Ozark Opportunities, Inc.
Board of Directors Executive Committee Meeting Minutes
September 29, 2014

The Ozark Opportunities, Inc. Board of Directors Executive Committee met at the Ozark Opportunities, Inc. Central Office in Harrison, Arkansas, at 1:32 p.m. on Monday, September 29, 2014

Committee Members Present:
Jim Sprott  Paulette Hill  Ron McPherson  Gloria York
Via telephone

Committee Members Absent:  Hon. Roger Hooper & Donna Grinder.

Staff Members Present:
Richard T. Atkinson  Shirley Richesin  Jane Bueg  Rebecca Hanlin
Ryan Clayborn

Guests Present:  none

1. Meeting Called to Order:

The meeting was called to order by Paulette Hill, Board Vice-Chairperson at 1:32 p.m. A quorum was established.

2. Prior Meeting Minutes:

- Ron McPherson moved to approve the minutes of the previous meeting held on August 28, 2014. Gloria York seconded. Motion carried unanimously.

3. Executive Director’s Report:

Richard Atkinson, Executive & Head Start Director guided a review of the updated 2014 Strategic Plan for Ozark Opportunities, Inc. The update provides a distillation and refinement of what the agency will do moving forward. The agency will increase integration of CSBG (Community Services Block Grant) with Head Start. Board Member Gloria York shared activities her family does to teach financial literacy to their sons, as Finance Training is included in the new plan. The plan was put together considering the needs, available resources (agency and community) and future expectations of families, communities, and (anticipated) funding source requirements.

- Ron McPherson moved to approve the Strategic Plan. Gloria York seconded. Motion carried unanimously.
4. Program Updates

a. Community Services Block Grant

Rebecca Hanlin, Community Services Director, updated the members on Community Services work to-date: LIHEAP (Low-Income Home Energy Assistance Program) was ended by the State a week early, 9/24/14; a program balance of approximately $22,000 will be returned to the State (or rolled into the next season; depending on the decision of the state.)

Mr. Atkinson reported that a Technology Grant request in the amount of $9,833 has been submitted to obtain CAP60 System for OOI client tracking purposes and he would appreciate Board action on the matter.

❖ Gloria York moved to approve the Technology Grant submission. Ron McPherson seconded. Motion carried unanimously.

Ms. Hanlin informed the members of technology upgrades: VPN (virtual private network) installation at all Community Service locations. Cotter and Yellville are not yet complete due to scheduling coordination difficulties between RaganPro and the local telephone companies.

Ms. Hanlin reported that 2015 CSBG grant approval was received today, September 29, 2014. The award is for the period of October 1, 2014 – June 30, 2015.

Mr. Atkinson reminded the Board that $35,000 special CSBG grant must be spent by June 30, 2015 and the staff are working diligently to pull together the necessary processes to have it completed on time.

b. Head Start

Mr. Atkinson reported that the grant application for the 2013-14 OOI Head Start unobligated funds has been submitted and uploaded to GABI (Grant Application Budget Instrument). Final action will probably take place after the annual audit has been received by the Region 6 Office. Triennial Review follow-up activities by OOI were completed and affirmed to Region VI. It was made clear that our one area of non-compliance, follow-up on medical services, if found again would be deemed a “deficiency”. Mr. Atkinson also informed the Committee that USDA contracts have been submitted.
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Ryan Clayborn, Head Start Program Manager/ Education & Technical Assistance Coordinator, provided the Committee with progress reports on enrollment and screenings & assessments. Disabilities Screenings are on track to be completed within the required timeframe: the new Lending Libraries are a big hit with the children and families; parent involvement has increased and school readiness actions have started. This includes the purchase of a red folder for each student to take home with information to: 1. leave at home (on the left) and 2. return to school (on the right). The Coordinators are very busy this time of year trying to meet timeframes and support the teaching staff. There have been many behavioral issues in the classrooms that require attention the past few years. The Enhancement Coordinator (Crystal Samsel) started 9/22/14; she is trained in Conscious Discipline and will help mentor the teaching staff to increase their skills. The next Teacher In-Service will focus on CLASS (Classroom Assessment Scoring System) and Conscious Discipline.

c. Head Start Training

Mr. Clayborn provided training to the Executive Committee on key portions of the Educational Component of Head Start:

- Creative Curriculum – which is supplemented with Adventures in Learning; Al’s Pals; Grow It, Try It, Like It; Growing Up Wild; Social Emotional Lessons & Conscious Discipline. This combination of curriculum coupled with Teaching Strategies Gold Assessments and Head Start Child Outcomes Framework, enables OOI Head Start to succeed in Early Childhood Education. The first assessment report for this school year will be available soon.

- CLASS (classroom assessment scoring system) – Mr. Clayborn provided the Committee with the OOI Head Start “CLASS” Implementation Plan for 2014-15. Observations/assessments of classrooms are conducted with a “different lens” – the observer needs to set aside prior knowledge and understanding of the individual teacher. The first round of assessments will be completed by 9/30/14. An individual plan is developed for each class after the in-house assessment to guide and direct improvement.

