

Ozark Opportunities, Inc.

Board of Directors Executive Committee Meeting Minutes

October 31, 2013

The *Ozark Opportunities, Inc.* Board of Directors Executive Committee met at *Ozark Opportunities, Inc.* Central Office in Harrison, Arkansas at 1:40 p.m. on **October 31, 2013**.

Committee Members Present:

Jim Sprott Donna Grinder Paulette Hill Ron McPherson

Committee Members Absent:

Hon. Roger Hooper

Board Members Present:

Hon. Mickey Pendergrass

Staff Members Present:

Richard T. Atkinson Jane Bueg Rebecca Hanlin Linda White
Shirley Richesin

I. Meeting Called to Order:

The meeting was called to order by Jim Sprott, Board Chairperson at 1:37 p.m. A quorum was present. Mr. Sprott welcomed everyone to the meeting.

II. Acceptance of prior meeting minutes

- ❖ Ron McPherson moved to approve the minutes of the September 24, 2013 Board of Directors Executive Committee Meeting. Paulette Hill seconded. Motion carried unanimously.

IV. Head Start Training

Richard Atkinson, Executive & Head Start Director facilitated training on Head Start Policy Council Roles and Responsibilities and Shared Governance.

V. Executive Director's Report

Mr. Atkinson updated the Committee on the agency's Strategic Planning Progress to date. The agency will soon move forward in updating the plan. *OOI* participated in the Standards Pilot Project, and has been invited to join the National Performance Indicators (NPI) Pilot Program. Rebecca Hanlin will play a major role its implementation.

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Mr. Atkinson highlighted Community Development initiatives with Linda White providing a recap of the HOME Program and benefits of *OOI* obtaining CHDO designation. CHDO is experiencing numerous changes in its regulations, one of which will be required recertification as a CHDO for each request/application for funds.

Mr. Atkinson updated the Committee on *OOI* progress on obtaining group medical insurance for the employees. Staff met with the insurance broker this morning and preliminary figures indicate employee coverage will cost between \$350- \$400.00 per month.

VI. Program Updates

Rebecca Hanlin, Community Services Director provided the Committee the results of the last LIHEAP (Low-Income Energy Assistance Program) monitoring, some of reported findings will require further investigation, as case record numbers are incorrect. OCS Monitor, J.Y. Williams commended the *OOI* team on the Assurance 16 program portion of LIHEAP. Commodity Food distribution food was discussed – limited food items and variety are causing low participation; the agency may need to re-think its role in food distribution. Some disappointing news was received from the Ascend Fund: after passing through several stages of the pre-application process, *OOI* was not invited to apply for grant funds.

Ms. Hanlin provided the board with a detailed report on *OOI*'s fourth quarter and annual Community Service Block Grant report for FY 2013, including success stories, survey results and participant demographics. Over 99% of families in poverty in *OOI*'s service area have had contact with the agency.

- ❖ Donna Grinder moved to accept the CSBG 2013 fourth quarter and annual report. Paulette Hill seconded. Motion carried unanimously.

Mr. Atkinson provided the Committee with the Head Start Program Report. Also presented and explained were three Program Design and Management (PDM) Policies: Policy Council – Establishment, Guidelines, and Composition; Policy Groups, Planning and Shared Decision-Making; and Program Philosophy and Long – and Short-Range Goals and Objectives.

- ❖ Ron McPherson moved to approve the three Head Start Program Design and Management policies. Paulette Hill seconded. Motion carried unanimously.

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The Committee agreed to table the appointment of a Board Liaison to Policy Council until the Board seats new members.

- ❖ Ron McPherson moved to accept Program Reports. Donna Grinder seconded. Motion carried unanimously.

VII. Finance:

Shirley Richesin, Financial Officer, presented the Expenditure Report, update on SAGE accounting system, credit card statement re-cap and review, and the agency's 403(b) account balance (which is now over \$1,000,000.) Ms. Richesin provided to the Committee a brief training on *OOI's* accounts, draw-down policies and regulations, and what processes the Finance Department uses to maintain compliance with federal finance regulations.

Ron McPherson asked about the "Supplies" budget line, which is running over budget. Ms. Richesin explained the Head Start budget process, and the flexibility within the budget to cover the "Supplies" budget.

- ❖ Paulette Hill moved to accept the Financial Report including Credit Card Re-Cap. Donna Grinder seconded. Motion carried unanimously.

Ms. Richesin presented for Committee review and action a Credit Card Procedure for inclusion in the Financial Policies and Procedures Manual. This policy has been in effect since the agency obtained a major credit card.

- ❖ Donna Grinder moved to accept the Credit Card Procedure. Ron McPherson seconded the motion. Motion carried unanimously.

VII. Corporate Services Update:

Jane Bueg, Corporate Services Director, presented to the Committee for acceptance the Employment Actions as approved on October 30, 2013 by Head Start Policy Council.

- ❖ Mickey Pendergrass moved to accept the actions. Paulette Hill seconded the motion. Motion carried unanimously.

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Ms. Bueg presented for approval revisions to the *OOI Personnel Policies* which were approved by Head Start Policy Council on October 30, 2013. Policies to be eliminated: 4-4 (A.R. Health Limited Benefits Plan) and 4-6 (ARRA Employee Benefits);

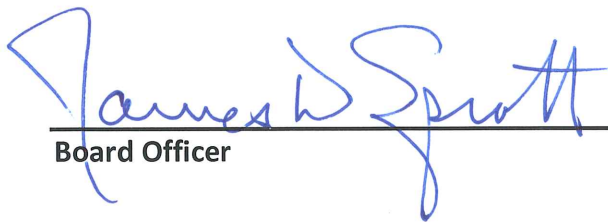
Policies revised: 2-15 (Time Sheets), 2-16 Payroll Process, 3-3 (Annual Leave or Vacation) and 4-5 (Optional Benefit Plans). Job Descriptions revised: Education and Training & Technical Assistance Coordinator, Licensing & Facilities Coordinator, Parent & Volunteer Engagement Specialist, Teacher, Center Director, Cook, Teacher Assistant and Head Start Transportation Services duties list.

- ❖ Ron McPherson moved to approve the revisions to *OOI Personnel Policies & Procedures* and job descriptions. Donna Grinder seconded the motion. Motion carried unanimously.

Adjournment

Chairperson Sprott asked if there was any other business or discussion prior to adjournment. Mr. Atkinson requested a meeting be set for a Committee to address compensation and the effect of medical insurance on OOI's fringe benefits structure. A special meeting of the Executive Committee was set for Thursday, November 7, 2013 at 3:30 p.m. in Harrison. The full Board is set to meet on Thursday November 21, 2013 at 5:30 p.m. in Harrison, with the Executive Committee meeting prior to the full board meeting.

- ❖ Paulette Hill moved to adjourn. Donna Grinder seconded. Chairman Sprott adjourned the meeting at 3:52 p.m.



Board Officer



Date