Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
November 25, 2014

The Ozark Opportunities, Inc. Board of Directors met at the Ozark Opportunities, Inc. Central Office, Arkansas, at 6:00 p.m. on November 25, 2014.

Board Members Present:
Jim Sprott
Laurel Orr
Judy Schenk
Althea O’Haver
Clyde Johnson (Representative for Hon. James Norton)
Hon. Terry Ott
Gloria York
Hon. Roger Hooper
Julie Tilley
Ron McPherson
Debra Clemons
Kristen Smith

Board Members Absent:
Hon. Mickey Pendergrass
Nedra Daniels
Judy Schenk
Paulette Hill
Donna Grinder
Gloria York
Paula Crawford
Danny Griffin

Staff Members Present:
Richard T. Atkinson
Ryan Clayborn
Melissa Riggins
Krystal Mayes
Shirley Richesin
Wanda Nelson
Terri Beard
Crystal Samsel
Jane Bueg
Patricia Murray
Tawnya Akins
Jennifer Bixler

Guests Present:
Jessica Coonce, Head Start Policy Council Board Liaison
Lanna Bullington, Early Childhood Education Consultant

I. Meeting Called to Order:
The quarterly meeting of Ozark Opportunities, Inc. Board of Directors was called to order by Jim Sprott, Board Chairperson at 6:00 p.m., who led with The Pledge of Allegiance followed by a reading of the Ozark Opportunities, Inc. Mission Statement. Chairperson Sprott asked the members to visit the agency’s mission statement on occasion, as it re-enforces the Board’s purpose. He recounted how he was recently called upon to affirm his knowledge of the agency’s mission by Lottie Akins, CSBG monitor for Office of Community Services, during a recent monitoring visit. Debra Clemons shared that she, too, was interviewed by Ms. Akins.

A quorum was established. Mr. Sprott welcomed everyone to the meeting and led introductions of all present.
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2. Acceptance of prior meeting minutes & ratification of actions (minutes and action item re-cap provided prior to the meeting)

Mr. Sprott presented to the membership Executive Committee minutes and actions to be ratified by the Board.

❖ Clyde Johnson moved to accept the minutes and actions of the September 29, & October 29, 2014 Executive Committee Meetings. Hon. Terry Ott seconded. Motion carried unanimously.

Mr. Sprott provided the Board with a recap of actions taken at the November Executive Committee Meeting (held prior to the full Board meeting.) Discussion followed on Executive Committee approval of the purchase of vehicles for Head Start. Hon. Ott asked why do we need the cars? Mr. Atkinson explained that Head Start sold the pick-up, bus and van; there are 8 Program Coordinators that are using the remaining van to visit the classrooms. The proceeds from the sale of the vehicles ($15,000) will be used to purchase a high efficiency, safe vehicle to meet the travel needs of the program. Chairperson Sprott interjected that a second vehicle may be purchased only if funds are available. Althea O’Haver asked if the Board will get a copy of the November 25, 2014 Executive Committee actions. Mr. Atkinson replied the actions will be recorded in the minutes which are sent to all members of the Board.

❖ Debra Clemons moved to ratify the actions of the November 25, 2014 Executive Committee Meeting. Judy Schenk seconded. Motion carried unanimously.

3. Executive Directors Report

Mr. Atkinson presented a snapshot of the Ozark Opportunities, Inc. Strategic Plan for 2014, which highlighted the “wrap around” of Community Service Block Grant (CSBG) and Head Start. Targeted initiatives include EITC (Earned Income Tax Credit) focused in Baxter and Boone Counties (chosen because of population density); the agency will need VISTA volunteers to staff the program. Another focus is dental healthcare for adults (this item was ranked #5 on the Head Start Needs Assessment Survey results). Additional initiatives include “keyhole gardening”, Project Surge (ramps for handicapped individuals and housing initiatives), as well as “other emergency services” and addition of a ROMA (results oriented management and accountability) reporting element for our community partnerships. The agency will also support other learning: personal finance education for Head Start families and children (budgeting and money management ranked in the top 5 of the updated Needs Assessment used in the new Head Start grant narrative). Measuring the impact of our efforts will continue to be a challenge.
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OOI will focus on SUCCESS Life Coaching, Leadership Development and Asset Development. Ultimately, it is the responsibility of the Board to set strategic direction for the agency, and Mr. Atkinson appreciates the time they have dedicated to date and looks to hold another planning session soon, as planning is a never-ending cycle.

4. Head Start Training: Component Overview

Richard Atkinson, Executive & Head Start Director introduced the management staff of the Head Start Program, each of whom gave a brief overview of their functions and reporting tasks:

- Ryan Clayborn – Program Manager & Education, Training & Technical Assistance
- Krystal Mayes – Parent Engagement, including Nonfederal Match (“In-Kind) and Policy Council
- Wanda Nelson - Facilities and Licensing, including Nutrition and Safety
- Jennifer Bixler - Finance Coordinator currently in training
- Crystal Samsel – Engagement Coordinator focusing on Practice-based Coaching and improving CLASS Assessment Scores
- Terri Beard – Eligibility, Recruitment, Selection, Enrollment & Attendance & Family/Community Partnerships
- Patricia Murray – Disabilities and Classroom Staff Supervision
- Melissa Riggins – Operations Coordinator (focusing on purchasing)
- Tawnya Akins – Health & Mental Health (focus on screenings – physical, dental, mental health, lead testing, & immunizations).

Mr. Atkinson provided an overview of Program Design and Management, including rules, regulations and Shared Governance.