- Training & Technical Assistance Plan – outlines the training of Head Start teaching staff. To date, 32 hours of professional development have been provided, with 2 more days planned. Focus areas for training are Conscious Discipline & CLASS. More one-on-one time is being spent with the teaching staff to mentor them in documenting requirements: anecdotal records & home visits. There are currently no changes to the T & T A plan; review and update will be done in preparation of the new grant (due 12/1/14).
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• Chairperson Sprott asked for more information on home visits. Mr. Clayborn replies that home visits occur twice a year. The Teacher, along with either the Teacher Assistant or Family Service Worker, visits the home of each student (unless the parent refuses). Most families agree to the visit, and the students are thrilled when the teacher comes to their home. The primary objective of the first home visit is for the teaching staff to gain perspective on the student’s background. Most initial home visits have been completed. The second round will be in the spring.

Paulette Hill inquired as to who decides when the visit occurs? Mr. Clayborn responded that the visits are scheduled at the convenience of the parents. Ron McPherson asked what’s the percentage of refusal? Very low, replied Mr. Clayborn; with Mr. Atkinson adding the refusal rate is probably less than 20%.

• Another focus of training is the CDA (Child Development Associate) credential. Teacher Assistants without an AA or BA Degree are required by Head Start Regulations to have their CDA within two years of hire. The credential must be renewed or the credentialing process would have to be repeated. Jane Bueg tracks the expiration of the CDA’s and Mr. Clayborn assists staff with the renewal process. As with any credential or licensure, the ultimate responsibility for initiating the renewal process belongs to the individual.

• School Readiness – Mr. Clayborn reviewed the current plan and shared that plan/agenda evolves with each meeting of the school readiness committee.

• Mr. Clayborn is a member of the Boone County Board for the Imagination Station, a literacy program for preschooleers that delivers a new, free, age-appropriate book each month until age 5. The program is a part of Dolly Parton’s Imagination Library Foundation.

❖ Ron McPherson moved to accept the Program Reports. Paulette Hill seconded the motion. Motion carried unanimously.

5. Finance Report:

a. Shirley Richesin, Finance Director, presented to the Committee for their review, consideration and approval Expenditure Reports for Community Service Block Grant and Head Start and Credit Card Statement Re-Cap and review (documents sent prior to meeting). Credit card purchase documentation was present for inspection. Also included in the Finance Reports were Payroll and Payroll Taxes Report and Retirement Plan Recap.
5. **Finance Report; continued:**

b. Ms. Richesin also presented for approval the completed IRS 5500 for 2013.

   - Gloria Ycung moved to accept the IRS 5500 for 2013. Ron McPherson seconded. Motion carried unanimously.

   - Ron McPherson moved to accept the Finance Reports. Gloria York seconded. Motion carried unanimously.

c. **Audit Presentation:** John Welch, CPA, of Hughes, Welch & Milligan, LTD. Certified Public Accountants, joined the meeting via telephone to give his firm’s unqualified opinion that *Ozark Opportunities, Inc.* Financial Statements for agency fiscal year March 1, 2013 – February 28, 2014 are in good shape. Total net assets are down by $16,000, with $700,000 in the bank.

   Each member present was issued a copy of the “OZARK OPPORTUNITIES, INC. Independent Auditor’s Report and Financial Statements February 28, 2014”.

   Chairperson Sprott asked for clarification on “deferred revenue”. Mr. Welch answered that these are grant funds received for grant activities not yet complete; cash in OOI’s accounts for HEAP and Better Beginnings. Ms. Richesin shared the challenges of the audit this year, with 2 financial tracking systems in place.

   Chairperson Sprott inquired about the short term debt of $30,007 to First National Bank of Green Forest. Ms. Richesin explained it is the financing for the Central Office Building, which is secured by Corporate funds held in a Certificate of Deposit.

   Ms. Richesin explained that the 990 Tax Return is not yet complete, but will be created from the information used to create the audit. She asked the Board to arrange a provision to insure the 990 has Board approval before submission.

   Chairperson Sprott directed the members’ attention to page 25, last paragraph: “In our opinion, *Ozark Opportunities, Inc.* complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended February 28, 2014.” The statement was affirmed by Mr. Welch.
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OOI Audit Presentation; continued:

At this point, all staff exited the meeting. Mr. Welch met privately with the Executive Committee. After their discussion; staff were asked to return, and Mr. Welch exited the meeting.

Ron McPherson moved to accept the OZARK OPPORTUNITIES, INC. Independent Auditor’s Report and Financial Statements February 28, 2014 and creation and filing of the 990 Tax Return per review and approval of James Sprott, Board Chair. Gloria York seconded. Motion carried unanimously.

d. The Committee agreed to table the Unrestricted Net Assets Policy and the Agency Grievance Process until further notice.

6. Corporate Services Update: Corporate Services Director Jane Bueg presented to the Committee Employment Actions approved by Head Start Policy Council: Hire Keisha Sewell as Teacher Assistant for Harrison & Crystal Samsel as Enhancement Coordinator.

7. Next meeting set for Tuesday, October 28, 2014 at 1:30 p.m.

8. Adjourn: There being no further business, Chairperson Sprott adjourned the meeting at 3:14 p.m.

[Signature]
Board Officer

Date: 11/25/14