

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes
October 25, 2017

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met at the offices of *Ozark Opportunities, Inc.* in Harrison, Arkansas, at **3:00 p.m.** on **Wednesday, October 25, 2017.**

Committee Members Present:

Paulette Hill	Sandra Holt (rep. for Hon. Terry Ott) – via telephone	Mayor Dan Sherrell	Hon. Roger Hooper – via telephone
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Committee Members Absent:

Debra Clemons

Staff Members Present:

Richard Atkinson Krystal Mayes	Shirley Richesin	Jane Bueg	Rebecca Hanlin
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1. Welcome & Meeting Called to Order:

Chairperson Paulette Hill welcomed all in attendance, declared a quorum present, and with the consent of the body, called to order the meeting of the Executive Committee of *Ozark Opportunities, Inc.* Board of Directors at 3:00 p.m. with the reading of the agency mission statement.

Mr. Atkinson requested that the minutes of the September 28, 2017 meeting be added to the agenda.

The primary purpose of the meeting was to take action on the monthly financial reports and *OOI* Personnel Policies and Procedures and *OOI* Finance Policies and Procedures, the Head Start menus and Annual Report to the Public and the 4th Quarter Agency-wide Outcomes Report (CSBG).

2. Prior Meeting Minutes:

- ❖ Mayor Sherrell moved to approve the 9/28/17 Executive Committee meeting minutes. Hon. Hooper seconded. Motion carried unanimously.

3. Training:

Krystal Mayes, Parent Engagement Coordinator; provided training on Policy Council and Board of Directors' Roles and Responsibilities and Head Start (shared) Governance.

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4. Finance Report:

Shirley Richesin, Chief Financial Officer, presented to the Committee for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 9/30/17 for Community Service Block Grant, HEAP (final report), Emergency Solutions, Head Start, Early Head Start, and ABC; verification of Payroll Taxes Report; Credit Card Statement Re-Cap September 2017 (credit card purchase documentation is present for inspection); and Retirement Plan Recap. and balance sheet. Ms. Richesin noted that the CSBG report is not the final report for the year ending 9/30/17; carry-over is anticipated to be around \$49,000. The agency received the 2015 CSBG discretionary money on 9/1/17, program effective date is 7/1/17. *OOI* has received approval for an additional \$4,000 CSBG Discretionary grant for use during the 10/1/17-12/15/17 period for “stability services.”

Ms. Richesin reported that LIHEAP had an administrative cost of approximately \$105,000; whereby LIHEAP paid \$74,443 of the costs (and CSBG covered the balance). Chairperson Hill asked if there was a problem with having a balance at the end of the program. Ms. Richesin responded that HEAP funds are not always allocated based on need, and that any funds left over return to the state to re-allocate (back to the agency or to another agency if the need is greater.) Mayor Sherrell asked if having a balance at the end of the program would affect future levels of funding- Ms. Richesin replied that it has not in the past, as the 2018 contract for HEAP is for \$1,105,000.

Ms. Richesin noted that the ESG program funds for October 1, 2016 – September 30, 2017 were received late, the program started in May 2017. She also pointed out the ABC Report does not include the new (18 Harrison) slots.

Mr. Atkinson and Ms. Richesin noted that CSBG is a reimbursement contract; OCS is currently a month behind, as the payment for August was received prior to the meeting (Oct. 25, 2017.) It is typical to be one month behind in reimbursements; due to the new Arkansas Department of Finance & Administration procurement process.

Hon. Hooper asked for clarification on the Certificate of Deposit (“CD”) at Anstaff Bank. Ms. Richesin responded a portion of the Annual Leave & Sick Leave accrual account funds the CD. The agency has monthly accounts payable in the \$70,000-\$75,000 range.

- ❖ Mayor Sherrell moved to approve the Finance Report. Hon. Hooper seconded. Motion carried unanimously.

5. Corporate Services

Jane Bueg, Chief Operating Officer, reported the employment actions for September. There are two vacancies – Teacher and Teacher Assistant for new ABC classroom in Harrison.

Ms. Bueg guided the members through the proposed revisions to the *OOI* Personnel Policies and Procedures approved by HS/EHS Policy Council earlier in the day.

- ❖ Hon. Hooper moved to approve the revised *OOI* Personnel Policies and Procedures. Sandra Holt seconded. Motion carried unanimously.

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Ms. Bueg reported that November is the month the Executive Committee historically evaluates the CEO.

- The members instructed Ms. Bueg to mail the evaluation form with a postage paid envelope addressed to Board Chairperson Paulette Hill. Last year's evaluation and compensation information is to be included in the packet. The Executive Committee will present their evaluation of the CEO to the full Board and Mr. Atkinson in Executive Session at the November Board of Directors meeting.

6. Finance Policies and Procedures:

Ms. Richesin presented the proposed revisions to the *OOI* Finance Policies and Procedures approved by HS/EHS Policy Council earlier in the day.

- ❖ Sandra Holt moved to approve the revised *OOI* Finance Policies and Procedures. Mayor Sherrell seconded. Motion carried unanimously.
- Hon. Hooper exited the meeting at 3:30 p.m.

7. Program Updates:

A. Child Development Programs:

Mr. Atkinson provided the Child Development program update.

- ABC Harrison Classroom: Recently *OOI* requested more ABC slots and the agency was initially awarded eight more slots- since that was not enough to fund a classroom, Mr. Atkinson asked for an additional 10 slots. The Division of Child Care and Early Childhood Education (DCCECE) awarded *OOI* 18 additional slots to be used where there is a waiting list (i.e. Harrison). *OOI* will now have 50 ABC slots: 32 in Baxter County and 18 in Boone. The Harrison classroom will be located at the Montessori School down the road from *OOI* Central Office, and the classroom is expected to open in mid-November. The eligibility guideline is up to 200% of poverty level. The agency is paying a utilities/use cost to be there. The cost covers furniture, classroom, and all utilities. We plan to be at that location at least through May of 2018.
- Mr. Atkinson presented the food menus for this school year for *OOI* kitchen-prepared meals for *OOI* Child Development classrooms (as reviewed and approved by a registered dietician).
 - ❖ Sandra Holt moved to approve the 2017-2018 menus. Mayor Sherrell seconded. Motion carried unanimously.
- Mr. Atkinson presented the *Head Start Annual Report to the Public* for approval. He explained that all of the information included has already been reported in some fashion, that it had already been approved by the HS/EHS Policy Council and would be posted on the *OOI* website if approved.
 - ❖ Mayor Sherrell moved to approve the Head Start Annual Report to the Public. Sandra Holt seconded. Motion carried unanimously.

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B. Community Services

Rebecca Hanlin updated the members on the Summer LIHEAP (utility assistance), LIHEAP Monitoring Visit, VRLP Program and a recent CSBG Monitoring visit. The agency is awaiting official monitoring reports. The 2018 Emergency Solutions grant was approved; however, funds are not being released until a later date as determined by the State.

Rebecca invited the members to tour the "Transition Mission" mobile micro-shelter after the meeting, as it is still hooked to the truck from bringing it back from Bergman High School.

Ms. Hanlin presented the CSBG 4th Quarter report for review and action. She noted that numbers are on track, and any overage/under-reporting is fully explained in the report to the State.

- ❖ Mayor Sherrell moved to approve the CSBG 4th Quarter report. Sandra Holt seconded. Motion carried unanimously.

8. **Adjourn:**

- ❖ Dan Sherrell moved to adjourn. Sandra Holt seconded. Motion carried unanimously. Meeting adjourned at 5:02 p.m.

Sandra Holt

Board Officer

11/30/17

Date