Questions from the Board:
- Mr. Sprott: How many students are enrolled in Head Start? Terri Beard: OOI is funded for 440; we currently have 6 vacancies subject to the 30 calendar day replacement regulation.
- Mr. Sprott: Do you feel we are servicing all qualified children? Terri Beard: Yes. We have a small wait list; we serve the majority of children in our service area (that are not enrolled by the ABC Program.)
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**Q & A Continued:**

- Mr. Atkinson: What’s the income of those on our waitlist? Terri Beard: Head Start eligibility is 100% of Poverty level; all income levels fall on the waitlist.

- Ms. Schenk asked for clarification of 100% of Poverty Level, Mrs. Beard explained how income eligibility is defined for each income level.

- Ms. Tilley: There are teacher’s children in Head Start; how does that work? Terri Beard: those families are likely income eligible or fall into one of the other eligibility areas.

- Hon. Hooper: Please remind me what is involved in “in-kind”? Krystal Mayes answered: Time, materials, cash, space, home tasks, reading to children, professional services, & donated materials. Shirley Richeson clarified that donated materials count as in-kind only if the program would have normally purchased these items with grant funds (allowable cost). Mr. Atkinson emphasized that the agency is required to have 25% match from the community in order to spend all of the Head Start grant award. Krystal Mayes added that Policy Council member time is counted as in-kind. Ms. Richeson stressed that in-kind donations are accounted the same as cash (and must be documented in the same manner.)

- Mr. Sprott: The main responsibility of the Board is Strategic Planning and Finances; Head Start has a 3.3 million dollar budget that includes 2.662 million in Federal Funding. The Board is responsible for compliance with grant requirements.

- Lanna Bullington: **Ozark Opportunities, Inc.** is very careful to identify her (OUR) staff who are paid with Federal Funds so their time is not counted as in-kind (as it is not allowed); Mrs. Bullington works with OOI staff to insure that her staff serving children in Head Start are paid with State funds (so their time can be used as in-kind,) and is sure to let us know when her state funds have run out so we can stop counting their hours.

- Judy Schenk: Are services to 3rd year Head Start students ever remedial? Terri Beard: Rarely; if a child is not kindergarten ready an additional year of Head Start might be a part of the I.E.P. (Individualized Education Plan); however, the schools generally have services for these children.

- A question was posed about substitute staffing; most classroom substitute staff are placed through SubTeach; occasionally the Family Service Workers and Coordinators have to step into the classroom in the smaller school districts.
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ROMA Training: Mrs. Schenk shared with the Board her experience with the full-day ROMA Training; it was a long session. Mrs. Schenk, who serves as Board Liaison to Policy Council, expressed how impressed she is with the staff and parents of Head Start, as they do not have the negativity that seems to exist in the public school. Ms. Schenk will not be able to attend Policy Council meetings on a regular basis in the future and asked if someone else might be able to attend Policy Council in her absence. Gloria York volunteered to act as Liaison to Policy Council as needed.

5. Program Updates (Reports provided prior to the meeting)

HEAD START: Mr. Atkinson introduced Head Start Policy Council Board Liaison Jessica Coonce and Lanna Bullington, who is present in the capacity of Early Childhood Education Consultant to the Board.

Mr. Atkinson presented to the Board the 2015-2016 Head Start Grant Application and Budget; including narrative, Training & Technical Assistance Plan and Budget (1304.50(d)(1)(i),School Readiness Plan, Community Assessment and Agency Service Area (1304.50(d)(1)(v), and Philosophy & Short and Long Term Goals & Objectives (1304.50(d)(1)(iv).

Ms. Coonce gave the Policy Council a report on the Policy Council’s review of the Head Start Grant and supporting documents. The Policy Council approved the committee recommendation to accept the Application Packet at their November 24, 2014 meeting. Head Start Policy Council formally requested the OOI Board of Directors accept the grant application with revised budget as presented.

- The grant application program schedule for grant period 03/01/2015 – 02/29/2016 was distributed to the Board.
- Shirley Richesin, Finance Officer, presented to the Board the Head Start Grant Application budget.

Mr. Atkinson advised the Board that OOI will be looking into converting some Head Start slots into Early Head Start slots in some target areas in the next grant cycle (2016-2017).

Chairperson Sprott invited questions and discussion; several members inquired about Early Head Start and how it is different from Head Start? Are other Head Start programs in the state going to serve children aged 0 to 3? Where are the 3 to 5 year olds going? Mr. Atkinson addressed each question and concern.

- Judy Schenk moved to accept the recommendation of OOI Head Start Policy Council and approve Ozark Opportunities, Inc. Head Start 2015-2016 Grant Application and all its components, including Budget. Althea O’Haver seconded the motion. Motion carried unanimously.
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COMMUNITY SERVICES:

Mr. Atkinson provided the Community Services report to the Executive Committee. Outreach Staff are getting ready for LIHEAP.

6. Acceptance of Agency (Governing Board) Report

   ✷ Hon. Roger Hooper moved to approve the Agency (Governing Board) Report. Ron McPherson seconded the motion. Motion carried unanimously.

7. Finance Update

Shirley Richesin, Finance Director provided the Finance update report to the Executive Committee. Chairperson Sprott assured the membership that all budgets are on track. Mr. Atkinson recounted to the Board that the request for the Head Start grant balance from last year was approved. Also, the request from Policy Council Chairperson asking for the CLASS results from the Triennial Review was approved, but the response from the Head Start regional office did not include the attachment (the results). Follow-up is underway.

8. Corporate Services Update:

The Board of Directors went into Executive Session to discuss the annual Performance Evaluation of Richard Atkinson, Executive & Head Start Director for Ozark Opportunities, Inc.

9. Adjournment declared by Chairperson Sprott at 8:00 p.m.

[Signature]
Board Officer

2/24/15
Date