

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

March 26, 2018

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 **Monday, March 26, 2018.**

Committee Members Present:

Hon. Roger Hooper via telephone	Sandra Holt (rep. for Hon. Terry Ott) via telephone	Debra Clemons
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Committee Members Absent:

Paulette Hill	Mayor Dan Sherrell	Gloria York
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Staff Members Present:

Richard Atkinson	Shirley Richesin	Jane Bueg	Rebecca Hanlin
Ryan Clayborn	Krystal Mayes	Tawnya Akins	

1. Welcome & Meeting Called to Order:

Vice-Chairperson Roger Hooper 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. Hon. Hooper asked Richard Atkinson, CEO, to lead the meeting.

The primary purpose of the meeting is to take action on the monthly financial reports, OOI Board Training Schedule, 2017 OOI Annual Report, ABC Innovation Grant Application, and March 2018 Agency Progress Report.

2. 2018-19 Board Training Schedule:

- ❖ Sandra Holt moved to approve the updated 2018-19 Board Training Schedule. Hon. Roger Hooper seconded. Motion carried unanimously.

3. Child Development Training:

Tawnya Akins conducted training on the *Social-Emotional Needs of Preschool Children* (Child Mental Health). Krystal Mayes conducted a training on *Parent Engagement and Volunteers* in the Child Development Programs.

4. 2017 OOI Annual Report

Mr. Atkinson presented the draft of the *2017 OOI Agency Annual Report* for review and approval. A suggestion was made to add enrollment numbers for child development programs.

- ❖ Debra Clemons moved to adopt the OOI Annual Report with the child development enrollment numbers added, and post the report on the OOI website. Hon. Roger Hooper seconded. Motion carried unanimously.

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5. Corporate Services Report

Jane Bueg, COO, reported one departure, Helen Mansfield, Outreach Worker for Marion/Baxter Counties. Current vacancies include Nutrition Worker for Mountain Home Early Head Start and Classroom Assistant for Clinton Early Head Start. Candidates have been selected for vacant Outreach Worker positions and will be on next month's report.

6. 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 2/28/18 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 February 2018 (credit card purchase documentation is present for inspection); and Retirement Plan Recap. and balance sheet. *OOI* has received for a waiver on the EHS match. Ms. Richesin noted that the Head Start/Early Head Start expenditures for the program year ending 2/28/18 are not final.

- ❖ Hon. Roger Hooper moved to approve the Financial Report. Sandra Holt seconded. Motion carried unanimously.

7. Program Updates:

Child Development Programs:

Ryan Clayborn reported on Child Development Program progress, including the CACFP Claim Summary, enrollment status (fully enrolled in all child development programs at all locations).

New students are accepted throughout the year. He described playground improvements at several locations, with the goal of replacing all wood mulch with rubber mulch in all playgrounds. The biggest project currently is the completion of the training center for Child Development Staff recently created at the Marshall location. The center has an infant and toddler classroom and a Parent Room. Average Daily Attendance (ADA) is improving, but student attendance is still lower than we would like due to the flu and other sicknesses.

Mr. Clayborn presented for review and approval *OOI's* application for the 2018 Arkansas Better Chance Innovation Grant. We are applying for \$27,740 to purchase three (3) Interactive Learning Tables and staff training on their use.

- ❖ Debra Clemons moved to approve the application to Arkansas Better Chance Innovation Grant for \$27,740 to purchase three (3) Interactive Learning Tables and staff training on their use. Hon. Roger Hooper seconded. Motion carried unanimously.

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Mr. Atkinson reported that Head Start Region VI Specialist, Jessica Cawthorn, visited the agency March 12-16, 2018. The supervision issue that occurred at Mountain Home Head Start was reviewed, and the incident is not classified as a deficiency as the program will get additional Training & Technical Assistance (T&TA).

In addition, Mrs. Cawthorn joined staff on a conference call with training specialists for assistance in managing extreme behavior issues classroom staff are experiencing in several of our locations. We expect further action and probably more T & TA in the future from their office.

During her stay, Ms. Cawthorn visited the remaining centers she had not been able to see during her last visit, and interviewed both the Board and Policy Council chairpersons. She mentioned that she is satisfied with the OOI program(s) and enjoys her visits to the Ozarks.

Community Services:

Rebecca Hanlin, Community Services Manager provided a brief update on services. The LIHEAP Winter Regular Assistance Program is extended to April 13, 2018. The 2018 Winter LIHEAP Monitoring went well, but no report has been issued yet.

The Community Services Outreach Office in Boone County is moving next week to their new location down the road on Hwy. 43.

- ❖ Hon. Roger Hooper moved to accept the 2018 Agency Progress Report. Debra Clemons seconded. Motion carried unanimously.

Hon. Roger Hooper and Sandra Holt exited the meeting; meeting adjourned at 4:53 p.m.

Paulette Hill
Board Officer

4/30/18
Date