Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
August 24, 2017

The Ozark Opportunities, Inc. Board of Directors met at the First United Methodist Church in Mountain Home, Arkansas, at 6:15 p.m. on Thursday, August 24, 2017.

Board Members Present:
- Paulette Hill
- Renee Dunagin (rep. for Hon. Mickey Pendergrass)
- Sandra Holt (rep. for Hon. Terry Ott)
- Morgan Sellers
- Donna Crain
- Judy Schenk
- Charmaine Seaton (rep. for Hon. Jim Harness)
- Debra Clemons
- Gloria York

Committee Members Absent:
- Jim Sprott
- Mayor Dan Sherrell
- Mayor Jan Larson
- Althea O’Haver
- Hon. Roger Hooper
- Kristen Smith
- Danny Griffin

Staff Members Present:
- Richard Atkinson
- Shirley Richesin
- Jane Bueg
- Rebecca Hanlin
- Ryan Clayborn
- Krystal Mayes
- Jean Beck
- Meadow Edmonson
- Allison Nichols
- Onawa Wojacek
- Kelli Taylor
- Twyla Runion

Guests Present:
- Nicole Campbell
- Lana Bullington
- John Welch
- Morgan Lawrence
- Peter Unwer
- Olivia Robinson
- Jaden Petty
- Caleb Miller
- Jewel Bramley

➢ A tour of the Early Head Start Program located at the Mountain Home First United Methodist Church was conducted by OOI EHS staff prior to the meeting.

1. Welcome & Meeting Called to Order:

Chairperson Paulette Hill welcomed all in attendance and led the group in the Pledge of Allegiance, followed by the reading of Ozark Opportunities, Inc. Mission Statement. Chairperson Hill, 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 6:15 p.m.

The primary purpose of the meeting is to take action on election of new Board member, Board review of OOI Audit and 990, review and action on Early Head Start Carryover Funds, 100% Supervision Policy, Head Start & Early Head Start Program Information Reports and agency Financial reports.

OOI CEO Richard Atkinson documented the sad loss of Wanda Nelson on August 23, 2017. Wanda had been an employee of Ozark Opportunities for 38 years before her retirement in October 2016. Mr. Atkinson requested a moment of silence observed in her honor.
2. Recap and Discussion of OOI Audit and 990 by Welch, Couch & Co.:

John Welch, of Welch, Couch and Co. met with the Board and provided a recap of the 2016 Agency Annual Audit recently conducted by his firm, and the corresponding 990 Tax return. He reported that the agency is in good financial standing, and that the audit resulted in a “clean opinion” (and was accepted by the federal clearinghouse.) The 990 Tax Return was accepted as submitted.

Mr. Atkinson offered a private meeting with Mr. Welch as is customary; Board Member Debra Clemons agreed to the meeting, and all non-Board members exited the meeting (6:30 p.m.)

At 6:40 p.m., meeting was called back to order and open session resumed.

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

Ms. Hill asked if everyone had received the actions re-cap; Renee Dunagin asked if the 1% COLA referred to on page 5 of the Board Minutes of 6/22/17 was for 2017- Mr. Atkinson responded, “Yes.”
   - Gloria York moved to approve the 6/22/17 Board of Directors Meeting Minutes, the 7/20/17 Executive Committee Meeting Minutes and to ratify actions of the Executive Committee July 20, 2017. Morgan Sellers seconded. Motion approved unanimously.

4. Election of New Member:

Mr. Atkinson introduced Nicole Campbell, candidate for “Private Representative” for Marion County. Ms. Campbell is a former Head Start parent, a member of the Benevolence Committee at Pyatt Baptist Church and a legal secretary for Harrison attorney Johnny Nichols.
   - Debra Clemons moved to accept Nicole Campbell as new member of the Board of Directors. Donna Crain seconded. Motion approved unanimously.

5. Program Updates (Agency Progress Report):

A. Community Services:

Rebecca Hanlin, Community Services Program Manager, reported that both CSBG and LIHEAP program year ends September 30, 2017. There are plenty of energy assistance funds available. The SUCCESS Annual Banquet is at 6 p.m. September 25 at JPH Center at North Arkansas College in Harrison. OOI’s CSBG program underwent routine monitoring by OCS is August. The review went well; the official report is pending.

