Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
June 22, 2017

The Ozark Opportunities, Inc. Board of Directors met at the offices of Ozark Opportunities, Inc. in Harrison, Arkansas, at 6:00 p.m. on Thursday, June 22, 2017.

Board Members Present:

Jim Sprott
Morgan Sellers
Mayor Jan Larson
Danny Griffin
Paulette Hill
Sandra Holt
Judy Schenk
Kristen Smith
Debra Clemons
Charmain Seaton
Althea O’Haver
Gloria York
Donna Crain
(rep. for Hon. Terry Ott)
(rep. for Hon. Jim Harness)

Committee Members Absent:

Hon. Mickey Pendergrass
Mayor Dan Sherrell

Staff Members Present:

Richard Atkinson
Brenda Morris
Shirley Richesin
Jane Bueg
Rebecca Hanlin

➢ NOTE: Prior to the Board Meeting an Awards Ceremony was held to recognize Stephanie Thompson, Rebecca Hanlin, Brenda Morris and OOI Housing Initiatives (additional information on these awards can be found in the June 2017 Agency Progress Report located at https://ozarkopp.org/menus/2017-Board-of-Directors,-Agendas,-Reports,-Minutes.html&pld=175). It was a great celebration of the hard-working people associated with the agency, and was attended by several OOI staff and community representatives.

1. Welcome & Meeting Called to Order:

Chairperson Jim Sprott welcomed all in attendance and led the group in the Pledge of Allegiance, followed by the reading of Ozark Opportunities, Inc. Mission Statement. Chairperson Sprott, after introductions of those present, declared a quorum present and with the consent of the body, called to order the meeting of Ozark Opportunities, Inc. Board of Directors at 6:00 p.m.

The primary purpose of the meeting is to take action on 2018 CSBG Community Action Plan and Budget, and Election of Officers. Mr. Sprott congratulated Stephanie Thompson, 2017 ACAAA Diamond Award Winner, on her success, and noted that Stephanie is a prime example of the mission of Ozark Opportunities Inc. and the team of participants, employees, and board members involved in that mission.

2. Prior Meeting Minutes: Approval & Ratification of Exec. Committee Actions:

➢ Hon. Roger Hooper moved to approve the 2/23/17 Board of Directors meeting minutes, the 6/1/17 and 6/15/17 Executive Committee meeting minutes and ratify actions of the Executive Committee March 30 through June 15, 2017. Morgan Sellers seconded. Motion carried unanimously.
3. Election of Officers:

Mr. Sprott announced he would no longer be able to serve as chairperson, as he is semi-retiring and allocating his time to other projects. Hon. Roger Hooper asked if Vice-Chairperson Paulette Hill would serve as Chairperson. Mrs. Hill consented to serve.

- Hon. Roger Hooper moved to elect Paulette Hill as Chairperson of the Board. Donna Crain seconded. Motion carried unanimously.

Hon. Roger Hooper stated, “Jim, as Chair of this body for four years, you have done an outstanding job and we appreciate your leadership.”

Mr. Sprott asked if anyone is willing to serve as Vice-Chairperson; the position requires attending a monthly meeting as a member of the Executive Committee. Charmaine Seaton, representative for Hon. Jim Harness volunteered to serve if no one else was willing. It was noted that OOI Bylaws require Board members to hold office. Ms. Hill asked Hon. Roger Hooper if he was willing to serve as Vice-Chairperson. Hon. Hooper consented to serve.

- Sandra Holt moved to elect Hon. Roger Hooper as Vice-Chairperson of the Board. Althea O’Haver seconded. Motion carried unanimously.

Mr. Sprott then asked Gloria York if she was willing to stay on as Secretary/Treasurer of the Board; she replied that she had meant to step down; however, her situation had changed and she could commit to another year term.

- Debra Clemons moved to re-elect Gloria York as Secretary/Treasurer of the Board. Morgan Sellers seconded. Motion carried unanimously.

**Officers of the Board of Directors of Ozark Opportunities, Inc. for 2017-18**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Paulette Hill</td>
</tr>
<tr>
<td>Vice Chairperson</td>
<td>Hon. Roger Hooper</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>Gloria York</td>
</tr>
</tbody>
</table>

Mr. Sprott offered the leadership of the meeting to Ms. Hill, who declined at that time, as she will begin her leadership at the next scheduled meeting.

