**Ozark Opportunities, Inc.**  
Board of Directors Executive Committee Meeting Minutes  
January 28, 2016

The Ozark Opportunities, Inc. Board of Directors Executive Committee met at the Ozark Opportunities, Inc. Central office in Harrison, Arkansas. The meeting was called to order at **1:38 p.m.** on **Thursday January 28, 2016**.

**Committee Members Present:**  
Jim Sprott  
Debra Clemons  
Gloria York via telephone

**Committee Members Absent:**  
Ron McPherson  
Paulette Hill  
Hon. Roger Hooper

**Board Members Present:**  
none

**Staff Members Present:**  
Richard T. Atkinson  
Shirley Richesin  
Rebecca Hanlin  
Jane Bueg  
Ryan Clayborn  
Patricia Murray

**Guests Present:**  
None.

I. **Welcome/Call to order/Establishment of quorum:** Chairperson Sprott welcomed all present; a quorum was not established.

II. **Prior Meeting Minutes:** Minutes of the November 24, 2015 meeting of the board tabled until February 25, 2016 board meeting.

III. **Strategic Plan Update:** Richard Atkinson, Executive & Head Start Director, presented to the Committee a brief update of OOI’s Strategic Plan and future opportunities. There is a substantial expansion of Early Head Start funds available nationwide beginning in June 2016, which could result in a possible increase in enrollment for OOI. OOI is hosting a School Readiness Lunch & Learn in partnership with Vanessa Thomas-Jones of the Mountain Home Kindergarten to start the conversation with other providers of Pre-K on curriculum and school readiness. Homelessness is an issue in the Harrison community, as there are no overnight services in Harrison, with Fayetteville the closest. **OOI** would like to initiate a conversation on our community response to homelessness. Mr. Atkinson is in conversation with Office of Community Services for Emergency Solutions Grant (“ESC”) funds. He would like to convene a “Homelessness Summit/Conversation” to assess what is available and what efforts and direction OOI should take in addressing the problem.

Sometime in February 2016 a Strategic Planning Session will be scheduled to review the matrix of needs and strategies, outcomes to date, and any revisions that are needed.
IV. **Training:** Shirley Richesin, Finance Director, conducted training on the Annual Agency Audit process. Field work will begin April 25, 2016 for the audit of March 1, 2015 – February 29, 2016 agency fiscal year. Ms. Richesin provided a detailed overview of the three levels of audit requirements, what the audit report must contain and to which entities the report is submitted. A brief discussion of the Davis-Bacon Act requirement was also included, along with additional training and information on the requirements of in-kind.

Debra Clemons announced that Marshall conducts an annual coat drive and coats are available to anyone in need.

Patricia Murray, Disabilities Coordinator for Head Start, provided training on the Disabilities Component of Head Start Services. A minimum of 10% of enrollment must serve children with disabilities; *OOL* currently has 14% of enrolled students with disabilities. Ms. Murray described the vision, hearing, speech and developmental screenings that are required during the first 45 days of enrollment, the screening tools utilized, the tracking tools included in ChildPlus system and how results are shared with parents and Individual Educational Plans (IEP) are developed if required.

- **2:18 p.m. Committee Member Gloria York telephoned into the meeting. A quorum was established.**

V. **Finance Report:** Shirley Richesin, Finance Director, presented to the Committee for their review, consideration and approval Agency Budget for 3/1/15 – 2/29/16, Grant Period Expenditures as of 12/31/15 for Community Service Block Grant and Head Start, Credit Card Statement Re-Cap and review (documents sent prior to meeting) for December 2015. Credit Card purchase documentation was present for inspection. Also included in the Finance Reports were verification of Payroll Taxes Report and Retirement Plan Recap. A draft of a Balance Sheet was shared and the committee discussed how to translate a traditional balance sheet into non-profit reality.

Ms. Richesin reported that Arkansas Department of Human Services accepted our audit 11/16/15, with the Federal Audit Clearinghouse accepting 1/15/16.

Ms. Richesin also presented to the board for consideration and approval the option to contract for a third year with the same audit firm of Welch, Couch & Co., P.A., as allowed by regulations and *OOL* policy.
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A final item presented by Ms. Richesin is requesting approval from the Committee to extend the option of cashing in one day of sick leave to all OOI staff who did not use all sick leave earned in the March 1, 2015 – February 29, 2016 period; this incentive was written as part of the Head Start Grant last year, and has shown to be effective in reducing use of sick leave throughout the year. It is not a direct cost to the program, as the funds are taken out of the sick leave reserve account.

