Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
May 27, 2014

The Ozark Opportunities, Inc. Board of Directors met at the Fred Berry Education Conservation Center, Yellville, Arkansas, at 6:05 p.m. on Tuesday, May 27, 2014

Board Members Present:

Jim Sprott          Paulette Hill          Judy Schenk          Hon. Terry Ott
Renee Walker        Paula Crawford        Gloria York          Ron McPherson
Hon. Roger Hooper   Clyde Johnson         Nedra Daniels        Debra Clemons
Althea O’Haver

Board Members Absent:

Kristen Smith       Donna Grinder         Danny Griffin        Laurel Orr
Julie Tilley

Staff Members Present:

Richard T. Atkinson Shirley Richesin Jane Bueg Rebecca Hanlin

Guests Present:

Lanna Bullington, Early Childhood Education Consultant

1. Meeting Called to Order:

The quarterly meeting of Ozark Opportunities, Inc. Board of Directors was called to order by Jim Sprott, Board Chairperson at 6:05 p.m. A quorum was established. Mr. Sprott welcomed everyone to the meeting and requested all present to introduce themselves. Guests included Lanna Bullington who serves as Early Childhood Education Consultant to the Board.

The pre-meeting meal was arranged by Marion County Board member Ron McPherson.

2. Acceptance of prior meeting minutes

- Hon. Terry Ott moved to accept the minutes of the April 22, 2014 Executive Committee Meeting. Clyde Johnson seconded. Motion carried unanimously.
Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
May 27, 2014

3. Ratification of actions of the Executive Committee

Mr. Sprott presented to the membership Executive Committee actions to be ratified by the Board; including actions taken at the May 27, 2014 Executive Committee meeting held earlier in the evening.

- Hon. Roger Hooper moved to accept and to ratify the actions of the Executive Committee through May 27, 2014. Althea O’Haver seconded. Motion carried unanimously.

4. Election of New Board Members

Mr. Sprott invited Richard Atkinson, Executive & Head Start Director of Ozark Opportunities, Inc. to present to the board the new member presented for membership.

Mr. Atkinson reviewed Board Composition requirements for Community Action Agencies:

- A Tripartite Board is required. The board must represent three sectors of the community: Public (elected officials), Private (includes education, law-enforcement, business), and Low-Income. At least 1/3 of the board must represent the Low-Income sector. Low-Income Representatives must be elected in a democratic process by members of the low-income community.

A Newton County (Low-Income) representative was presented for acceptance:

- Gloria York, elected by eligible Newton County residents enrolled in OOI sponsored program; (SUCCESS)

All new Board members undergo a lengthy orientation with Community Services Director, Rebecca Hanlin. There are no vacancies remaining on the Board.

- Hon. Roger Hooper moved to accept Gloria York as a duly elected member of Ozark Opportunities, Inc. Board of Directors. Nedra Daniels seconded. Motion carried unanimously.

Gloria York is welcomed to the Board of Directors of Ozark Opportunities, Inc. She brings experience in Early Head Start to the board.

Mr. Atkinson requests a change in agenda: Move items 8 (Finance Training) & 9 (Retirement Plan) to the items 5 & 6 positions.
Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
May 27, 2014

- Hon. Terry Ott moved to approve the change in agenda. Althea O’Haver seconded. Motion carried.

5. Finance Training

Shirley Richesin, Financial Officer for Ozark Opportunities, Inc. facilitated training for the Board on OMB Circulars: A-110 (Administrative Cost for Non-Profits, Insurance, Bonding Insurance, Program Income Regulations, Cost Sharing, Match, Audit), A-122 (Cost Principles, Direct Costs, Indirect Costs, Cost Allocation Plan), A-133 and OMB “Super Circular”, which consolidates 8 current OMB Circulars. The OMB “Super Circular” goes into effect 12/26/14; for Federal Agencies the effective date is June 2014. OOI will have until March 1, 2015, the start of our next agency fiscal year.

