Ozark Opportunities, Inc.
Board of Directors Executive Committee Meeting Minutes
November 21, 2016

The Ozark Opportunities, Inc. Board of Directors Executive Committee met at the offices of Ozark Opportunities, Inc. in Harrison, Arkansas, at 3:31 p.m. on Monday November 21, 2016.

Committee Members Present:

Jim Sprott (arrived at 4:15 pm.)
Gloria York
Paulette Hill, via telephone
Debra Clemons
Sandra Holt for Hon. Terry Ott

Committee Members Absent:
Hon. Roger Hooper

Staff Members Present:
Richard Atkinson
Rebecca Hanlin
Shirley Richesin
Terri Beard
Jane Bueg

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 meeting of Ozark Opportunities, Inc. Board of Directors Executive Committee at 3:31 p.m.

2. Minutes

- Gloria York moved to accept the minutes of the October 24, 2016 meeting. Debra Clemons seconded. Motion carried unanimously.

3. & 4. Finance Report

Shirley Richesin, Finance Director presented to the Committee for their review, consideration and approval the Balance Sheet as of October 31, 2016; Grant Period Expenditures Compared to Budget as of 10/31/16 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 October 2016 (credit card purchase documentation is present for inspection); and Retirement Plan Recap.

Ms. Richesin noted that Head Start In-Kind is in good shape.
- Gloria York moved to approve the Finance Report. Sandra Holt seconded. Motion carried unanimously.
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Mr. Atkinson and Ms. Richesin requested approval to revise the Early Head Start Budget to move $42,000 from “start-up” to “equipment” for the purchase of:

- HVAC at Mountain Home United Methodist Church EHS location ($12,000)
- Vision Screening Equipment ($10,000)
- Vehicle ($20,000)

Head Start Region VI must approve equipment expenditures in excess of $5,000 prior to purchase in the form of a budget revision.

- Debra Clemens moved to approve the EHS budget revision. Gloria York seconded. Motion carried unanimously.

5. Program Updates

Terri Beard, ERSEA Coordinator, presented the ERSEA Criteria approved by Head Start Policy Council on November 21, 2016. Ms. Beard described the process utilized for developing the enrollment criteria and the various stakeholders participating in the analysis of data, including Head Start Performance Standards, the Head Start Act and community assessment. Mr. Atkinson declared public “kudos” to Mrs. Beard for her approach and diligence on the ERSEA process.

- Gloria York moved to approve the ERSEA Criteria. Sandra Holt seconded. Motion carried unanimously.

Chairperson Sprott arrived at 4:15 p.m. and requests Ms. Hill to continue with the meeting.

Mr. Atkinson requested the Committee approve the addition of the Head Start Training & Technical Assistance (T&TA) Plan to the agenda.

- Jim Sprott moved to add the Head Start T&TA Plan to the agenda. Gloria York seconded. Motion carried unanimously.

Mr. Atkinson presented the Head Start T&TA Plan for review and approval. Early Head Start training items have been added.

- Jim Sprott moved to approve the Head Start T&TA Plan with the stipulation that the references to Head Start Performance Standards be either deleted or replaced with the current standards. Gloria York seconded. Motion carried unanimously.
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Mr. Atkinson presented consent agenda items approved by Head Start Policy Council on November 21, 2016: Program Design and Management reflecting new Head Start Performance Standards including PDM 1022 Internal Dispute Resolution (Impasse) Policy; and Code of Conduct, Confidentiality, and Conflict of Interest policies for Board of Directors and Policy Council members.

- Jim Sprott moved to approve the PDM; including the new PDM 1022 Internal Dispute Resolution (Impasse) Policy. Gloria York seconded. Motion carried unanimously.

- Jim Sprott moved to approve Code of Conduct, Confidentiality, and Conflict of Interest policies for Board of Directors and Policy Council members. Gloria York seconded. Motion carried unanimously.

6. Corporate Services Update

Jane Bueg, Corporate Services Director, reported on employment actions for November 2016. Early Head Start Staff include Center Director/Family Support Worker: Jean Beck (MH), Mistie Piatt (Harrison), & Candace Weaver (Clinton); Teacher Mountain Home: Twyla Runion, Onawa Wojacek, Allison Nichols, Kelli Taylor; Teacher Harrison: Shanna Ratzlaff, Leticia Irwin, Yolanda Velazquez, Jessica Hoyt; Teacher Clinton: Kasey Delk, Larcie Paulin, Brittany Eubanks, Amanda Davis; Classroom Assistant: Shelly Curtis (MH), Amelia Lovett (Harrison), Marlene Rollins (Clinton). Ms. Piatt and Ms. Weaver are long-term OOI Head Start employees transferring to Early Head Start. Also hired in November is Harley Thompson, Resource Development Coordinator for Community Services.

Ms. Bueg informed the Committee that two Head Start Teacher Assistants have received their Pre-K Child Development Associate Credential – Shannon Cothran and Tara Rogers.

- Jim Sprott moved to table the agency Personnel Policies and Procedures for consideration by the full board. Debra Clemons seconded. Motion carried unanimously.

Ms. Bueg presented to the Committee the Health Insurance Premium quote for 2017 from current carrier United Healthcare. The quote reflects a 2% rate increase ($7.13 per month increase for employee-only plan).

- Jim Sprott moved to accept the premium offer and share the increase 50/50 between the agency and staff. Debra Clemons seconded. Motion carried unanimously.

- Jim Sprott moved to adjourn. Gloria York seconded. Motion carried unanimously. Meeting adjourned at 5:10 p.m.

[Signature]
Board Officer

[Signature] 1/26/17
Date