Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
August 25, 2016

The Ozark Opportunities, Inc. Board of Directors met at the offices of Ozark Opportunities, Inc. in Harrison, Arkansas, at 5:00 p.m. on Thursday, August 25, 2016.

Board Members Present:

Paulette Hill
Donna Crain
Charmaine Seaton for Hon. Jim Harness

Morgan Sellers
Gloria York
Althea O'Haver

Hon. Terry Ott
Debra Clemons
Kristen Smith

Board Members Absent:

Jim Sprott
Hon. Mickey Pendergrass

Hon. Roger Hooper
Mayor Dan Sherrell

Mayor Jan Larson
Judy Schenk

Staff Members Present:

Richard T. Atkinson
Rebecca Hanlin

Shirley Richesin
Ryan Clayborn

Jane Bueg
Krystal Mayes

Guests Present:

Lana Bullington, Early Childhood Education Consultant
George Hill

Chonda Tapley

1. Welcome Meeting Called to Order:

Vice-Chairperson Paulette Hill, declaring a quorum present and with the consent of the body, called to order the Board Meeting of Ozark Opportunities, Inc. Board of Directors at 5:00 p.m.

Ms. Hill expressed thanks to the OOI staff for the 50th Anniversary Celebration she attended; stating she was proud to be affiliated with OOI and a “Job Well Done!”

Introductions were made. Charmaine Seaton joined the Board as the designated representative for Hon. Jim Harness, County Judge for Searcy County.

2. Acceptance of prior meeting minutes (minutes provided prior to the meeting).

Morgan Sellers moved to approve minutes of the June 21, 2016 meeting of the Board of Directors as sent and provided. Donna Crain seconded the motion. Motion carried unanimously.
3. Finance Report:

Shirley Richesin, Finance Director, presented to the Board for their review, consideration and approval the revised Agency Budget for 3/1/16 – 2/28/17, Grant Period Expenditures as of 07/31/16 for Community Service Block Grant, LIHEAP, United Way, Head Start, Early Head Start, Head Start USDA (CACFP), HS/EHS CACFP, Credit Card Statement Re-Cap and review (documents sent prior to meeting) for July 2016. Credit card purchase documentation is present for inspection. Also included in the Finance Report were verification of Payroll Taxes Report and Retirement Plan Recap. The balance sheet was included in the packet.

- Morgan Sellers moved to accept the Finance Report. Donna Crain seconded. Motion carried unanimously.

Ms. Richesin announced that the Agency-Wide Audit is complete, and is currently in the process of review by OOI staff and the Audit Firm (Couch, Welch & Mulligan). A finalized Audit Report should be complete tomorrow. Ms. Richesin reported that there were no findings. She requested Board action to empower the Executive Committee of the Board to review and accept the Audit. The Audit Firm will provide a representative for the Executive Committee meeting; and will arrange for someone to attend the next Full Board meeting for a Question and Answer Session, in addition to a private conference with the Board members. Morgan Sellers asked why not the full Board? Ms. Richesin responded that the report is not available today for Board review and the next meeting of the Board is 3 months away. Mr. Atkinson reminded the members that the Executive Committee Meeting is posted prior and open to the public, and OOI Board members are notified and invited to attend at any time.

- Morgan Sellers moved to authorize the Executive Committee to review and accept the Agency Audit Report. Kristen Smith seconded. Motion carried unanimously.

Mr. Atkinson noted that the revised Agency Budget reflects increases in CSBG and the new HS/EHS grant. Future agency budgets will include ABC Pre-K and Emergency Solutions Grant. He reminded the members to complete and turn in the “Contract & Grant Disclosure Form” as required by the Emergency Solutions Grant (“ESG”) funding source. The $21,000 requires a $1 for $1 match. He mentioned that $3,500 has also been awarded to our SUCCESS Program by the Boone County United Way, and the Agency Report outlines all of the positive things happening across the agency.
4. Program Actions:
   a. Early Childhood
      i. Head Start Program Information Report (PIR)

      Richard Atkinson, Executive & Head Start Director, reviewed the annual PIR for June 1, 2015 – May 31, 2016. The report will also be posted on the agency website as part of the 2015-16 Head Start Annual Report to the Public.

      ✦ Morgan Sellers moved to approve the PIR. Donna Crain seconded. Motion carried unanimously.

      ii. ABC Grant Approval

      Mr. Atkinson provided an update on the ABC (Arkansas Better Chance) Pre-K grant. The agency was one of five applicants in the state awarded a new grant. The grant was initially for 28 slots in Baxter county, and Mr. Atkinson asked for an additional 4 slots to meet the needs. OOI was awarded a grant in the amount of $160,520 (included $5,000 start-up) for 32 ABC Pre-K slots in Baxter County. The classrooms are in Mountain Home and Norfork.

