

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes September 30, 2021

The *Ozark Opportunities, Inc.* Board of Directors (Executive Committee) met via virtual meeting in Harrison, AR at **12:00 p.m.** on **Thursday, September 30, 2021.**

Executive Committee Members Present (all by virtual meeting):

Jim Sprott Paulette Hill Fawn Kurtzo
Jennifer Tidmore Charmaine Seaton

Executive Committee Members Absent: Pam Bradford

Staff Members Present:

Richard Atkinson Brenda Morris Rebecca Hanlin Ryan Clayborn
Hilary Cleaver

Others Present:

Lanna Bullington, OUR Co-Op & Stephanie Underwood, NFP Partners.

The primary purpose of the meeting is to review and act on: Employment Actions, COVID-19 Policies and Exemptions, Update to Personnel Policies, extension of OOI Mental Health Benefit, 2021 CACFP and ABC Budgets and Approval, Community Services update, Child Development Trainings & Update, Finance Reports, and audit update.

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 meeting of *OOI* Board of Directors Executive Committee at 12:00 pm.

2. Human Resources—Employment Actions/Update, etc.:

Ms. Hilary Cleaver, Human Resources Manager, stated the HR report was sent prior to the meeting for review. She presented the 2021 Policies and Procedures proposed change to reflect employee benefit eligibility be shortened from 480 worked hours to 31 calendar days. Probation for the position will remain at 480 hours. Ms. Cleaver asked if the board would approve an extension of the Mental Health Benefit from 3 paid employee visits to 6 visits to assist the few who have begun to use the benefit. Ms. Cleaver also asked Mr. Atkinson to review the COVID-19 vaccination update. Mr. Sprott asked Mr. Atkinson if he advised for these changes. Mr. Atkinson stated he agrees with the updates.

- ❖ Mr. Jim Sprott moved to approve the update to the OOI Personnel Policies as requested. Ms. Fawn Kurtzo seconded motion. Motion carried unanimously.
- ❖ Mr. Jim Sprott moved to approve the extension of the Mental Health Employee Assistant Plan to 6 visits from the formerly approved 3 visits. Ms. Fawn Kurtzo seconded the motion. Motion carried unanimously.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes September 30, 2021

Mr. Richard “Toby” Atkinson, CEO discussed the Head Start mandate for COVID-19 vaccination by January 2022, along with the OSHA ETS rule. He is awaiting guidance, but time is running short. Exemptions will be considered. Mr. Atkinson read the OOI employee email update he crafted to be sent to all OOI staff today.

Chairperson Hill asked if it was a certain required percentage of staff that must receive vaccinations for compliance. Mr. Atkinson stated to the best of his knowledge all staff are required to be vaccinated, but exemptions will be available by an application process. He went on to explain that based on the guidance and examples of other organizations, not everyone can receive the exemption. Too many staff receiving an exemption may prove the process is otherwise flawed. Mr. Atkinson is awaiting further direction from funding sources, but the deadline is in three months away (January 1, 2022.)

3. Agency Program Report- Acceptance & Program Updates:

Mr. Ryan Clayborn, Child Development Manager, shared the report for Child Development and reports all is well and classrooms are fully staffed after some staffing difficulties early on in the school year. Mr. Clayborn reports the Special Services Coordinator has completed all social and emotional assessments and the T&TA Coordinator is working with Ryan to complete CLASS Assessments. Mr. Atkinson states the Head Start noncompetitive continuation grant is in progress, and he commended Mr. Clayborn and the Coordinators with their assistance with grant application to date. Mr. Atkinson is hoping to present this grant and budget in person during the next full Board Meeting, and is hopeful to have a working draft by the Oct. Exec. Committee Meeting.

Mr. Atkinson stated that the CACFP 2021-2022 and ABC 2021-2022 budgets were sent prior to the meeting. CACFP is for the Child Development food programs (in schools and on-site in select locations) and ABC funds pay for 50 Pre-K slots in Baxter and Boone counties. Mr. Clayborn will be requesting additional ABC slots to bring all three classrooms to capacity of 20 each.