4. Report (and Training) on ACAAA Conference:

Board members Debra Clemons and Althea O’Haver presented a recap of the pre-conference track they attended at the 2017 Annual ACAAA Conference, and presented a training on “The Three R’s of Board Membership”.

Althea and Debra handed out a training packet that included the following documents:

- Community Action Board Basics
- Community Action Agency Boards of Directors and the CSBG Organizational Standards
- Rules or Standard of Board Members
- Board Member Responsibilities (table)
- Rights of Board Members
- Community Action Code of Ethics
Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
June 22, 2017

Each document was covered at length, with explanation of the differences between a Community Action Agency ("CAA") Board and a standard nonprofit Board. Althea mentioned she and Debra had both served on local and national Boards, and none had the same requirements or complexities as a CAA Board of Directors. Ms. O’Haver also noted that the Board should convene a committee to review the agency Bylaws, as new understandings and regulations are acknowledged.

Hon. Hooper thanked Debra and Althea for sharing their training. Ms. O’Haver noted that OOI has a great Board of people who care; Ms. Clemons added that she has been on some Boards where the members serve for personal recognition, but that the OOI Board are people who are there for the right reasons.

Judy Schenk asked if the commitment and cooperative nature of the OOI board was the exception; Ms. O’Haver responded that she learned that other (CAA) agencies have trouble getting members to attend, if having to hold meetings on the weekends and schedule retreats to entice members to attend. Mayor Larson commented she had been in situations where board members did not stay informed, and that OOI keeps its members very well informed.

Mr. Sprott noted that succession planning is important and that it is a good idea to have a lawyer on the Board; he requested the membership send him suggestions if they have any candidates. Mr. Atkinson added that he has tried to foster a Board that will show up for the right reasons, be engaged and ask questions. He reminded those in attendance that there are two vacancies now – “private” positions in both Baxter and Marion counties. He thanked Ms. Clemons and Ms. O’Haver for their report and support.

5. OOI Strategic Plan:

Richard Atkinson, Chief Executive Officer, presented for Board review and approval the OOI Strategic Plan Update, noting the Top 5 Key Findings (Needs) identified in the 2017 Needs Assessment; which included: 1. Housing, 2. Education, 3. Emergency Assistance, 4. Unemployment and 5. Income. The areas highlighted on the document represent new or updated items. He clarified that some of the strategies may take substantial investment of staff time (years) and relationship building (collaboration) before results are realized.

As the Board studied the plan, Mr. Atkinson and staff provided clarification and definition of various acronyms and identified needs. Board members asked about specific areas — mental health and the needs of the older (senior) population. Mr. Atkinson responded that in the area of mental health, the agency cannot address the needs with current available resources. The needs of the elderly are integrated into the plan (via LIHEAP, Housing, etc.), and the agency would entertain sponsoring senior programs as long as the agency does not lose money. When presented with a funding opportunity, Mr. Atkinson and staff use a “Grants Guidance” document to determine feasibility of proceeding with a funding application.

Mayor Larson asked if “Grants Guidance” was applied to the last Senior Center funding opportunity. Mr. Atkinson replied “Yes, and the opportunity failed the instrument due to an anticipated loss per year according to documents submitted with the Request for Proposal from the Area Agency on Aging for the five counties offered in OOI’s service area.” Hon. Roger Hooper noted that White River Planning & Development District oversees the Senior Centers in his area and they have been losing money on them for the past few years, as his county is requested to give funds to keep them going. Mayor Larson asked if OOI would consider assisting with supportive services to an unserved senior population; Hon. Hooper commented that Senior Services is a costly endeavor; Mr. Atkinson noted that many CAA’s have discontinued senior centers due to the cost. Mr. Atkinson asked Mayor Larson to get ahold of him in the coming week(s) to discuss options.
Mr. Atkinson informed the Board that the recent Early Head Start RFP offered by the Arkansas Dept. of Child Care and Early Childhood Education (DCCECE) Office had no applications that passed their criteria. A second RFP has been opened with the same instructions and still cannot be met by OOI in the two focus counties (Searcy and Van Buren.)

