Ozark Opportunities, Inc.
Board of Directors Executive Committee Meeting Minutes
May 19, 2016

The Ozark Opportunities, Inc. Board of Directors Executive Committee met at the offices of Ozark Opportunities, Inc. in Harrison, Arkansas, at 4:31 p.m. on Thursday, May 19, 2016.

Committee Members Present:
Jim Sprott, Chairperson
Lisa Nunley for Hon. Roger Hooper
Debra Clemons
Gloria York

Committee Members Absent: Paulette Hill

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

1. Welcome

Chairperson Jim Sprott welcomed all present; a quorum established.

2. Prior Meeting Minutes
   Debra Clemons moved to approve the April 25, 2016 minutes of the OOI Executive Committee. Gloria York seconded. Motion carried unanimously.

3. Finance Report

Shirley Richesin, Finance Director presented to the Committee for their review, consideration and approval revised Agency Budget for 10/1/15 – 9/30/16 (reflecting additional unexpected LIHEAP increase), Grant Period Expenditures as of 04/30/16 for Community Service Block Grant and Head Start, Credit Card Statement Re-Cap and review (documents sent prior to meeting) for April 2016. Credit card purchase documentation was present for inspection. Also included in the Finance Reports were verification of Payroll Taxes Report and Retirement Plan Recap. The draft balance sheet was available for review. Ms. Richesin commented that the balance sheet still needs more fine tuning to better reflect the agency.
Chairperson Sprott asked if the contact person with the state would be informed if payroll taxes weren’t paid. Ms. Richesin responded that it would be the IRS who would notify OOI; 3 business days are allowed to remit taxes; Jennifer Bixler, Finance Coordinator, when conducting compliance oversight, would notice that the taxes were not paid by the next day and would then notify Ms. Richesin or Mr. Atkinson of the non-payment.

- Gloria York moved to accept the Finance Reports. Debra Clemons seconded. After a discussion on the balance sheet, accounts payable and compensated absences the motion carried unanimously.

Ms. Richesin presented the current Financial Procedures Manual and requested the board approval the manual as no changes were made.


Ms. Richesin presented to the Committee for review and approval a 2.5% Cost of Living Adjustment for staff paid with Head Start funds; the COLA would be for the hours worked in the program during the extended grant period of March 1, 2016 – June 30, 2016. Any future Head Start grants will reflect the additional COLA funds. The COLA mandates a minimum 1.8% COLA; OOI can afford the 2.5% proposed. A revised budget is required with the application for COLA funds.

- Debra Clemons moved to approve the Head Start COLA grant application as presented. Lisa Nunley seconded. Motion carried unanimously.

Ms. Richesin next requested Committee approval for a retroactive 2.5% raise for current staff paid with Head Start funds for the grant period beginning March 1, 2015 through February 29, 2016. Ms. Richesin reported the funds are included in the Head Start Extension Grant (March 1, 2016 through June 30, 2016) that is the last funds under the current grant number; the amount of the extension grant was approximately $95,000 more than anticipated, and must be spent as there is no opportunity for applying for any carry-over.

Ms. Richesin assured Chairperson Sprott that this request was within regulations; Mr. Atkinson stated that OOI research shows our Teachers and Teacher Assistants are paid less than similarly situated school personnel and other Head Start programs have lost significant staff in the waiting period for programs under Recompetition.

Ms. Clemons asked if all 80 employees of OOI would be receiving this proposed raise. Mr. Atkinson replied that Head Start funds can be spent on Head Start funded positions and those positions with portions of the salary paid with Head Start funds. Ms. Richesin affirmed that OOI currently only has authorization and funds from Head Start for this proposed action.
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Mr. Atkinson stated that we have indications that CSBG will get more funding, as a 6% increase was awarded CSBG nationwide months ago, but has not yet made its way down to the local agencies. There is, however, talk of a formula change in the funding allocation for Arkansas agencies that may result in less money for OOI in the future.

- Debra Clemons moved to approve the Head Start retroaction 2.5% raise as presented. Lisa Nunley seconded. Motion carried unanimously.

The Head Start extension grant has provided an opportunity, with the Committee’s approval, to request from Head Start Region VI permission to purchase up to 2 new vehicles (small, economic sedans similar to a Toyota Corolla or Ford Fusion) to assist Head Start Management Staff to better monitor locations through regular site visits. The cost of the vehicles, including tax and licensing, will not exceed $42,500.00.

- Lisa Nunley moved to approve the purchase of up to 2 vehicles for Head Start. Gloria York seconded. Motion carried unanimously.

Ms. Richesin provided the Committee an update on the agency audit: field work was conducted on site during the last week of April. The lead auditor, Shawna Jeffrey, brought her replacement. There has been no indication of any issues. The auditors are now in the process of reviewing financial statements. The audit should be completed earlier than the past few years. Chairperson Sprott asked for the deadline; Ms. Richesin replied the state deadline is June 30th, 4 months after the end of the agency fiscal year; the Federal requirement is 9 months after the end of the agency fiscal year.

5. Corporate Services Update

Corporate Services Director Jane Bueg presented the employment actions to the Committee: Cynthia Brotherton, Teacher Assistant at St. Joe Head Start, tendered her resignation and Rana McNeely was hired in a temporary position to work as Family Support Worker in Head Start.

Ms. Bueg presented the current OOI Personal Policy (including any updates approved since January 2015) and requested the board approval the manual.

- Debra Clemons moved to approve the OOI Personnel Policy as presented. Lisa Nunley seconded. Motion carried unanimously.
Chairperson Jim Sprott updated the Committee on the status of the Termination Appeal filed by former Head Start Teacher Delonda Wolf. The Grievance Committee voted to sustain the termination. Mr. Sprott delivered the decision to the Head Start Policy Council at their scheduled meeting, May 18, 2016. The Policy Council vote did not change their position, creating an impasse between the two bodies. The issue will go to an Impasse Committee and probably in front of an arbitrator. Ms. Wolf will be informed of the status of her appeal.

6. Adjourn: Chairperson Sprott declared the meeting adjourned at 5:25 p.m.