

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

March 30, 2015

The *Ozark Opportunities, Inc.* Board of Directors Executive Committee met at the Ozark Opportunities, Inc. Central office in Harrison, Arkansas, at 2:05 p.m. on Monday, March 30, 2015

Committee Members Present:

Jim Sprott

Paulette Hill

Gloria York

Committee Members Absent:

Hon. Roger Hooper, Ron McPherson

Staff Members Present:

Richard T. Atkinson

Shirley Richesin

Jane Bueg

Tawnya Akins

1. Meeting Called to Order:

The meeting was called to order by Jim Sprott, Board Chairperson at 2:05 p.m. A quorum was established. Chairperson Sprott changed the agenda to move the Head Start Training to the next item.

2. Head Start Training

Tawnya Akins, Health/Mental Health Coordinator for *OOI* Head Start Program, conducted training for the members on the "Social-Emotional Needs of Preschool Children" (Child Mental Health) and the Health components for Head Start. Ms. Akins shared several videos that she used to illustrate *Conscious Discipline*, by Dr. Becky Bailey and other communication and problem solving techniques that children (and staff) learn that aid in behavior management in the classroom.

3. Prior Meeting Minutes

- ❖ Gloria York moved to approve the February 24, 2015 minutes of the *OOI* Executive Committee. Paulette Hill seconded. Motion carried unanimously.

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4. Executive Director's Report: Emerging Issues & Opportunities and Planning Update

Richard Atkinson, Executive & Head Start Director, provided an update on Board Membership: four vacancies currently exist and potential members are being recruited:

- Newton County: Elected Official Nedra Daniels has expressed a desire to resign; Jasper Mayor Jan Larson is willing to serve.
- Searcy County: Vacancy exists in the Low-Income sector; Debra Clemons is willing to serve and was elected by the Policy Council at their regular meeting earlier in the day.
- Boone County: Elected Official County Judge Robert Hathaway did not accept opportunity to serve on the Board; Harrison Mayor Dan Sherrell is willing to serve.
- Marion County: A vacancy exists in the Low-Income sector; Donna Crane is willing to serve.

Mr. Atkinson noted that although Ron McPherson is now Treasurer for Marion County, he continues to serve on the Board as a member representing the Private Sector. Discussion ensued, with all members agreeing that he is still a "Private" member for Marion County due to his Rotary Club membership and ownership of a local business (Bredeaux Pizza in Yellville).

The agency will undergo a CSBG Standards Review on April 7, 2015 by a team from the State Office of Community Services; agency staff have spent the time necessary to be prepared for their arrival.

Head Start staff recently attended Head Start Institute Conference. Two of *OOI's* classroom staff were honored with high awards: Carrie Ragland, Teacher and Center Director for Clinton Head Start was named Teacher of the Year and Denise Neighbors, Teacher Assistant for Flippin Head Start was named Teacher Assistant of the Year.

The membership was reminded that the Board Agenda, Board Minutes & Agency Progress Report of are posted on the "Public" section of the website.

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5. Program Updates/Department Reports

A. Head Start

The Head Start Facility in Clinton experienced water damage from ice damming during the recent winter weather; some damage to lights and other areas was experienced. More ventilation will be added to reduce the chance of recurrence. The “old” Clinton Head Start on Hwy 65 was found with a side door open; a Clinton Police Officer accompanied Mr. Atkinson to inspect the premises. The property continues to be listed by Angie Smith Realty in Clinton.

The Head Start Policy Council met earlier today and participated in a very engaged discussion on Early Head Start and anticipated closure of some classrooms. Arkansas State University at Mountain Home has offered space for Early Head Start in a house on campus.

Our HS Recompensation Grant Consultant, Susan Johnston, recommends starting with 72 Early Head Start slots, as that is the average she has seen for programs converting that have been funded and are able to handle the transition effectively.

Preliminary estimates for *OOI* is around 200+/- Head Start slots and 72 Early Head Start slots. In our service area, no one is competing for Early Head Start except for Newton County Special Services, whose grant for Early Head Start includes Ozark Mountain School District (Western Grove, St. Joe and Bruno-Pyatt) and all of Newton County. A Planning Meeting will soon be set for the Board and Policy Council members.

Application for the “**High Quality Preschool Program**” (**HQPP**) was not made, as after analysis, the grant opportunity was deemed to be not in the best interest of the agency.

B. Community Services

Technology advances in four of the County Offices will include new kiosks with computer access for completing applications for Home Energy Assistance and other directed applications. *OOI*'s Technology Plan is updated on a regular basis.

Mr. Atkinson reported that the Vehicle Repair Loan Program is underway. *OOI* Community Services will soon get two Experience Works positions. CSBG Discretionary grant money is open for application, and Mr. Atkinson expects to apply for additional money for technology upgrades for the agency.

- ❖ Paulette Hill moved to approve re-application for CSBG Discretionary funds for Direct Services. Gloria York seconded. Motion carried unanimously.
- ❖ Gloria York moved to accept Agency Progress Report. Paulette Hill seconded. Motion carried unanimously.

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6. Finance Report

Shirley Richesin, Finance Director, presented to the Committee for their review, consideration and approval Agency Budget, Expenditure Reports for Community Service Block Grant and Head Start and Credit Card Statement Re-Cap and review (documents sent prior to meeting) for February 2015. Credit Card purchase documentation was present for inspection.

Also included in the Finance Reports were Payroll and Payroll Taxes Report and Retirement Plan Recap. The Finance Department is working on developing a report directly from the account system, a goal is to add a third page with balances to the report. Reconciling overlapping grant cycles continues to be a challenge; however, the new system is expected to help make the process easier in the future.

The Finance Department has been analyzing the chart of accounts structure and will recommend to Mr. Atkinson modifications to the current system and not start from scratch. The agency may request a change in fiscal year at a later date if Head Start changes the grant period to July 1 to June 30.

Ms. Richesin assured the Board that the agency is good as far as the money controls; reporting is the challenge; we do balance every month.

The Board will need to elect a new Secretary/Treasurer to replace the vacancy left by Donna Grinder's resignation.

Ms. Richesin presented to the members the current balance sheet for *Ozark Opportunities, Inc.* The expenditures are accurate, but she is not yet comfortable with the report generated by the system. A realistic value of fixed assets will soon be included in the report.

Ms. Richesin requested authorization from the Committee to investigate possible changes to the agency retirement plan to include employee contributions to the plan.

- ❖ Paulette Hill moved to accept the Finance Reports. Gloria York seconded. Motion carried unanimously.
- ❖ Paulette Hill moved to authorize investigation of changes to the agency retirement plan. Gloria York seconded. Motion carried unanimously.

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7. Corporate Services Update

Jane Bueg, Corporate Services Director reported there were no employment actions to report. She shared with the members the result of a Workers Compensation Risk Assessment Report on the February 26, 2015 review: There were no recommendations made (i.e. no issues).

There being no further business, Chairperson Sprott declared the meeting adjourned at 3:40 p.m.


Board Officer

4/28/15
Date