Mr. Atkinson is meeting with local representatives of legislators on a regular basis, and he is actively trying to meet with local elected officials, and hopes to be done by the end of the summer.

6. Training: OMB Circular (Omni) and 45 CFR Part 74 – Financial Management Regulations:

Shirley Richesin, Chief Financial Officer, conducted annual Board Training on the OMB Omni-Circular and 45 CFR Part 74. The Omni-Circular is a merging of eight circulars into one uniform set of cost principles, audit and administrative requirements. The training focused on the areas of Audit and Head Start Regulations, and the usual monthly finance reports – CSBG, ESG, HEAP, ABC, Head Start & Early Head Start, and CACFP. The Omni-Circular emphases is on agency internal controls. The financial audit includes compliance with regulations along with review of financial records. Compliance monitoring now consumes more time during the audit process than review of the financials.

Ms. Richesin reported that the current audit is very close to draft status, and it is expected to be completed prior to the deadline.

The Board discussed the status of the Head Start building on Hwy 65 in Clinton. Hon. Hooper asked if the vacant building was costing the agency money. Mr. Atkinson and Ms. Richesin responded it costs around $5,000 per year in taxes and insurance. Every avenue for disposal has been actively pursued, with all attempts to sell or donate rejected by Region VI. Our current Head Start program representative is investigating options at the regional level.

7. Finance:

Chief Finance Officer Shirley Richesin reported the Finance Report Packet; providing a detailed explanation of each element – Expenditures compared to Budget for Community Services Block Grant, HEAP, Emergency Solutions, Child Development Programs: Head Start, Early Head Start and ABC, including CACFP (Child and Adult Care Food Program); Payroll and Payroll Taxes Report, Credit Card Recap (credit card purchase documentation is present for inspection); and Retirement Plan Transaction Report were presented on 6/1/17 and 6/15/17 for review and approval. Mr. Atkinson noted that the full report is sent to all Board members each month.

- Ms. Richesin noted that two CSBG Discretionary Grant applications have yet to be funded; one from June 2016 and one from March 2017. Reimbursement for April CSBG expenditures have not yet been received, Ms. Richesin contacted the state office and was told that OOI should get the money next week; the May reimbursement has already been received. She noted that there have been many changes at the state level that may account for the delays.

- The ESG grant period is October 1, 2016 – September 30, 2017. OOI received approval for the program in March 2017; reimbursement process is lengthy and it will take some time to get funds.
Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
June 22, 2017

- HEAP funds have been requested and an advance was received today. OOIF request for administrative funds is still outstanding.

- ABC Pre-K automatically advances funds; $960 extra dollars for the grant period covering August 1, 2016 – June 30, 2017 were recently received. These funds can be used for COLA and Professional Development. The new grant period will cover July 1, 2017 – June 30, 2018.

- All reimbursements have been received to-date for the USDA CACFP Food Program.

- Head Start/Early Head Start funds are drawn down as needed. Hon. Hooper asked about the funding status for the first year of Early Head Start. Ms. Richesin replied that OOIF has funds remaining, as we did not have the centers open until later in the grant period. There is over $200,000 remaining, and we are assessing our needs, as it will be one-time money. We will know how much money to apply for when the audit is final and the closeout report is sent to the Head Start Office.

Hon. Hooper asked if there were any plans for expansion; Mr. Atkinson is hoping for funding to become available in the next few years, we have excess space at each location and could add slots immediately. Hon. Hooper recalled that he was very wary in the beginning of the Early Head Start conversion; however, he has heard only positive comments since the program began, and his visits to the center have all been encouraging. Paulette Hill agreed, she has heard good comments in Baxter County and has heard from the church that it is a positive addition to their local missions.

- Audit/990: Ms. Richesin asked the Board to authorize the Executive Committee to approve the Agency Audit and IRS 990 prior to the next full Board meeting, including authorizing Officers to sign the documents. The deadline for submitting the audit is June 30, 2017.
  - Danny Griffin moved to authorize the Executive Committee to approve the audit and IRS 990 and to sign any documents associated in their submission. Sandra Holt seconded. Motion carried unanimously.