A lengthy Question and Answer period followed:

- **Mr. Sprott**: Is one of the processes of the audit to insure OOI is in compliance with the Circulars? And the audit would report if OOI was not in compliance? **Ms. Richesin**: Yes, compliance involves many, if not all staff. The agency had one finding 12 years ago. Some of our policies may be (and are) more restrictive than the regulations.

- **Ms. Clemons**: How many people do we serve? **Ms. Hanlin**: 10,000 families, 19,000 individuals.

- **Ms. O’Haver**: There are different levels of audits? **Ms. Richesin**: Yes, the single agency audit is an audit of financial statements and compliance. We also have monitoring of individual programs by funding sources.

- Ms. Richesin emphasized that all personnel costs are charged (to the program) directly by the hours as recorded on the timesheet.

- **Mr. McPherson**: Are the audited items selected randomly? **Ms. Richesin**: No, but there are records and files that are randomly selected for review, and if an error is found, extra scrutiny is required.

- **Ms. O’Haver**: Will the reduction to 7 audit areas from 14 lower the cost of the audit? **Ms. Richesin**: “Yes, it should.”

- **Hon. Hooper**: Is there any reason not to adopt the Super Circular before 3/1/15? **Ms. Richesin**: Probably not; we plan to adhere to our current system through February 2015 to complete the current audit year under the same regulations; then start the next audit year, March 1, 2015 – February 29, 2016 under the new regulations.

- Ms. Richesin stated that the changes in the Super Circular can benefit our programs, for example in the area of the cost of Non-Federal Match.
6. Retirement Plan and Accounting System

Ms. Richesin next provided the Board with a detailed report on OOI’s Retirement Plan. She explained that several usual and customary monthly fees are not charged to our plan or the participants due to the nature of our business, Community Action, and the agency’s membership in Community Action Partnership. These fees include the $2.00 per participant charge, $4.00 per life charge, and $100.00 contract fee. Individual account fees are not available to Plan Administrator; the amounts / percentages vary according to investment vehicles selected by the account holder. The agency makes quarterly deposits into the plan, with the next deposit scheduled in June.

Ms. Richesin then updated the Board on the status of OOI’s new accounting system, Abila (previously known as SAGE & MIP, Fund 100). The agency went “live” May 1st for regular accounts payable; we are much closer to being fully operational. The training provided by our current consultant has been very good. One of the benefits of the new system is that we now have the option to pay into the retirement plan monthly. More current and additional information will be extractable from the new system, with colorful and exciting visual aids to add to the reports.

7. Executive Directors Report/Emerging Issues

Mr. Atkinson shared with the Board a recap of the ACAAA (Arkansas Community Action Agencies Association) Annual Conference, held in North Little Rock May 21-23, 2014, celebrating the 50th Anniversary of Community Action and the 40th Anniversary of ACAAA. Featured speakers were:

Lisbeth Schorr, Senior Fellow, Center for the Study of Social Policy. Ms. Schorr has very deep roots in Community Action, she headed the health division of the Community Action Program at the federal Office of Economic Opportunity from 1965-1967.

Mark K. Shriver, Senior Vice President for Strategic Initiatives and Senior Advisor to the CEO at Save the Children, and author of “A Good Man: Rediscovering My Father, Sargent Shriver”, the American Statesman who, In 1961, under President Kennedy, established the Peace Corp and at the request of President Johnson led the War on Poverty.

David Bradley, Executive Director for National Community Action Foundation, Inc. and National Community Action Foundation (NCAF). Mr. Bradley is one of Washington’s leading advocates for low-income programs and principle author of the Community Services Block Grant (CSBG).
Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
May 27, 2014

The conference was attended by over 200 people including OOI Board Member Althea O’Haver. Ms. O’Haver shared with the members that the conference was very informative with a lot of workshops targeted at Board Members. She left event inspired.

