

Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
July 22, 2021

The *Ozark Opportunities, Inc.* Board of Directors met via virtual meeting in Harrison, AR at **12:00 p.m.** on **Thursday, July 22, 2021.**

Executive Committee Board Members (all by virtual meeting):

Paulette Hill	Charmaine Seaton
Margaret Hodges	Jennifer Tidmore

Staff Members Present:

Richard T. Atkinson Brenda Morris Rebecca Hanlin Hilary Cleaver Ryan Clayborn

Others Present:

Stephanie Underwood, NFP Partners

The primary purpose of the meeting is to review Agency information updates and Budget approvals.

Audio recording of this meeting is available upon request.

1. Welcome & Meeting Called to Order:

Chairperson Paulette Hill called the meeting to order, established that a quorum was present, welcomed all in attendance and began the OOI Board of Directors Executive Committee Meeting of *OOI* at 12:03 p.m.

2. Employment Actions/Human Resources Update:

Ms. Hilary Cleaver, Human Resources Manager reviewed the HR updates with five tentative new hires. Two resignations have been accepted from Child Development staff, one moving to public schooling, and another continuing education. Unemployment Claims are slowing with the end of the Child Development Summer break. One garnishment continues, but has become easier with new software. The Total Rewards program is being reviewed and prepared. The *Shirley Richesin Employee Assistance Fund Committee* has been formed. Mr. Ben Glover, Community Services Supervisor, has worked with HR to receive recognition from *Google Non-profits* for fundraising grant opportunities. Ms. Cleaver also spoke on possible agreements with Boston Mountain Rural Health Centers and Seed Digging Wellness Centers to assist the OOI Child Development Special Services Coordinator to meet the needs to students.

Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
July 22, 2021

3. Finance:

Ms. Stephanie Underwood, NFP Partners, reviewed the Agency Finance Report beginning with Year-to-Date Expenditures, showing programs are a third into the fiscal year. Community Services and Child Development are on target. Accounts Receivable aging summary was then reviewed. Healthy Families of America (HFA) continues to have some invoices from May and June outstanding. CSBG has invoices unpaid from February that have required budget revisions for payment. LIHEAP is fully paid from the winter program. New grants starting July 1st for Fresh Start, HFA and ABC were also reviewed (the Finance Report was sent via email prior to the meeting.)

Ms. Underwood continued with the Grant Report by Grant year review. The 2020 CSBG Carryover is being spent down by September 30th, as the funds cannot be carried over. Healthy Families has been overspent, but has been allowable as they had a last-minute budget increase of \$2,500.

Ms. Underwood stated the LIHEAP winter program has ended, and the LIHEAP Summer program is beginning. The LIHEAP CARES funding has almost been spent down. The ABC Pre-K funding ended in June 2021 and was fully spent and the match for in-kind exceeded the expectation. Early Head Start and Head Start have remained close to target spending. Ms. Underwood reviewed the Balance Sheet, stating improvements due to the influx of the second round of Fresh Start Housing funds of \$323,000.

Ms. Underwood reviewed the Payroll Tax Report, sharing her screen and asking for any questions. The Credit Card Activity Recap. was reviewed, displaying program allocations. Mr. Atkinson reminded the Board that Head Start requires the agency to share Credit Card Statements and if they would like the full detail they can be scanned and shared in addition to the monthly recap. Ms. Underwood reviewed the Retirement Report from Mutual of America with Employee and Employer contributions.

Audit Update: There is no news at this time; the reviewers have reached out with additional questions that have been answered promptly and they expect to have the audit and 990 completed by August 2021.

Mr. Atkinson reviewed the Form 5500 Annual Return/Report of Employee Benefit Plan. Fountain Financial and Tax Services was hired to complete the report. Ms. Underwood reviewed the work and Mr. Atkinson signed and submitted as required by the U.S. Dept. of Labor.

❖ Ms. Margaret Hodges moved to accept the July OOI Finance Report and 5500 Annual Return/Report of Employee Benefit Plan. Ms. Charmaine Seaton seconded the motion. Motion carried unanimously.

Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
July 22, 2021

4. Agency & Program Updates & Actions:

Mr. Atkinson announced the return of the Child Development Coordinators next week. He discussed increased awareness of coronavirus cases rising and announced the return of a mask mandate while in shared spaces. He announced a change of the Commitment to Excellence Event to Pre-Service for Child Development, with plans for a CEO presentation on one of the days. The submission of the required PIR for Head Start is forthcoming, and will be presented at the Aug. 2021 Board Meeting. Cost of Living Allowance (COLA) increase funds are expected soon and will be allocated as planned. The Head Start non-competitive renewal application is due December 1, 2021.

Mr. Atkinson discussed the opportunity for an addition of *OOI* Child Development (rather than EHS, HS, and ABC,) toddler slots with a possibility of year-round child care. Ms. Margaret Hodges asked about staffing, cooking and cleaning in the classrooms that are often provided within the school systems over the summer. Mr. Atkinson discussed researching specific needs and making plans to provide year-round staffing. Mr. Atkinson recognized the CARES monies continuation for spending within the Child Development programs.

Mr. Atkinson also noted \$173 million available in the State of Arkansas for rental assistance to spend up to December 2021. He also noted CSBG line item budgeting is now required in specificity for reimbursement of spending.

Ms. Hanlin shared her screen to review the Budget Revisions for Community Services Block Grant Budgets (all budgets reviewed were sent to all Board members prior to the meeting).

- CSBG CARES Discretionary funds were reviewed with the update of Fringe Benefits for the Employee Mental Health Services benefit, Office Supplies, and Other Office Expenses for online applications for programs and staff support with no overall dollar amount changes. Ms. Hanlin then reviewed the CARES budget on-screen with updates made to personnel costs assigned to the appropriate budget. Supplies now includes PPE along with office equipment. The “Other Office Expense Budget” includes additional staff, paper costs, and ACAAAA dues as well as updates to office space updates to accommodate additional staff.
- Ms. Hanlin reviewed the Regular CSBG 2021 Budget, adding Non-Local Travel and additional items to the Supplies category.
- The 2020 CSBG Carryover budget was reviewed by Ms. Hanlin with updates to travel per diem, a reduction in office supplies, an increase for the MIP financial software, and a new category for legal services and increase for client direct services.
- The CARES 2020-2022 Budget was reviewed, with several changes made to Personnel, Supplies and Other Office categories.

Mr. Atkinson asked if there were any additional questions or clarifications needed on the 4 revisions for current CSBG budgets; there were none.

Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
July 22, 2021

Mr. Atkinson stated the 2022 CSBG Regular Budget and Community Action Plan Matrix was sent to the Board for review prior to the meeting. He outlined the staffing and locations for the coming year, and also explained that the state is revising the CSBG Funding Allocation Formula (that determines how much funding each agency will receive per year) in the next year or so, with the actual decrease to occur within 3 years (or less). There could be a loss of \$75,000 up to \$150,000 per year in funds. Mr. Atkinson also explained how the allocation of time of the administrative staff decreases costs to all the programs as the cost for necessary positions are spread across all programs.

- ❖ Ms. Margaret Hodges made a motion to accept the 2020-2022 CARES Budget Revision, 2021 CARES Discretionary Budget Revision, 2021 CSBG Regular Budget Revision, and 2020 CSBG Carryover Budget Revision. Ms. Charmaine Seaton seconded the motion. Motion carried unanimously.
- ❖ Ms. Margaret Hodges made a motion to approve the 2022 CSBG Application & Budget. Ms. Charmaine Seaton seconded the motion. Motion carried unanimously.

5. Acceptance of Agency Progress Report:

Mr. Atkinson stated there continues to be \$409,000 in HS & EHS and over \$100,000 in DHS Childcare COVID Funds that needs allocation for spending in the coming year; he plans to pull together a planning committee to discuss and recommend action to the OOI Board of Directors.

- ❖ Ms. Margaret Hodges made a motion to approve the July 2021 Agency Progress Report. Ms. Charmaine Seaton seconded the motion. Motion carried unanimously.

6. Adjourn:

- ❖ Ms. Margaret Hodges made a motion to adjourn. Ms. Charmaine Seaton seconded the motion. Motion carried unanimously. Meeting adjourned at **1:12** p.m.

Paulette Hill

Board Officer

11-16-2021

Date