      ✦ Morgan Sellers moved to approve the ABC Grant. Gloria York seconded. Motion carried unanimously.

      iii. Movement of Head Start Slots

      Mr. Atkinson reported that Head Start enrollment has been met. Since the agency received the additional ABC slots in Baxter County and there was a waiting list in Harrison, management contacted the Executive Committees of the Board and Policy Council for approval of movement of one Head Start classroom to Harrison. As a result, 2 staff in Norfork were rehired, and 2 staff in Mountain Home transferred to ABC (and would have been laid off with the transfer of the class to Harrison). New staff were hired for Harrison after Pam Klunk and Diane Miller declined the Teacher position and Keisha Sewell and Chelsea Whited declined the Teacher Assistant positions.

      Paulette Hill asked if the guidelines for ABC are like Head Start? Mr. Atkinson stated that less coordinator time is spent in ABC, but OOI will continue to use the “family support model” as in Head Start. When asked if retraining of staff is required, Mr. Atkinson responded that training is scheduled for COPA (Child Outcome Planning & Administration), ECERS (Early Childhood Environment Rating Scale), and Work Sampling (for student observations).

      ✦ Morgan Sellers moved to approve the movement of Head Start slots from Mountain Home to Harrison. Charmaine Seaton seconded. Motion carried unanimously.
iv. **Head Start Internal Dispute Resolution Policy**

At the request of the OOI Board of Directors, Mr. Atkinson engaged the services of the law firm Feldesman Tucker Leifer Fidel, LLP (experts in Head Start law/regulations) to assist the agency in crafting an Internal Dispute Resolution policy that meets the needs of the agency, the Policy Council and is congruent with Head Start law and regulations.

The new proposed policy PDM1022 Internal Dispute Resolution Policy was distributed via e-mail prior to this meeting. The Board was requested to approve the revised policy by a RESOLUTION FOR THE ADOPTION OF OZARK OPPORTUNITIES, INC.'S INTERNAL DISPUTE RESOLUTION POLICY AND PROCEDURE.

- Morgan Sellers moved to adopt the RESOLUTION FOR THE ADOPTION OF OZARK OPPORTUNITIES, INC.'S INTERNAL DISPUTE RESOLUTION POLICY AND PROCEDURE. Gloria York seconded. Motion carried unanimously.

b. **COMMUNITY SERVICES:**

i. **Corporate By-Laws:**

Mr. Atkinson reviewed the proposed changes to the Corporate By-Laws as required by Arkansas Office of Community Services to be in compliance with Community Services Block Grant Reauthorization Act of 1998, The State CSBG Policy, and COE-developed CSBG Organizational Standards. Among the changes are universal rules for attendance must be applied to all members (including county judges) and emphasis in the by-laws that grants are awarded to the Board of Directors and not individuals employed by the agency, and that the Board members may be responsible as individuals if they negligently or knowingly allow misuse or abuse of CSBG funds. Ms. Richesin pointed out that these items have been routinely reviewed as part of annual Board Training on fiduciary responsibilities; and the agency does have Director’s and Officer’s (D & O) insurance coverage.

- Morgan Sellers moved to approve the revised OOI Corporate By-Laws, as sent prior to the meeting. Donna Crain seconded. Motion carried unanimously.

ii. **CSBG 3rd Quarter Report**

Rebecca Hanlin, Community Services Director, provided the members with the CSBG 3rd Quarter Report for the period covering April 1 – June 30, 2016. The report includes National Performance Indicators Summary, 3rd Quarter NPI Explanations, and an individual SUCCESS story that illustrates situational poverty caused by a health condition. As Vice-Chairperson Hill stated: "The story puts a face to the numbers, and reports like that are a good reason to come to the Board meetings."

