Ozark Opportunities, Inc.
Board of Directors Executive Committee Meeting Minutes
November 30, 2017

The Executive Committee of Ozark Opportunities, Inc. Board of Directors met at the offices of Ozark Opportunities, Inc. in Harrison, Arkansas, at 3:30 p.m. on Thursday, November 30, 2017.

Committee Members Present:
Paulette Hill               Mayor Dan Sherrell           Sandra Holt (rep. for Hon. Terry Ott)
Debra Clemons

Committee Members Absent:
Hon. Roger Hooper

Staff Members Present:
Richard Atkinson           Shirley Richesin           Jane Bueg
Harley Thompson            Terry Beard

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 3:30 p.m. with the reading of the agency mission statement.

The primary purpose of the meeting is to take action on the monthly financial reports, OOI Cost Allocation Plan Update, OOI Finance Policies and Procedures update, the Head Start ERSEA Criteria, Head Start “Consent Agenda”, HS/EHS NFS Waiver, EHS Budget Revision, and OCS CSBG Monitoring Report.

2. Prior Meeting Minutes:

   ❖ Sandra Holt moved to approve the 10/25/17 Executive Committee meeting minutes. Debra Clemons seconded. Motion carried unanimously.

3. 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 10/31/17 for Community Service Block Grant, CSBG carry-over, HEAP, Emergency Solutions, CSBG Discretionary, Head Start, Early Head Start, and ABC; verification of Payroll Taxes Report; Credit Card Statement Re-Cap October 2017 (credit card purchase documentation is present for inspection); and Retirement Plan Recap. and balance sheet. Ms. Richesin noted that the 2016 CSBG Carry-over for $60,364 is approved. The Emergency Solutions grant has a signed contract, but no authority to spend funds.

Shirley Richesin presented to the Committee for their review, consideration and approval OOI Cost Allocation Plan- Updated November 30, 2017. Ms. Richesin explained the process for calculating the percentages in the allocation matrix.
Ms. Richesin presented an update to *OOI* Finance Policies and Procedures Manual, Section XII, Procurement Policy, B. Alternate Purchasing Provisions: a. School Vendors/Staff, to include Church, School and Vendors/Staff of other locations where classrooms are housed.

- Dan Sherrell moved to approve the Cost Allocation Plan Update, the Financial Report and update to *OOI* Finance Policies and Procedures Manual, Section XII, Procurement Policy, B. Alternate Purchasing Provisions: a. School Vendors/Staff, to include Church, School and Vendors/Staff, of locations where classrooms are housed. Sandra Holt seconded. Motion carried unanimously.

5. Program Updates:

*Child Development Programs:*

- Terry Beard presented the ERSEA Selection Criteria for Head Start and Early Head Start, as approved by Policy Council on November 29, 2017. Mrs. Beard explained the process for analyzing data from both internal and external sources and the adjustments made to prior year’s criteria.
  - Debra Clemons moved to approve the ERSEA Criteria for Head Start and Early Head Start. Sandra Holt seconded. Motion carried unanimously.

  - Dan Sherrell moved to approve the “Consent Agenda” items. Debra Clemons seconded. Motion carried unanimously.

- Mr. Atkinson presented a Non-Federal Share (NFS) waiver request for HS/EHS 2017-18 program year. Due to reduced number of students and opportunities for EHS parents to provide in-kind, OOI may not meet NFS this year. Mr. Atkinson requested the committee approve a waiver request of up to $100,000.
  - Debra Clemons moved to approve the NFS waiver request for HS/EHS 2017-18 program year of up to $100,000. Sandra Holt seconded. Motion carried unanimously.

- Mr. Atkinson reported that the budget revision for EHS Startup Carryover is not yet available (and may not be needed). Approval of the carryover of appr. $260,000 arrived too late to schedule trainings during the grant period, so there may be funds remaining in select budget categories.
Community Services:

Mr. Atkinson presented the OCS CSBG Agency-wide Monitoring Report and corrective action for review and action. He detailed the findings and corrective actions taken. All findings were answered. Mr. Atkinson also noted that OOI 2017 CSBG 4th quarter report was received and accepted by OCS.

- Debra Clemons moved to accept the OCS CSBG Agency-wide Monitoring Report and corrective action, and accept the OCS acceptance of 2017 CSBG 4th quarter report. Sandra Holt seconded. Motion carried unanimously.

6. Corporate Services: Jane Bueg, Chief Operating Officer, reported the employment actions for October & November. There are no current vacancies. There are no proposed revisions to OOI Personnel Policies and Procedures at this time.

7. Adjourn:

- Dan Sherrell moved to adjourn. Sandra Holt seconded. Motion carried unanimously. Meeting adjourned at 4:25 p.m.