Ozark Opportunities, Inc.
Board of Directors Executive Committee Meeting Minutes
April 27, 2017

The Ozark Opportunities, Inc. Board of Directors Executive Committee met at the offices of Ozark Opportunities, Inc. in Harrison, Arkansas, at 3:33 p.m. on Thursday, April 27, 2017.

Committee Members Present:
Jim Sprott
Lisa Nunley
(for Hon. Roger Hooper)
Paulette Hill
Sandra Holt
(for Hon. Terry Ott)
Debra Clemons

Committee Members Absent:
Gloria York

Guests Present:
Travis Flowers, Field Representative For Senator John Boozman

Staff Members Present:
Richard Atkinson
Rebecca Hanlin
Shirley Richesin
Sharon Burnett
Jane Bueg

1. Welcome Meeting Called to Order:

Chairperson Jim Sprott, 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 3:33 p.m. Mr. Sprott welcomed Travis Flower, Field Representative for Senator John Boozman.

2. Prior Meeting Minutes & Agency Progress Report:

A. Meeting Minutes:
   Debra Clemons moved to approve the 3/30/17 Executive Committee meeting minutes. Paulette Hill seconded. Motion carried unanimously.

B. Agency Progress Report:

Debra Clemons inquired on the status of early childhood expansion in Searcy County. Mr. Atkinson replied that he is working on it, and details would be discussed in the Child Development portion of the meeting. Mr. Atkinson reported that the $5,000 grant from Home Depot would be used on the mobile mini-shelter project with Bergman EAST. Ms. Hanlin added that Bergman EAST used the project in a scholastic competition and earned a coveted “Action Award”. The Home Depot Grant is in the form of Home Depot gift cards. Bergman School students may have an opportunity to earn money while building the mini-shelter through the “After the Bell” program.
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The shelter is designed to sleep a family of three, and may be uses for up to 3 months at a
time while a family’s HUD application is processed or other suitable location is found.
❖ Sandra Holt moved to accept the April 2017 Agency Progress Report. Paulette Hill seconded.
    Motion carried unanimously.

3. Training: Child Development Program; Health and Nutrition Services:

Sharon Burnett B.S.N., Child Development Coordinator responsible for Health and Nutrition
Services provided a PowerPoint training on the Health and Nutrition needs of children and
families enrolled in Ozark Opportunities, Inc. Head Start and Early Head Start programs. One
central point of clarification was about immunizations: A parent has 15 days to bring their child
up-to-date on shots according to the AR Minimum Licensing Requirements; otherwise a child will
not be able to attend (refer to AR. Childcare Licensing Manual page 50, #23.) The minimum
immunization requirements are on Table I, page 77. If a parent chooses not to have their child
immunized, they must apply for an exemption through the Arkansas Department of Health for
medical or religious reasons. A parent can sign a Non-Compliance Form for not getting an
updated physical, dental exam, dental treatment or lead screening, but not immunizations.

4. Corporate Services:

Jane Bueg, Corporate Services Director, reported on Employment Actions for April 2017. Hired:
Current vacancy: Teach Assistant (Harrison Head Start). Anticipated vacancies: Teacher
(Mountain Home Head Start) & Teacher (St. Joe Head Start).

5. Finance 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 3/31/17 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 March 2017
(credit card purchase documentation was present for inspection); and Retirement Plan Recap. Ms.
Richesin noted that Head Start Pre-K and ABC Pre-K meals for staff are paid by the program as
classroom staff are required to eat with the students. The student meals are reimbursed through
CACFP (Child and Adult Care Food Program).

Ms. Richesin reported that fieldwork for the audit would begin May 8, including compliance testing
of client files. The audit and reporting will take several weeks.
Ms. Richesin pointed out that the Head Start/Early Head Start grant is approved for 12 months, but the agency received only 50% of the funds, the balance is pending congressional budget approval. Head Start classes will end in early May, Early Head Start will end at the end of June, ABC will end according to school district schedule.

Ms. Richesin noted that the “Employee Development” expense in the report was for training of agency finance staff on Abila (finance software); the cost is pro-rated among the programs per the agency’s Board-approved Cost Allocation Plan.

Debra Clemons asked for details on the Home Depot charge for $516.57 titled “Inventory Supplies”. Ms. Richesin explained that the item purchased was for a freezer at Mountain Home EHS, which was put on the location’s inventory list.

- Debra Clemons moved to approve the Finance Report. Lisa Nunley seconded. Motion carried unanimously.