Ms. Hanlin introduced Morgan Lawrence, Facilitator for Bergman EAST program (Environmental and Spatial Technology) and her students Peter Unwer, Olivia Robinson, Jaden Petty, Caleb Miller and Jewel Bramley.
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The students presented a program on “Transition Mission”, the cooperative project between Ozark Opportunities, Inc. and Bergman EAST to build micro shelters for area homeless people. The shelters are portable, and provide basic shelter from the elements for the resident during the 8-10 week wait for permanent housing.

The students shared their passion for the project during the question and answer period after the presentation. When the shelter is finished, Bergman EAST will gift it to OOI, who will determine where it is places and who will occupy the unit.

✓ Board Member Charmaine Seaton exited the meeting. Quorum was still intact.

B. Child Development:

Mr. Atkinson updated the Board on the OOI Child Development Programs. Playground and facilities improvements are scheduled; including the ramp at Valley Springs Head Start, which has been rebuilt.

Mr. Atkinson presented for Board review and approval the 2015-16 EHS Carryover Funds Budget Update. The budget includes additional staff development training and some out-of-state training for areas such as CLASS and an Early Head Start research-based conference that is not available in state.

❖ Morgan Sellers moved to approve the 2015-16 EHS Carryover Funds Budget. Sandra Holt seconded. Motion approved unanimously.

Mr. Atkinson presented for Board review and approval the 100% Supervision Policy. The policy was revised to reflect changes in titles and includes language required by Arkansas Childcare Licensing. Mr. Atkinson reported that cameras are in all centers except Mountain Home EHS, which are in EHS Carryover Funds Budget.

❖ Gloria York moved to approve the 100% Supervision Policy. Morgan Sellers seconded. Motion approved unanimously.

Mr. Atkinson presented for Board review and approval the 2016-2017 Program Information Reports (“P.I.R.”) for Head Start and Early Head Start. The data is pulled from the ChildPlus tracking system used by OOI. The completed reports are reviewed by multiple employees to ensure accuracy; everyone involved in the management of the HS/EHS programs has a portion of the report in their area of responsibility. The reports are a grant requirement, and they will be submitted after Board approval (August 25, 2017.)


❖ Judy Schenk moved to approve the Agency Progress Report. Donna Crain seconded. Motion approved unanimously.
6. Training:

A. Monitoring: Richard Atkinson conducted Board training on the Head Start Act & Performance Standards, Federal Monitoring & Protocol. He discussed the CLASS review, ERSEA process and the Aligned Monitoring System. He sent an info sheet prior to the meeting to all Board members, and presented a PowerPoint Presentation (also sent prior) that showed how members could access the ECLKC Website to view all of the relevant standards and law.

In addition, Mr. Atkinson explained that the prior Triennial Review and program-wide protocol have been retired and there is a new “Federal Monitoring System” developed by the Office of Head Start (OHS) that includes three key pieces: 1. Aligned Monitoring System, Comprehensive Review, and Differential Review.

B. Early Head Start: Mr. Atkinson introduced Jean Beck, Center Supervisor, who had led the tour before the meeting, and asked if there were any additional questions about the OOI EHS Program- there were none.

C. H.R.: Jane Bueg, Chief Operating Officer, provided training on “Human Resources at OOI”. Ms. Bueg reviewed a PowerPoint about how the agency handles many aspects of staffing for the agency, including the hiring process. She also highlighted the changes in background checks the new Head Start Performance Standards will require September 30, 2017, and the challenge we expect to have to meet the new standards in obtaining state and federal criminal background checks (with fingerprints) in a timely manner.

7. Corporate Services Update:

Ms. Bueg reported on employment actions for August 2017. Hired: Kristina Lane (Teacher Assistant Jasper Head Start), Brianna Marshall (Teacher Assistant Harrison Head Start), and Amber Read (Teacher Assistant Bruno-Pyatt Head Start). Departures: Shannon Cothran, Tamy Richardson, Jamela Hinesley, and Jacqueline Davenport. Vacancies: Nutrition Worker and Classroom Assistant – Harrison EHS; Classroom Assistant – Clinton EHS; Outreach Worker – Baxter/Marion County Community Services.
8. 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 for July 2017. OOI will return $4,118.00 in unexpended funds to ABC.

Ms. Richesin noted that Mutual of America has made available a new report available to participants that is based on the agency-specific information available on the date of the report (copy included in the Board Packet.)


9. Adjourn:

❖ Morgan Sellers moved to adjourn. Donna Crain seconded. Chairperson Hill declared meeting adjourned at 8:31 p.m.