- Debra Clemors moved to contract with Welch, Couch & Co., PA for this year’s audit. Gloria York seconded. Motion carried unanimously.

- Debra Clemors moved to accept the Finance Reports. Hon. Gloria York seconded. Motion carried unanimously.

- Debra Clemors moved to extend the option of cashing in one day of sick leave to all eligible OOI staff. Gloria York seconded. Motion carried unanimously.

VI. Corporate Services Update: Corporate Services Director Jane Bueg presented to the Committee the employment actions that occurred since the last meeting. Staff hired: Addieline Hellums, Substitute for Head Start. Resignations accepted: Wanda McMurrin Program Coordinator and Susan Phelan Outreach Worker, both in the Community Services division of OOI. Terminations: Deanna Griffin, Teacher and Chrystal Barnett, Teacher Assistant, both in the Head Start Program.

Job Description revisions presented for approval were: Program Manager (Education and Training & Technical Assistance Coordinator), Disabilities Coordinator/Classroom Staff Assistant Supervisor, Teacher and Teacher Assistant.

Ms. Bueg presented to the Committee for review and consideration two policy changes to the OOI Personnel Policy: 2-16 Payroll Process and 3-10 Workers’ Compensation and Paid Leave. Policy 2-16 will allow 5 business days to process payroll after the end of the pay period, this provides a better window of time during holiday weekends; Policy 3-10 was developed under the guidance of Attorney Mark Peoples to clarify use of paid leave by staff receiving compensation from the agency’s insurance carrier due to on-the-job injury.

Chairperson Sprott inquired if documentation of this review is on file; Ms. Bueg confirmed that it is.

- Debra Clemors moved to approve the revised job descriptions. Gloria York seconded. Motion carried unanimously.

Program Updates

A. **Head Start:** Mr. Atkinson provided the Committee with an update on Head Start grant applications: no word yet on either the Recompetition grant or the short term renewal grant (to finish this school year).

He also reported that no word has been received yet from Region VI regarding the offer to purchase the old Head Start building in Clinton. The buyer will likely rescind the offer if not accepted within the month.

  - Debra Clemons moved to confirm offer on old Clinton Building. Gloria York seconded. Motion carried unanimously.

Mr. Atkinson updated the group on the current Head Start building in Clinton – there are some challenges with the septic system that may be costly to repair; there is no emergency process for obtaining permission from Region VI to spend above $5,000 – we must go through the usual process.

In a general update, Mr. Atkinson provided the Committee with enrollment and attendance statistics published in the agency report. Projects that are nearing completion include: the tile floor in Harrison Head Start has been professionally cleaned and protected, camera installation at multiple locations, fall zone improvements on playgrounds, and painting of stairs and decks with a special tread paint.

Ryan Clayborn, Program Manager, reported on education and training for staff- CLASS observations should be completed by February 12, 2016, mental health observations and health screenings on track and should be completed within required time frames. It was noted that some parents are opting out of lead screening, but agency staff work with parents to encourage them to get all screenings completed over the time they are in the program.

Gloria York asked why parents are refusing lead screening, she shared her own child was discovered to have elevated lead levels through such screening measures. Mr. Clayborn responded that there is a variety of reasons: the parent can’t be present on the screening date; the parent doesn’t want their child poked; the parent doesn’t like the process, etc.

OOI Head Start is very active with the Boone County Imagination Library, with monthly meetings held here. Sponsorship of one child is $30 per year. Ms. Clemons would like to work on such a project for Searcy County.
B. Community Services: Rebecca Hanlin updated the members on the Community Services projects. LIHEAP (low-income home energy assistance program) direct benefits assistance funds totaled nearly $239,000 in non-emergency assistance to approximately 2,000 families. The average benefit amount was $125. The emergency assistance program will open February 8, 2016.

The 2015 Information System (IS) Survey is complete and submitted. The report provides an unduplicated count of OOI clients.


FY 2016 CSBG First Quarter Report reviewed, with explanations of 20% variance of planned numbers. The committee was directed to read the “Success Stories” at the end of the report for a more personal account of the impact of OOI on individuals.

- Debra Clemons moved to accept the FY 2016 CSBG First Quarter Report. Gloria York seconded. Motion carried unanimously.

Ms. Hanlin and Mr. Atkinson invited all present to meet the Getting Ahead™ Class after the meeting.

VIII. Adjournment: There being no further business, Chairperson Sprott declared the meeting adjourned at 3:25 p.m.