7. Program Updates:

Child Development Update:

Richard Atkinson, Executive & Head Start Director provided the members with status updates on Head Start, Early Head Start and ABC; referencing the information in the Agency Progress Report for April 2017. Classroom ending dates for all Head Start and ABC classrooms and enrollment statistics for ABC were reviewed. Paulette Hill asked if students could still attend if they have not had immunizations; Mr. Atkinson confirmed that a child could attend if their parents signed a waiver; however, FSW’s, Teachers and Coordinators continue to encourage and educate parents on the importance of childhood immunizations, lead testing, and screenings.

Mr. Atkinson discussed the Arkansas DHHS DCCECE EHS Child Care Partnership (CCP) grant application process with the board; Mr. Atkinson explained that he was initially told this grant would allow for expansion by current provider; however, new guidance in the application guidelines that require partnership with a current provider in the targeted geographic area that is already providing infant/toddlers services at the current facility. This clarification was given at a Grant Conference in Little Rock a week after the release of the grant opportunity. After several discussions and emails to clarify the issue, it was recognized that the only two providers in the two target counties that meet the requirements are Van Buren County Special Services and Friendship Community Care in Marshall.

Mr. Atkinson also had a discussion about the need for additional slots during a recent visit with the agency’s Region VI Program Support Specialist so she is well aware of the need for additional slots in the OOI region (as the OOI EHS waiting list in Harrison is approximately 45 (with 20 not entered), 50 in Mountain Home, and 15 at Clinton.)
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After a review of the requirements (10 hours per day of services, etc.) it appears the funding formula set by the state ($14,400 per child per year) will likely not allow OOI to break even with the cost of operation using the CCP model. In addition, initial attempts to contact Friendship Community Care were not successful, and the Van Buren Special Services don’t have enough space for additional classes of infants and toddlers.

Mr. Atkinson, recognizing the need for infant/toddler slots in Searcy County and Van Buren County (the two counties included in the state’s grant) requested that the Executive Committee grant him permission to apply for EHS expansion if the funding if the fine points could be reconciled and it would be feasible for break-even operation.

❖ Debra Clemons moved to apply for EHS expansion funds if feasible. Paulette Hill seconded. Motion carried unanimously.

Ms. Clemons voiced the need for EHS in Searcy County.

Community Services:

Rebecca Hanlin, Community Services Director, reported that the LIHEAP Emergency Energy Assistance application period would end May 5, 2017; a summer program is anticipated in July. State LIHEAP Monitors will review Winter Program records beginning May 8, 2017.

❖ Debra Clemons inquired on the availability to apply for energy assistance in Marshall. Ms. Hanlin responded that applications are accepted by appointment on Tuesdays. Ms. Clemons asked if she could see the process herself, Ms. Hanlin replied “sure, we can get you in touch with Marie, and next time she is there she can train you on the steps to complete the application”. Discussion ensued.

Ms. Hanlin presented the FY 2017 CSBG 2nd Quarter Report and explained the outcomes, narrative for +/- 20% variation, client characteristics and client anecdote. Ms. Richesin presented the financial section of the report. percentage of CSBG Funds to equal 100% of funds, Federal Resources 4(a) to include LIHEAP – Fuel Assistance and client characteristics report where numbers were transposed between individuals and families.

❖ Sandra Holt moved to accept the corrected FY 2017 CSBG 2nd Quarter Report. Debra Clemons seconded. Motion carried unanimously.

Chairperson Sprott exited the meeting at 4:45 p.m. due to a prior obligation.

Mr. Atkinson announced the Arkansas Community Action Agencies Association (“ACAAA”) Conference would be held in Fort Smith, AR. May 16-19; the agency will have several Board members and staff in attendance. The agency has nominated several individuals for Diamond Awards.
8. NEXT MEETING:

Mr. Atkinson requested approval to schedule the May OOI Executive Committee Meeting on June 1, 2017 and a Full Board Meeting in late June to comply with the State’s requirement for Full Board approval of the FY 2018 CSBG Grant Application (Community Action Plan).

❖ Lisa Nunley moved to approve the proposed schedule. Sandra Holt seconded. Motion carried unanimously.

9. Adjourn:

Vice-Chairperson Paulette Hill requested a motion to adjourn.

❖ Debra Clemons moved to adjourn. Lisa Nunley seconded. Motion carried unanimously.

Meeting adjourned at 5:15 p.m.