- Donna Crain moved to approve the CSBG 3rd Quarter Report. Morgan Sellers seconded. Motion carried unanimously.
5. Corporate Services Update:

Jane Bueg, Corporate Services Director, shared with the Board of Directors the Employment Actions for July and August 2016. New staff are: Shianne McCutcheon, Teacher for Harrison Head Start, KayLynn Garcia and Paige Stewart, Teacher Assistants for Harrison Head Start.

a. **REVISED JOB DESCRIPTIONS:** Presented for Board approval were revised Job Descriptions for: Early Childhood Development Coordinator, Teacher (3-5), Teacher (ABC), Paraprofessional (ABC), Teacher (O-3), Center Director/Family Support Worker, Cook/Aide, Practice-based Coach/Training & Technical Assistance Coordinator.
   ❖ Morgan Sellers moved to approve the job descriptions. Donna Crain seconded. Motion carried unanimously.

b. **EXEMPT STATUS:** Ms. Bueg next presented for Board approval the removal of 2-10 EXEMPT STATUS – Professional Exemption from Personnel Policy 2-10 Employment Status Categories.
   ❖ Morgan Sellers moved to approve the removal of 2-10 EXEMPT STATUS – Professional Exemption from Personnel Policy 2-10 Employment Status Categories. Donna Crain seconded. Motion carried unanimously.

c. **REVISED SALARY SCALE:** Ms. Bueg presented for Board approval the Revised Salary Scale which incorporates the Head Start COLA, CSBG COLA and Early Head Start and ABC positions.
   ❖ Morgan Sellers moved to approve the revised Salary Scale. Gloria York seconded. Motion carried unanimously.

6. Programs Update:

Mr. Atkinson gave program updates; which included:

a. **Early Childhood Programs:**
   - Head Start Enrollment- moving one classroom from Mountain Home to Harrison enabled full enrollment of Head Start at 261 students. The demographics and projections utilized in the application are accurate.
   - Early Head Start – The Clinton facility is ready for the preparation work for serving infants and toddlers. The Mountain Home location will need a lot of work, and a Harrison location continues to be a challenge. Mr. Atkinson is studying all options and will keep the Board in the loop as things progress.
Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
August 25, 2016

Early Childhood Update; continued:

- ABC Pre-K: Classrooms are staffed and operational; full enrollment is expected at Mountain Home soon, and Norfork has already met the expected enrollment level.
- Early Head Start Expansion Grant- After completing the “Grants Guidance” worksheet we developed for use in the Strategic Prioritization Process, and conducting a thorough review of the grant application packet, staff came to the realization that this EHS Expansion grant was not a good fit for Ozark Opportunities, Inc. at this time. The Executive Committee was made aware of the decision and did not offer opposition to the decision.
  - In addition, the Arkansas Division of Child Care and Early Childhood Education is applying for $8 million and putting in $2 million toward Early Head Start Child Care Partnership. According to our Head Start consultant all of the states that have applied have been funded. According to Tonya Williams if the state receives the grant OOI can apply and be a part of the program; thereby adding additional EHS slots to our region.

b. Community Services Program Update; Rebecca Hanlin:

- HEAP Monitoring was conducted in early August; the report has already been received and no corrective action is required. There were no eligibility concerns; only a few minor procedural errors. The State Monitor commented that OOI staff should be commended on how they calculate income and coordinate benefits – some of the cases reviewed were very complex and no errors were found.
- CSBG Monitoring will take place September 9-11, 2016. Board members can expect contact from the CSBG Monitoring team.
- Reserve the Date!(L): September 29th at 6:00 p.m. is the SUCCESS Banquet at John Paul Hammerschmidt Center, North Arkansas College, South Campus.
- Morgan Sellers asked for details on the Vehicle Repair Loan Program, specifically if tires constitute a vehicle repair, and if on-line purchasing of tires is allowed. Ms. Hanlin replied that tire purchase has been done through the program, and that OOI strives to buy locally and has several vendors that will work with us.
- The Baxter County office is now located in the Bradley Center in Mountain Home.
7. Training:
   b. He followed that training with a training about Early Head Start. The training began with a video from ECLKC (https://eclkc.ohs.acf.hhs.gov/hslc/) and a handout titled “EHS in a Nutshell”.
   c. Jane Bueg provided training on Human Resources at OOI; focusing on Head Start requirements and agency hiring process.

After Ms. Bueg’s Training, Mr. Atkinson informed the Board of recent correspondence from the EEOC regarding a complaint filed by a terminated staff member, Ms. Delonda Wolf for ADA Discrimination and Retaliation. The EEOC is closing its file on the charge, and Ms. Wolf may file a lawsuit within 90 days of her receipt of the notice.

Vice-Chairperson Hill asked what Board member vacancies exist. Mr. Atkinson responded currently there is a Baxter County- Private and Marion County- Private spots available and he is actively seeking replacements.
  ❖ Morgan Sellers moved to adjourn. Donna Crain seconded. Motion carried unanimously.

8. Adjournment declared by Vice-Chairperson Hill at 6:40 p.m.

[Signature]
Board Officer

[Signature]
Date