Ozark Opportunities, Inc.
Board of Directors Executive Committee Meeting Minutes
June 1, 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, June 1, 2017.

Committee Members Present:

Jim Sprott                Paulette Hill                Debra Clemons
Hon. Roger Hooper         Hon. Terry Ott

Committee Members Absent:

Gloria York

Staff Members Present:

Richard Atkinson         Shirley Richesin            Jane Bueg
Rebecca Hanlin            Ryan Clayborn            Harley Thompson

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 3:35 p.m.

2. Prior Meeting Minutes & Agency Progress Report:

   • Hon. Roger Hooper moved to approve the 4/27/17 Executive Committee meeting minutes. Paulette Hill seconded. Motion carried unanimously.

3. Updated Board Training Schedule:

Richard Atkinson, Executive Director, presented the updated Board Training Schedule for review and acceptance.

   • Hon. Terry Ott moved to accept the updated Board Training Schedule. Hon. Roger Hooper seconded. Motion carried unanimously.

4. Change of Agenda:

Mr. Atkinson requested the Committee approve a change of agenda for today’s meeting to include Job Titles Update, Agency Organizational Chart, TSG Growth Chart review and Agency Strategic Plan and Needs Assessment Adoption and Approval.

   • Hon. Roger Hooper moved to approve the change of agenda. Paulette Hill seconded. Motion carried unanimously.
5. Corporate Services:

Richard Atkinson proposed the Committee approve adoption of Job Title changes that follow typical corporate style of “C” Suite: Chief Executive Officer (C.E.O.), Chief Financial Officer, Chief Operating Officer, and managers, supervisors etc.; Including exempt/non-exempt status and a revised organizational chart reflecting the title changes. The Committee discussed staff reaction to the change, with Debra Clerons “wants to be sure everyone is on the same page” and Hon. Hooper suggesting follow-up to the Board on staff response to the changes.

❖ Hon. Terry Ott moved to adopt the title changes and organizational chart effective June 1, 2017. Hon. Roger Hooper seconded. Motion carried unanimously.

Jane Bueg, Corporate Services Director, reported on employment actions for May 2017. No new hires; temporary transfer: Pam Surett to Harrison Early Head Start to provide nutrition services; Departures: Kim Robinson, Ashley Sanders, Rudean Coy, Pam Keeling and Amelia Bower. Current vacancies: Teacher Assistant (Harrison Head Start), Teacher (Mountain Home, St. Joe, Western Grove), Classroom Assistant (Harrison Early Head Start).

6. 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 4/30/17 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 is 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 Emergency Solutions Grant spending began in March. She also reported that Head Start is back on a 12-month grant cycle and ABC new grant will be 12 months – July 1 – June 30. Additional items presented: balance sheet as of April 20, 2017 and Agency Wide Budget for 3/1/17 – 2/28/18.

Ms. Richesin provided an update on the audit: fieldwork completed 5/8/17; we are in continued communication with the audit team on clarification of individual funding sources of programs that are ongoing at this time. The auditors had positive comments on the operation of the agency as a whole. A committee member asked if volunteers fill out timesheets; Ms. Richesin responded that all time for volunteers are documented.
Another member asked what the match was for Head Start/Early Head Start; Ms. Richesin responded Match is calculated at 20 percent of the total grantee budget (federal funds plus non-federal share), which is the same as 25 percent of the federal funds.


7. Program Updates:

A. Child Development:

Mr. Atkinson reviewed the Child Development portion of the Agency Progress Report, including Child and Adult Care Food Program (CACFP). He reported that he is trying to get CCDBG (Child Care Development Block Grant) funds for summer programs, no success so far. Mr. Atkinson reported that the waiver request for bus transportation in the Head Start Program has to be requested annually. He presented for Committee review and approval a waiver request for Norfork (8 children), Jasper (8 children), St. Joe (8 children), Western Grove (8 children), Bruno-Pyatt (8 children). These locations are targeted due to the possibility of under-enrollment due to transportation needs in these isolated communities.

- Hon. Roger Hooper moved to approve the waiver request for bus transportation at Norfork, Jasper, St. Joe, Western Grove, Bruno-Pyatt Head Start centers. Hon. Terry Ott seconded. Motion carried unanimously.

Ryan Clayborn, Child Development Manager, provided the Committee with the Teaching Strategies Gold® Growth Chart, highlighting the progress of 4 year-olds in Literacy and Social Emotional skills. He also reported that Mountain Home ABC passed ECERS (Early Childhood Environment Rating Scale®) the first time!

Hon. Hooper reported he and a Van Buren County J.P. visited the Early Head Start Center in Clinton. Mr. Sprott commented that infant/toddler care is urgently needed by students at North Arkansas College and asked what the eligibility for the program “in a nutshell”. Mr. Atkinson responded eligibility is based on a number of factors covered in the “point system”. Hon. Hooper asked if there was any way to follow-up on students; Mr. Clayborn responded, yes, Project Follow-Through would track our Early Head Start – Head Start – to Elementary School; we will have 5-year data on our EHS – HS students in the future.
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B. Community Services:

Rebecca Hanlin, Community Services Manager, proudly announced that Ozark Opportunities, Inc. was awarded three of the four DIAMOND AWARDS at this year’s ACAA Conference:

- **Diamond Empowerment Award**—Stephanie Thompson, for outstanding achievement in self-sufficiency.
- **Diamond Mission Award**—OOI Multipronged Approach to Eliminate Homelessness, for outstanding State Community Action Program.
- **Diamond Leader Award**—Rebecca Hanlin, for outstanding Community Action Agency Employee, Managerial.

Also nominated and recognized was Brenda Morris for the **Diamond Champion Award** for Outstanding Community Action Employee. Debra Clemons reported on the quality of training for Board Members at the conference.

Ms. Hanlin presented Ozark Opportunities, Inc. Emergency Solutions Grant for review and acceptance. The $14,000 grant funds (Baxter, Boone, Marion & Newton counties) and $7,000 (Searcy & Van Buren counties) will be used for rapid rehousing and homeless prevention. OOI is proposing more than one-month assistance per family, as the staff time required to process and invoice an application is extensive. The grant was due 5/31/17 and submitted 5/26/17.

- Hon. Roger Hooper moved to accept the Emergency Solutions Grant; as submitted. Paulette Hill seconded. Motion carried unanimously.

Mr. Atkinson and Ms. Hanlin updated the Committee on the status CSBG Community Action Plan. The grant application is due at the end of June. The grant period is 10/1/17 – 9/30/18. The Performance Standards have changed for CSBG; a planning meeting is set for 6/6/17.

Mr. Atkinson requested Committee Adoption and Approval of the Agency Strategic Plan and Needs Assessment as reviewed with the Board at the February 23, 2017 meeting.


8. Agency Progress Report:


9. Adjourn: Meeting adjourned at 4:58 p.m.

_Board Officer_  
_6/22/17_  
_Date_