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

The Ozark Opportunities, Inc. Board of Directors Executive Committee met at the offices of Ozark Opportunities, Inc. in Harrison, Arkansas, at 3:35 p.m. on Thursday, March 30, 2017.

Committee Members Present:
Paulette Hill (via telephone)  Hon. Roger Hooper  Hon. Terry Ott
Gloria York  Debra Clemons

Committee Members Absent:
Jim Sprott

Board Members Present:
Althea O’Haver

Staff Members Present:
Richard Atkinson  Shirley Richesin  Jane Bueg
Rebecca Hanlin  Tawnya Akins  Krystal Mayes

1. Welcome Meeting Called to Order:
Vice-Chairperson Paulette Hill, declaring a quorum present and with the consent of the body, called to order the meeting of Ozark Opportunities, Inc. Board of Directors Executive Committee at 3:35 p.m. Ms. Hill welcomed all in attendance.

2. Prior Meeting Minutes & Agency Progress Report
   ✷ Hon. Roger Hooper moved to approve the 2/23/17 Executive Committee meeting minutes and the March 2017 Agency Progress Report. Debra Clemons seconded. Motion carried unanimously.

3. Adoption of Updated 2017 Board Training Schedule
   ✷ Debra Clemons moved to accept the updated Board Training Schedule and noted that today’s March training will include Early Head Start. Hon. Roger Hooper seconded. Motion carried unanimously.

   ✷ Tawnya Akins, Child Development Coordinator responsible for the “Child Mental Health” component provided training on Social-Emotional Needs of Preschool Children. OOI Child Development programs teach children to recognize feelings in self and others; and teach the children coping skills. Some tools used are Al’s Pals and Conscious Discipline (including Early Head Start & ABC Pre-K).
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- Krystal Mayes, Child Development Coordinator responsible for “Parent, Family and Community Engagement” provided training on OOI initiatives that encourage and promote parent engagement with their children’s education and the role of volunteering in the program.

  ➢ Hon. Roger Hooper thanked staff for the excellent training.

5. Corporate Services:

  Jane Bueg, Corporate Services Director, reported on employment actions for March 2017:

  - Hired: Kellie Evans, Kailey Hughes, Kim Robinson, Ashley Sanders, Ashley Wilder, Olena Cooper.
  - Transferred: Olena Cooper, Chasidy Walker.
  - Departures: Mary Carr, Krystal Nichols, Lon Lewis.
  - Current vacancy: EHS Classroom Assistant, Mountain Home.
  - Ms. Bueg reported that annual 403(b) tax-deferred annuity voluntary reduction agreements for staff for 2017 are being updated.

6. Finance Report:

REPORT: Shirley Richesin, Finance Director presented to the Committee for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 2/28/17 for Community Service Block Grant, HEAP, Emergency Solutions, Head Start, Early Head Start, and ABC; verification of Payroll Taxes Report; Credit Card Statement Re-Cap February 2017 (credit card purchase documentation is present for inspection); and Retirement Plan Recap.

AUDIT: Ms. Richesin reported that fieldwork for the audit would begin May 8. OOI will have Early Head Start unexpended balance; we will be able to submit an application for use of these funds. Ms. Richesin and Ms. Bueg met with Don McDonie, Account Representative for Mutual of America, for the annual review of the agency’s retirement plan. OOI has been with Mutual of America since March 2013.

  ➢ Hon. Terry Ott moved to approve the Finance Report. Gloria York seconded. Motion carried unanimously.
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7. Program Updates:

A. Child Development

- Mr. Atkinson reported that ABC enrollment and attendance information will be included in future reports. OOI may be getting more ABC slots for the fall.
- The waiver for Jasper Head Start bus transportation has been submitted to the regional office.
- Early Head Start Expansion – the state got a $4 million grant award to expand Early Head Start; targeted communities in OOI service area are Searcy and Van Buren Counties. We will get more information when the RFA (request for application) is let by the state. Estimates for expansion of OOI Early Head Start are 68 slots – our Marshall facility is vacant and we will analyze the feasibility of childcare partnerships in Van Buren County.

B. Community Services

Rebecca Hanlin, Community Services Director, gave the Community Services Report.

- Ms. Hanlin announced that the CSBG FY 2017 2nd quarter report is not due until the end of April; it was listed on the agenda in error.
- Non-Emergency Energy Assistance ends March 31, 2017; Emergency Energy Assistance will continue.
- 25 individuals are enrolled in OOI Family Development programs; three are developmentally delayed and need to learn life skills to succeed in independent living.

Staff have three completions totaling approximately $2,000 in Emergency Solutions Grant, CSBG, donations and partnership funds expenditures. Rapid rehousing applications take about a week to complete the paperwork required.

Hon. Roger Hooper commented that Marie Slack, OOI Outreach Worker in Van Buren County, meets with him once a month to share a local progress report.

8. ADJOURN: Meeting adjourned at 5:00 p.m.