Chairperson Hill inquired about capacity within the Head Start and Early Head Start classrooms. Mr. Clayborn stated the Head Start students has experienced some turnover recently, and there is a struggle to fill slots in Harrison. Chairperson Hill complimented Mr. Clayborn on his work with the Child Development programs.

- ❖ Mr. Jim Sprott moved to approve the CACFP and ABC Budgets and Applications. Ms. Fawn Kurtzo seconded the motion. Motion carried unanimously.

Ms. Rebecca Hanlin, Community Services Manager, announced that today is the last day for several programs and the “close down process” is in progress. Several of the emergency and stability assistance programs will continue uninterrupted into their new fiscal year. LIHEAP will pause for the Fall, but the Department of Energy is requesting a start of November 1st rather than previous years start date of January 1st. Community Services is awaiting American Rescue Plan (“ARP”) funds through LIHEAP that will fund the beginning of 2022 for the utility assistance program.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes September 30, 2021

Ms. Hanlin shared that Mr. Atkinson has approved an Administrative Mental Health Day for Community Services staff for October 1st. Mr. Atkinson reiterated Child Development Center Staff have scheduled Mental Health Days, and he desired to make this an agency wide benefit.

Ms. Hanlin stated recruitment is active for a Baxter County "Private" Board Representative. She also shared that the laptop computers for the Executive Committee have arrived. Mr. Atkinson will be delivering these computers to each member.

Ms. Hanlin gave an update about the Strategic Planning core group. This month the focus has been on focus groups across the six-county service area with the attempt to drill down on the needs in housing, health, and employment.

4. Trainings:

Chairperson Hill stated the trainings were sent ahead of the meetings; they included the Early Childhood at OOI Training (CLASS, School Readiness (including Child Outcomes), Curriculum, Frameworks & HS T&TA Plan) and Community Assessment. She stated the trainings are an excellent way to get to know the operations and functions of the Agency. Ms. Hill reiterated the responsibility of the Board to review the trainings as sent.

5. Finance Report:

Ms. Stephanie Underwood, NFP Partners acting CFO, shared her screen to review the agency finance reports. She shared that OOI is 50% through the Fiscal Year, and is 58% spent through the budget overall. Accounts Receivable showed LIHEAP is owed \$27,000 and continues to improve in reimbursement. CSBG grants are on track with expenditures. HFA is on track with budget. HEAP ends today, with some categories over budget. Overages will be invoiced to show true expenditures. Fresh Start Housing is on track. Mr. Sprott inquired if HEAP money can be carried over since the program is ending today. Ms. Hanlin shared that the Department of Energy states it will be reallocated into a 2022 grant to prevent losses.

Ms. Underwood continued the report that ABC Pre-K is on track, and Head Start is underspent but is expected to catch up since school is in session after the summer months. Mr. Sprott asked about the non-federal match showing behind the expected projections. Mr. Atkinson stated this is due to timing of the summer months and the report being a month behind. Mr. Atkinson believes this will be caught up due to space for classrooms that is dedicated by schools and partners, and Home Tasks that will be reported in the next finance report.

Ms. Underwood reviewed the agency Balance Sheet. The Agency is \$700,000 higher than the end of the Fiscal Year due to collecting on the receivables balance. An increase in cash is expected due to the new American Rescue Plan funding. The outstanding Accounts Payable balances are payroll related.

Lana Bullington had to leave the meeting due to a scheduling conflict.

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

September 30, 2021

Mr. Sprott inquired about the planned sweep accounts mentioned in prior meetings. Mr. Atkinson answered this measure has been taken, the accounts opened and funds are all insured. Ms. Underwood reviewed the Credit Card Recap.- All invoice statements are available for review upon request.

- ❖ Mr. Jim Sprott moved to approve the Finance Report as presented. Ms. Fawn Kurtzo seconded the motion. Motion carried unanimously.

Mr. Atkinson briefly gave an Agency Audit update- Ms. Underwood stated finalization is in progress and it is hoped to present audit results at the October Exec. Committee Meeting.

6. Adjourn

- ❖ Mr. Jim Sprott made a motion to adjourn. Ms. Fawn Kurtzo seconded the motion. Motion carried unanimously.

Meeting adjourned at **12:56** p.m.

Paulette Hill

11/16/21

Board Officer

Date