Mr. Atkinson shared with the board the award nominees from OOI:

- **ACAAA Client Action Award** - Erica Nixon
- **ACAAA Supporter Action Award** - Hon. Roger Hooper
- **2014 CAPPY Award Best Performance in a Leading Role** – Shirley Richesin
- **2014 CAPPY Award Best Production** – SUCCESS (Case Management Initiative)

Mr. Atkinson presented the ACAAA Supporter Action Award to OOI Board Member Honorable Roger Hooper.

After a review of his projects and focus areas from March through May, Mr. Atkinson advised the Board to “hold on for the future”, as there is not a funding source that is safe from federal budget cuts or change in focus area. OOI is one of the top 2 or 3 agencies in the state for information on the low-income population, we are the “go-to agency” for data on the low-income community that other service providers need to provide their funding sources.

Hon. Hooper asked how many Community Action Agencies are there in the state? Mr. Atkinson replied there are 16 agencies similar to OOI. Legislators like local control and a good, solid Board of Directors is critical. Currently Head Start is in jeopardy of becoming a block grant. Mr. Atkinson urged the members to join him to talk with legislators about our Programs and educate them the successes of the agency. A recent appointment with Senator Boozman was cancelled due to the Senator’s emergency surgery, but will be rescheduled as soon as possible.

Mr. Atkinson updated the Board on the results of the Head Start Triennial Review (March 2-7, 2014). One area of concern, student records, was in the report. Requested documentation was not easily located by staff as at the time of the review classrooms were cancelled due to the weather, and the usual custodians of the student records were not available.

Strategic Planning is ready to resume. Linda White, Community Development Specialist, has been off work for the past two months and unable to work on the project. A planning session must take place ASAP. Main areas of agency focus will be Family Stabilization and Empowerment, and a 3-4 hour meeting will be scheduled in June or early July.
8. **Program Updates** (Reports provided prior to the meeting)

**COMMUNITY SERVICES** – Rebecca Hanlin, Community Services Director, presented OOI’s CSBG (Community Service Block Grant) 2014 2nd Quarter report for review and action. Ms. Hanlin gave a detailed review of the National Performance Indicators (NPI’s), including financial data for the quarter. She also shared the SUCCESS narrative that accompanied the report. Mr. Atkinson noted that the Office of Management & Budget studies the cost effectiveness of CSBG. Some questions he posed: How do we measure our success? Is it how many people no longer need our services? If so, that number may be 5 a year. OOI’s Strategic Plan will identify goal areas, and CSBG money is a flexible pot of money that can be directed in a strategic way.

Winter HEAP has closed; Summer HEAP is scheduled to open to the general public July 7th, with applications mailed to select potentially eligible (PE) households by June 6th. A member inquired how PE status is determined. Ms. Hanlin replied that the State of Arkansas determines that status, it is based on food stamp households; with elderly and/or handicapped households eligible for early application. Commodity foods will be distributed until gone, as the program must close with zero inventory for the State Fiscal Year ending June 30, 2014.

- Ron McPherson moved to accept the CSBG 2014 2nd Quarter Report. Clyde Jonson seconded. Motion carried unanimously.


Paulette Hill asked if we got customer input on our program. Mr. Atkinson responded that both our clients and partners are surveyed and the information gathered is used in the planning for the coming year.


10. **Acceptance of Program Reports**

- Ron McPherson moved to accept the Agency Progress Report, including Program Reports. Clyde Johnson seconded. Motion carried unanimously.
Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
May 27, 2014

11. Corporate Services Training

Jane Bueg, Corporate Services Director, provided the Board training on Human Resources at OOI, detailing the application process, including criminal background checks, reference checks, and applicant requirements for the Head Start Program.

Prior to adjournment, Mr. Atkinson distributed to the Board the Head Start Program LAP-3 report showing the progress our students have made over the school year in all the framework domains of development included in the report from Ryan Clayborn, Head Start Program Manager and Education Coordinator.

There being no further business. Chairperson Sprott declared the meeting adjourned.

Meeting adjourned 8:03 p.m.

[Signature]
Board Officer

8/28/14
Date