Ozark Opportunities, Inc.
Board of Directors Executive Committee Meeting Minutes
October 27, 2015

The Ozark Opportunities, Inc. Board of Directors Executive Committee met at the Ozark Opportunities, Inc. Central office in Harrison, Arkansas, at 3:15 p.m. on Tuesday, October 27, 2015.

Committee Members Present:
Jim Sprott
Hon. Roger Hooper via telephone
Ron McPherson Paulette Hill via telephone
Gloria York Debra Clemons

Committee Members Absent: none
Board Members Present: none

Staff Members Present:
Richard T. Atkinson Shirley Richesin Rebecca Hanlin Jane Bueg
Krystal Mayes

Guests Present: none

1. Meeting Called to Order:
The meeting was called to order by Jim Sprott, Board Chairperson at 3:15 p.m. A quorum was established.

2. Prior Meeting Minutes
- Ron McPherson moved to approve the September 24, 2015 minutes of the OOI Executive Committee. Gloria York seconded. Motion carried unanimously.

3. Strategic Plan Update
Richard Atkinson, Executive & Head Start Director, presented to the Committee an update of OOI’s Strategic Plan. Areas of focus: Child Care Development Block Grant (CCDBG) for expansion of child care options, including summer childcare; dental assistance; VISTA Volunteer acquisition has been delayed and will not meet deadline to support the agency VITA initiative; proposed expansion of vehicle repair loan fund to include some corporate funds; and inclusion of the other areas requiring staff time and effort i.e. Head Start Recomp Grant Application and training of new Community Services staff.
- Ron McPherson moved to table action on allocating Corporate funds to the vehicle repair loan project so the item can be presented to the full board for action. Debra Clemons seconded. Motion carried unanimously.
Mr. Atkinson introduced the topic of raising $50,000 from donors to support expansion of stability assistance (like the $20,000 of CSBG Special Funds allocated last CSBG grant cycle). Debra Clemons asked how the CSBG Special funds were spent; Mr. Atkinson and Ms. Hanlin replied that over half were for housing-related issues (re-housing, rent, mortgage to stop foreclosure, etc.) Other items included septic, water, plumbing, roofing, etc. Mr. Atkinson explained that he would like to help 100+ families next year, that’s why we need to raise $50,000. An annual giving campaign is an avenue to be explored.

A new interactive touchscreen display in the OOI Community Room is the latest technology addition to the agency. County Outreach Offices also have “kiosk” computers for client use.

Mr. Atkinson requested the Board participate in an intensive Strategic Planning Session of ½ day or more in the near future; Mr. Sprott asked Mr. Atkinson to schedule it sometime in January to insure the maximum number of participants can attend.

On the Agency Development front, ASU-MH is interested in partnering to assist students and community members with legal issues, and the Mountain Home Public Schools have proposed a pilot project with OOI to engage local Pre-K centers in a “School Readiness Task Force” that will include all licensed childcare providers (including OOI) in the school district.

On the “Advocacy & Education” front, the ACAAA (Ar. Community Action Agencies Assoc.) Legislative Committee is planning to approach the state for support funds for CAAs. In addition, Mr. Atkinson met with Senator Boozman and Congressman Womack staffs recently; both legislators are expected to support the OOI application for the EHS/HS Recomp. Grant.

Members are encouraged to visit our Facebook pages at https://www.facebook.com/ozarkopps
And https://www.facebook.com/Ozark-Opportunities-HEAD-START-1486584668300803/info/?tab=page_info

4. Training

Mr. Atkinson provided training on Policy Council Roles and Responsibilities (shared governance) and Head Start Governance. Board member Gloria York is the Board Liaison to this year’s Head Start Policy Council. She reports that the Policy Council is very engaged, with several of last year’s P.C. members returned this year.

Policy Council Committees convene for ½ to 1 hour prior to the general meeting. Much of Policy Council work is done by committee, and then presented to full P.C. for action. The P.C. is directly involved in developing the ERSEA point system for enrollment eligibility. The current Criteria for Prioritization was distributed to the members.
Mr. Atkinson reviewed Head Start Performance Standard 1304.50 on Program Governance and OOI Policy ID: PDM1012, part of the OOI Head Start Program Design & Management (PDM) Policies and Procedures approved by OOI Head Start Policy Council on October 20, 2015 (and formerly on Feb. 20, 2014.)


Policy Council will next meet on Monday November 23, 2015. The Committee agreed to schedule a full board meeting on Tuesday November 24, 2015 from 6:00 – 8:30 p.m. A Head Start Planning Committee meeting will be scheduled earlier in the month.

5. Finance Report

Shirley Richesin, Finance Director, presented to the Committee for their review, consideration and approval Agency Budget for 3/1/15 – 2/29/16, Grant Period Expenditures as of 9/30/15 for Community Service Block Grant and Head Start, Credit Card Statement Re-Cap and review (documents sent prior to meeting) for September 2015. Credit card purchase documentation is present for inspection. Also included in the Finance Reports were verification of Payroll Taxes Report and Retirement Plan Recap.

Ms. Richesin presented a thorough review of the Balance Sheet as of 10/26/15 distributed to the members, with detailed explanation of the Misc. Accounts Receivable category which contains Sick Leave and Annual Leave reserves, along with other miscellaneous agency funds.

Ron McPherson inquired about Healthcare premiums for 2016. Ms. Bueg responded the information is at hand and will be presented later in the meeting.

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

Ms. Richesin presented the Ozark Opportunities, Inc. Cost Allocation Plan Updated 9/1/15 for board review and approval. Ms. Richesin described the process for analysis of the plan and stated that no changes in the percentages of allocation (72% Head Start & 28% CSBG) are recommended.

