

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes November 25, 2014

The *Ozark Opportunities, Inc.* Board of Directors Executive Committee met at the Ozark Opportunities, Inc. Central office in Harrison, Arkansas, at **4:30 p.m.** on **Tuesday, November 25, 2014**

Committee Members Present:

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|-------------------|--------------------------------|---------------|------------------------------|
| Jim Sprott | Paulette Hill Via telephone | Ron McPherson | Gloria York Via telephone |
| Hon. Roger Hooper | | | |

Committee Members Absent: Donna Grinder

Staff Members Present:

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| Richard T. Atkinson | Shirley Richesin | Jane Bueg |
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Guests Present: none

1. Meeting Called to Order:

The meeting was called to order by Jim Sprott, Board Chairperson at 4:34 p.m. A quorum was established.

2. Head Start Policy Review & Adoption via *Consent Agenda*:

Mr. Atkinson reviewed the items sent prior to the meeting for Executive Committee review and adoption: Policy Council Bylaws, Community Complaint Procedure 1304.50(d)(2)(v), Internal Dispute Resolution (Impasse) 1304.50(h), Policy Council/Board of Directors Code of Conduct/Confidentiality & Conflict of Interest Policies.

- ❖ Ron McPherson moved to adopt the Consent Agenda. Hon. Roger Hooper seconded. Motion carried unanimously.

3. Community Services LIHEAP Monitoring Review

In the absence of Rebecca Hanlin, Community Services Director, Mr. Atkinson presented the LIHEAP (Low Income Home Energy Assistance Program) Monitoring report. The one finding in the report was in error.

- ❖ Hon. Roger Hooper moved to accept the LIHEAP Monitoring Review Report. Ron McPherson seconded. Motion carried unanimously.

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4. Finance Report

Shirley Richesin, Finance Director, presented to the Committee for their review, consideration and approval Expenditure Reports for Community Service Block Grant and Head Start and Credit Card Statement Re-Cap and review (documents sent prior to meeting). Credit card purchase documentation is present for inspection. Also included in the Finance Reports were Payroll and Payroll Taxes Report and Retirement Plan Recap.

- ❖ Ron McPherson moved to accept the Finance Reports. Gloria York seconded. Motion carried unanimously.

Ms. Richesin informed the Board that next month the reports will reflect carry-over funds. Mr. Atkinson reported that the request to spend \$62,652 in unobligated Head Start funds has been approved and requested the Executive Committee to approve the purchase of "up to 2 vehicles", which are needed to transport Head Start Coordinators to the various classrooms throughout the service area; the program currently has one van, and often uses the Community Services car for trips. The proceeds of the sale of the Head Start Truck, Bus and old Van will fund the bulk of the expense of one vehicle. The agency will make a selection based on safety and fuel efficiency.

- ❖ Hon. Hooper moved to authorize Mr. Atkinson to establish specifications for obtaining bids on up to 2 vehicles for Head Start. Ron McPherson seconded. Motion carried unanimously.

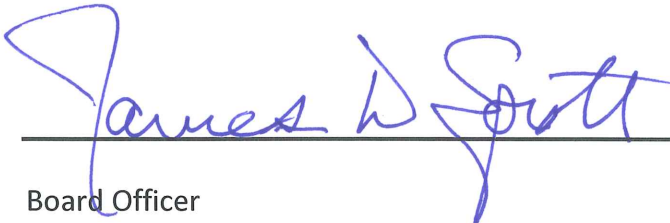
Mr. McPherson expressed his appreciation to Mr. Atkinson for his talk at Yellville Rotary Club, he did a "good job".

8. Corporate Services Update

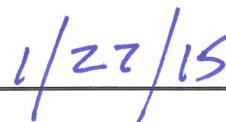
Jane Bueg, Corporate Services Director presented to the Committee employment actions approved 11/24/2014 by Head Start Policy Council; i.e. hire Lisa Coats as a substitute Teacher Assistant.

- ❖ Hon. Roger Hooper moved to accept the actions of Policy Council. Gloria York seconded. Motion carried unanimously.

There being no further business, Chairperson Sprott adjourned the meeting at 5: 00 p.m.



Board Officer



Date: