ms. Cleaver research area options for cost. Ms. Margaret Hodges seconded the motion. Motion carried unanimously.

### **8. CEO's Report/Strategic Plan & CSBG Standards Update:**

Mr. Atkinson stated the Agency Progress Report was sent out via email prior to the meeting and reiterated that the report is the best way to stay up on what is going on at the agency. He stated that the on-site portion of the agency-wide audit has been completed and conversations with funders continues for reimbursements. Mr. Atkinson expressed the continuation of a COVID-centered Strategic Plan and the usage of those funds for those in needs in the community while balancing the Agency's staffing needs.

Mr. Atkinson announced the receipt of Head Start and Early Head Start COVID funds with a two-year spending deadline; he plans to convene a planning committee soon to discuss the best way to invest the funds in the Head Start and Early Head Start programs.

Mr. Atkinson also expressed the need for transportation in the future and opened the floor for questions.

- ❖ Mr. Jim Sprott moved to approve the CSBG Standards Update. Ms. Margaret Hodges seconded the motion. Motion carried unanimously.

### **9. Training #1 – OOI Staff, Locations & Property:**

Mr. Atkinson stated he sent the training information prior to the meeting via email. He stated the locations and property are included in the information. Mr. Atkinson stated the Agency is now over \$7 million, showing growth of assets in addition to the overall funding level.

### **10. Training #2 – ROMA at OOI; Comprehensive Community Assessment:**

Mr. Atkinson stated this training was to be presented by Ms. Rebecca Hanlin; however, she was absent due to an offsite training event. He stated the agency ROMA process has begun for the needs assessment that is required every three years for the funding cycle. Mr. Atkinson said any questions may be directed to Ms. Hanlin and she will make herself available. He went on to say the Needs Assessment will be used to direct the Strategic Plan for the future of the Agency. Chairperson Hill encouraged new members of the Board to review the materials sent by the CEO prior to the meetings, as learning more about the Agency will be best utilized by this information.

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**11. Program Updates – Review & Approval of Agency Progress Report:**

Mr. Atkinson asked for the approval of a Head Start Transportation Waiver (as has been requested several years in the past.)

- ❖ Jim Sprott made a motion to approve the Transportation Waiver as sent. Margaret Hodges seconded the motion. Motion carried unanimously.

Mr. Ryan Clayborn, Child Development Program Manager, reviewed the wrapping up of Head Start, ABC, and Early Head Start year end. Staff evaluations have been completed for the incentive that was approved at the last Executive Committee Meeting.

Mr. Clayborn reviewed the PIR Report completion preparation- he stated the Coordinators are preparing for their layoff at the end of June to the end of July by assisting with the delivery of supplies, completion of reports, and preparing for the upcoming school year.

Mr. Clayborn announced the ABC grant has been approved and Mr. Atkinson will be notified in the next few weeks.

Chairperson Hill thanked Mr. Clayborn for another successful year of helping lead the OOI Child Development Programs.

- ❖ Jim Sprott made a motion to approve the Agency Progress Report. Heath Kirkpatrick seconded the motion. Motion carried unanimously.

Mr. Atkinson presented the CSBG review and increase in funding for COVID along with the struggles in spending due to multiple restrictions or overlapping coding of expenditures, which have caused budget revisions now, and will continue to do so in the future.

Mr. Atkinson requested the Board would allow the Executive Committee to review and approve the CSBG CARES Discretionary Budget Revision, as the Budget could not be finalized during the week of the audit.

- ❖ Jim Sprott made a motion to authorize the Executive Committee approve the 2022 CSBG Application and CSBG CARES Discretionary Budget Revision. Sandy Holt seconded the motion. Motion carried unanimously.

Chairperson Hill recognized the need for action on the Healthy Families 2021 Application and Budget. Mr. Sprott reviewed the given information sent out prior to the meeting, noting the HFA Application includes the three salaries of incumbent staff along with benefits and program-specific expenditures.

- ❖ Jim Sprott made a motion to approve the 2021 Healthy Families Application and Budget. Trish Beck seconded the motion. Motion carried unanimously.

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Chairperson Hill asked Mr. Atkinson about the continuation of the CARES money. Mr. Atkinson reviewed varying funding sources and two-year deadlines for spending. Mr. Atkinson expressed difficulty in spending the increased funding due to staffing needs to expedite the funds, stating he needs continued Board approvals for hiring purposes should more funds be received.

- ❖ Jim Sprott made a motion to approve the CSBG 2<sup>nd</sup> Quarter Report. Margaret Hodges seconded the motion. Motion carried unanimously.

Chairperson Hill expressed thanks to Mr. Atkinson for his hard work and successful leadership of his team in meeting the communities' needs.

**12. Adjourn:** Meeting adjourned at **6:51** p.m. via a Board consensus.

*Paulette Hill*

11-16-2021

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*Board Officer*

*Date*