- Debra Clemons moved to approve the Ozark Opportunities, Inc. Cost Allocation Plan Updated 9/1/15. Ron McPherson seconded. Motion carried unanimously.
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6. Program Updates

a. Community Services
Rebecca Hanlin updated the members on the Community Services projects. LIHEAP (Low-Income Home Energy Assistance Program) direct benefits assistance funds totaled nearly $1,000,000; with almost $500,000 going to Entergy. Winter HEAP is scheduled to begin first full week of January 2016.

OOI had submitted grant applications to OCS for discretionary funds; we should get word from OCS on those requests sometime in January.

The CSBG Monitoring Team from OCS is scheduled to conduct a compliance monitoring and program evaluation at OOI the second week of November.

The Monitoring Review of OOI Summer HEAP resulted in ZERO FINDINGS in all programs: Regular Assistance, Crisis Assistance and Assurance 16 Case Management Program.

OOI funds SUCCESS (Succeed at Understanding and Conquering Challenges to Establish Stability and Self-Reliance) case management program with money from HEAP Assurance 16, CSBG and United Way. Clients in SUCCESS funded by A-16 must have received utility assistance.

Ms. Hanlin reminded the Committee that Wanda McMurrin, Program Coordinator and OOI employee for 46 years, is retiring in January 2016. She is now training her successor, Blaine Lawrence. Also in training is new Family Development Worker, Aaron Evans. Another employee, Susan Phelan, Outreach Worker in Baxter County is retiring in February.

Mr. Atkinson reported that the landlord of our office in Cotter (Baxter County) has put the building up for sale; we may be looking for new space in Baxter County and may have options to move back to Mountain Home. Ms. Hanlin gave the members a recap of the history of the move to Cotter from Mountain Home. Our space needs are different now that we no longer distribute commodities.

Ron McPherson inquired how our community partner that took over Commodity Distribution is doing. Both Ms. Hanlin & Mr. Atkinson responded that they believe Food Bank of North Central Arkansas is getting the allocation for the area. Ms. Clemons asked who does it for Searcy County? The same organization gets them for that county, and Jeff Quick is the Executive Director. Mr. Atkinson offered to send the list of food distribution sites to the Board after the meeting.
Committee Members reviewed the CSBG FY 2016, 4th quarter Agency-Wide Outcomes Report.


b. Head Start:

Mr. Atkinson provided the Committee with an update on both the Head Start Program Report for period ending 9/30/15 and a status report on the Recompetition Grant application. He informed the Committee that “someone is gunning for our program”, and he was alerted to the fact by a Board Member who called after being approached for a letter of support from the competitor. The Recompetition Grant is titled a “New Funding Opportunity” by the federal government and gives the false impression of new money for a new program. The draft narrative is complete and staff are working on the budget. The newly published grant application guidance allows for 250 pages, 150 narrative and 100 appendix. Mr. Atkinson briefed the Committee on the target service areas for the new model.

Mr. Atkinson went over current enrollment in detail, as program enrollment has not yet reached funded level of 440 students. Several classrooms targeted for closing next year are currently under-enrolled, among them Mountain Home.

Mr. Atkinson presented the Head Start ANNUAL REPORT TO THE PUBLIC Program Year 2014-15; included in the report is the corrected time frame for Lead Testing (90 days) on page 28.


Mr. Atkinson reported that an offer has been made by Project Surge for the Head Start property on Hwy 65 in Clinton. After considerable discussion the Committee recommended Project Surge submit a proposal for straight purchase of the building for the offered amount of $75,000. Chairperson Sprott recommended an indemnity agreement to protect OOI from litigation.

- Hon. Roger Hooper moved to present the offer to Head Start Region VI for the sale of the Hwy 65 “Old Clinton” Head Start property. Ron McPherson seconded. Motion carried unanimously.
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7. Corporate Services Update

Corporate Services Director Jane Bueg presented to the Committee the employment actions that occurred since the last meeting. Staff hired: Aaron Evans, Family Development Worker for Community Services. Resignations accepted: Brandi Patrick, Family Development Worker for Community Services.

Ms. Bueg presented to the Committee for review and consideration two policy changes to the OOI Personnel Policy: 5-1 Employee Tattoo Policy and 5-2 Employee Dress and Personal Appearance. A committee formed of a cross-section representation of OOI staff was convened to review a proposed policy which would allow display of employee tattoos. The committee made revisions to the proposal and recommend passing the policies as presented. These policies were presented to Head Start Policy Council on October 20, 2015 and were approved.

- Ron McPherson moved to table the item and send it to the full board for action with no recommendation from the Executive Committee. Gloria York seconded the motion. Motion carried unanimously.

Ms. Bueg reminded the Committee that Mr. Atkinson’s annual performance evaluation is due in November. The Committee agreed to use the recommended format (as sent prior) and completed forms will be returned to Jim Sprott, Chairperson for compilation. The review will be presented to Mr. Atkinson at the November meeting of the full board. Completed evaluations may be mailed to Mr. Sprott at either 720 Goblin Drive, Harrison AR 72601 OR 600 W. Central Ave. Harrison AR 72601.

2016 rates for health insurance were received today, reflecting a 9% premium increase. Ms. Bueg has requested a “Loss-Run Report” from the insurer, and the agency’s broker, Tom Collins, is negotiating a reduction in the increase. Mr. Collins is also working on getting the 2016 dental insurance rates.

- Ron McPherson moved that any rate increase for health insurance be shared equally (50/50) by the agency and staff for the staff member only. Gloria York seconded the motion. Motion carried unanimously.

There being no further business, Chairperson Sprott declared the meeting adjourned at 5:15 p.m.

[Signature]
Board Officer

[Date]