8. Program Updates:

A. Child Development:

- Head Start (and Agency Wide) COLA: Ms. Richesin presented for Board review and approval an application for Head Start 2017 Cost of Living Adjustment (“COLA”); including budget. A Handout was given that showed the amounts needed to give an increase to Head Start/Early Head Start, as well as the other programs run by the agency. Per Head Start regulations, the salary increase is required to be across-the-board unless explained; with entry-level rates permanently adjusted to reflect the COLA.

The grant amount will provide a 1% COLA to staff effective March 1, 2017. Ms. Hill asked if this is one-time funds, and if salaries will revert to prior levels; Ms. Richesin responded that the normal process is that the COLA amount is added to the funding level (moving forward), but there is currently talk that it may be rescinded. Ms. Richesin requested that Board include the 1% COLA for ABC Pre-K and CSBG staff in the motion as well, as funds are available within those grants to support the COLA. Mr. Sprott asked that the motion for all programs to be contingent upon a grant award.
  - Gloria York moved to approve the application for 1% COLA for Head Start/Early Head Start and if funded, to provide the same 1% COLA to ABC and CSBG. Morgan Sellers seconded. Motion carried unanimously.
Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
June 22, 2017

- Mr. Atkinson respectfully asked that the Agency Progress Report be added to the agenda, as it was not completed in time for the Executive Committee to review it.
  - Hon. Roger Hooper moved to amend the agenda to include the Agency Progress Report. Morgan Sellers seconded. Motion carried unanimously.

- AGENCY PROGRESS REPORT: Mr. Atkinson guided the review of the Agency Progress Report for June 2017; and as Child Development Director reviewed the Child Development section, noting that the programs were performing well, with full enrollment and average daily attendance greatly improved over last year.

- Head Start Self-Assessment: Mr. Atkinson presented the recently completed Head Start Self-Assessment. Findings included no Areas of Concern, Areas of Strength are abundant, and the following (abbreviated) Action Plan will be used to improve Areas of Improvement in the coming school year:
  
  A. Program Management- Management staff will identify proper training to assist in updating the chain of command and delegation of duties. Administrative Team will complete a train-the-trainer session.
  B. Corporate Services- Agency will develop a succinct Employee Wellness Strategy. Agency staff will develop a Center Staff (Teacher) Handbook
  C. Disabilities- An updated Child Tracking Data Sheet in Google Drive™ will be used to better monitor all children.
  D. Parent Engagement- The Policy Council Executive Committee and the Parent Engagement Coordinator will revise the Self-Assessment Process and Schedule.
  E. Health/Nutrition- The Nutrition Coordinator will attend additional CACFP training throughout the 2017/18 school year and create a better system of tracking meals.
  F. Safety/Facilities/Licensing- The Licensing Coordinator will revamp the Child Maltreatment and Background Check System to meet the new HSPPS requirements.
  G. Family & Community Partnerships- A data-entry cross check will be performed by each Family Support Worker via a peer review process.
  H. Mentor Coach- The Mentor Teacher will create a monthly Calendar to help delegate her time as needed and she will attend training.
  I. Finance- Finance staff will meet with the Parent Engagement Coordinator each month to review monthly In-Kind.

Ms. Hill commented that Cotter Superintendent Chad Harp has resigned to take the Superintendent post at Jasper School District. Mr. Atkinson reported that he and/or Ryan Clayborn, Child Development Manager, visit administrators at each school that donates classroom space, so each school would be visited in the near future to insure they are aware of our presence and positive outcomes we are generating for their future students.

- NOTE: Ms. Donna Crain left the meeting after the Head Start Self-Assessment due to other personal obligations; a quorum was still in effect.
B. Community Services:

- Update: Rebecca Hanlin, Community Services Manager, provided a brief update on Community Services Programs, emphasizing that Utility Assistance would open to the public July 10, 2017. Assistance is for electric only. Applications will be available on the website, outreach offices, and Child Development Centers (when they open in August). The program will continue until funds are depleted or September 30, 2017.

Paulette Hill asked when Connie Davenport would be in Yellville (Marion County Office) full-time. Ms. Hanlin replied that Yellville is on the “satellite office” schedule – open Tuesdays and as needed by appointment. Jasper and Marshall currently operate on that schedule. Jim Sprott asked how the agency conducts outreach for the utility program. Ms. Hanlin responded, Facebook, OOI Website and word of mouth (staff, clients, utility company).

