

## ***Ozark Opportunities, Inc.***

### Board of Directors Executive Committee Meeting Minutes September 28, 2017

The Executive Committee of *Ozark Opportunities, Inc.* Board of Directors met at the offices of *Ozark Opportunities, Inc.* in Harrison, Arkansas, at **3:08 p.m.** on **Thursday, September 28, 2017.**

#### Committee Members Present:

Paulette Hill – Sandra Holt (rep. for Debra Clemons Lisa Nunley ( rep. for Hon. Roger Hooper) –  
via telephone Hon. Terry Ott) via telephone

#### Committee Members Absent:

Mayor Dan Sherrell

#### Staff Members Present:

Richard Atkinson Shirley Richesin Jane Bueg Rebecca Hanlin  
Ryan Clayborn

### **1. Welcome & Meeting Called to Order:**

Chairperson Paulette Hill welcomed all in attendance, declared a quorum present, and with the consent of the body, called to order the meeting of the Executive Committee of *Ozark Opportunities, Inc.* Board of Directors at 3:08 p.m. with the reading of the agency mission statement.

Mr. Atkinson requested that the CACFP Grant application for 10/1/17 – 9/30/18 be added to the agenda.

The primary purpose of the meeting is to take action on the monthly financial reports and CACFP Grant application.

### **2. Prior Meeting Minutes:**

- ❖ Debra Clemons moved to approve the 8/29/17 Executive Committee Special Call Meeting Minutes. Sandra Holt seconded. Motion carried unanimously.

### **3. Training:**

Ryan Clayborn, Child Development Program Manager, provided training on CLASS, School Readiness (including Child Outcomes), Curriculum, Frameworks & Head Start Training & Technical Assistance Plan.

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### **4. Strategic Plan & Funding Update and Planning:**

Mr. Atkinson guided the members through the latest Strategic Plan Matrix, explaining the status of each target area. He noted that the primary focus areas are: Housing (& homelessness), Education, Emergency Services, Unemployment, and Lack of Income.

There is a substantial waiting list for Early Head Start services; currently the only avenue for adding more 0-3 slots is to convert Pre-K (3 to 5 year old) slots to infant-toddler (6 weeks to 3 year) slots. There is hope that additional Child Care Partnership slots will open soon and the agency can apply (and receive) them to serve the growing need for these services.

Mr. Atkinson noted that several locations where agency programs and staff are located need review and assessment as to whether facilities meet current and/or future needs. Ways to improve or relocate need to be addressed by a group of staff & Board in the near future.

### **5. Finance Report:**

Shirley Richesin, Chief Financial Officer, presented to the Committee for their review, consideration and approval the Finance Report Packet including: Grant Period Expenditures Compared to Budget as of 8/31/17 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 August 2017 (credit card purchase documentation is present for inspection); and Retirement Plan Recap. and balance sheet. Ms. Richesin noted that the balance sheet will continue to be refined to reflect the audit report format.

- ❖ Sandra Holt moved to approve the Finance Report. Debra Clemons seconded. Motion carried unanimously.

Ms. Richesin present the CACFP Grant Application for 10/1/2017 – 9/30/2018. CACFP are USDA federal funds that come to the state; the grant reimburses the agency for student meals (breakfast, lunch and snack). Staff meals are not reimbursed by CACFP and are a program cost.

- ❖ Sandra Holt moved to approve the CACFP application for 10/1/17 – 9/30/18. Debra Clemons seconded. Motion carried unanimously.

### **6. Program Updates:**

Ryan Clayborn, Child Development Manager, provided the update on Head Start, Early Head Start and ABC programs. Updates on enrollment, attendance and component areas are detailed in the Agency Progress Report for September 2017.

Rebecca Hanlin, Community Services Manager, provided the update on Community Services Programs. She noted that September 29 is the last work-day in the program year; staff will begin recertification of SUCCESS clients in October. The annual SUCCESS Banquet was held Monday, September 25, 2017. Mayor Dan Sherrell presented the distinguished Community Services Award to Farrin Carlton, in honor of her active recruitment of people to the SUCCESS program and involvement in her community.

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Detailed updates on Home Energy Assistance, Vehicle Repair Loan, SUCCESS, Emergency Solutions Grant, and resource development are detailed in the Agency Progress Report for September 2017.

Additional funds were received for LIHEAP, so there is plenty of money to last through the end of the program (9/30/17). FY 2016 & FY 2017 discretionary grants were approved, and the 2018 Emergency Solutions Grants were approved.

**7. Corporate Services**

Jane Bueg, Chief Operating Officer, reported Employment Actions for September. There are currently no vacancies.

Ms. Bueg reported on the transition to BlueCross/BlueShield Health Insurance for agency employees. In addition, she noted that Collins Insurance Agency is available to complete enrollments for new staff, which will help decrease the work load on entering staff information into the system.

Ms. Bueg reported that the federal President Obama-Era Overtime Rule Update has been repealed; agency leadership team staff are reviewing current designations of staff to determine if any need to be reclassified.

**8. Adjourn:**

- ❖ Debra Clemons moved to adjourn. Lisa Nunley seconded. Motion carried unanimously. Meeting adjourned at 4:50 p.m.



Board Officer

10/25/17

Date