Ms. Richesin noted that OOI has a regular spot purchased in the Harrison Daily Times that is used to advertise the utility assistance program (in addition to other items as needed). In addition, Public Service Announcements (“PSA’s”) are used to advertise the opening and close of the LIHEAP programs.

- Morgan Sellers moved to approve the Agency Progress Report. Althea O’Haver seconded. Motion carried unanimously.

- 2018 Community Services Block Grant Application: Ms. Hanlin presented for Board review, adoption and approval the 2018 CSBG Community Action Plan and Budget, including the previously reviewed OOI Strategic Plan.
  
  o Ms. Hanlin noted that the Community Action Plan incorporates the new performance standards for CSBG that take effect October 1, 2017. A reportable with a “///” indicates a new indicator that OOI will report on internally to set a baseline for 2019 planning. A general question and answer period on the plan numbers followed. Ms. Hanlin provided clarification on IDA (Individual Development Account) for a specific, allowable asset (secondary education, home ownership or major improvement, and micro enterprise).
  
  o A discussion on the Energy Assistance Program revealed that very few clients receive multiple (non-emergency and emergency assistance) in a program cycle, resulting in unspent emergency funds. Individuals who have utilities included with rent are still eligible to apply for assistance.

Mr. Sprott asked; “Does the budget include the COLA?” Ms. Richesin responded, “Yes.” Ms. O’Haver asked; “How many employees are paid for with CSBG funds?” Ms. Richesin responded; “Eight, with an additional six staff paid in part from CSBG based on their time allocated to CSBG programs.”

- Hon. Roger Hooper moved to adopt and approve the 2018 CSBG Budget. Sandra Holt seconded. Motion carried unanimously.
- Hon. Roger Hooper moved to adopt and approve the OOI Strategic Plan Matrix and Mission Statement. Gloria York seconded. Motion carried unanimously.
Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
June 22, 2017

- **CSBG Third Quarter Report**: Ms. Hanlin asked the Board to authorize the Executive Committee to approve the CSBG 3rd Quarter Report via email in July 2017. The report covers the period of April – June 2017. Ms. O’Haver asked when the Executive Committee would meet. Mr. Atkinson responded the last few weeks of July, based on availability of members.
  - Althea O’Haver moved to authorize the Executive Committee to approve the CSBG 3rd Quarter Report via email in July 2017. Morgan Sellers seconded. Motion carried unanimously.

9. **Corporate Services Update:**

Jane Bueg, Chief Operating Officer, reported on Corporate Services Items:

- Employment Actions: There were two departures of staff in June: Shanna Ratzlaff, Teacher Harrison EHS and Wilma Hensley, Teacher Assistant at Harrison Head Start. Recruitment for current vacancies is ongoing. Vacancies to date: Teacher Assistant (2) – Harrison HS, Teacher (3) – St. Joe, Mountain Home & Western Grove HS, Teacher & Classroom Assistant – Harrison EHS.

- Head Start/EHS Background Check Requirements: Ms. Bueg updated the Board on the new Head Start/EHS Background Check requirements that are scheduled to take effect September 30, 2017. Results of a fingerprint check will be required before hire. Ms. Bueg began testing the system on April 12 when she submitted her own fingerprints to the FBI, and to the State on May 9, 2017. No results have been received to date. Under the new regulations, results of both sets of prints must be received before the new hire can be left unsupervised with the children. Ms. Bueg also asked the Board to consider establishment of a committee to review upcoming Personnel Policy revisions.

10. **Adjourn:**

Hon. Roger Hooper reflected on the many changes outgoing Chairperson Sprott guided the Board through—the end of the Weatherization program, change in retirement and fringe benefits for employees, expanding into Early Head Start and the necessary closing of Head Start classrooms. He expressed the appreciation of the Board for Mr. Sprott’s leadership.

  - Danny Griffin moved to adjourn. Hon. Roger Hooper seconded. Chairperson Sprott declared meeting adjourned at 8:31 p.m.

---

[Signatures]

Board Officer

Date: 8-24-17