Ozark Opportunities, Inc. Board of Directors

Executive Committee Meeting Minutes

January 31, 2013

The Ozark Opportunities, Inc. Board of Directors Executive Committee met at the Ozark Opportunities, Inc. Central Office in Harrison, AR at 2:00 p.m. on January 31, 2013.

Committee Members Present:
Jim Spratt
Kim Hunley (via telephone 2:05 p.m.)
Hon. Roger Hooper (via telephone 2:05 p.m.)

Donna Grinder
Ron McPherson
Paulette Hill (via telephone 2:12 p.m.)

Board Members Present:
Mickey Pendergrass

Staff Members Present:
Richard T. Atkinson
Alma Sackett
Emily Crow

Shirley Richesin
Rebecca Hanlin

Jane Bueg
Randy McCallister

I. Meeting Called to Order:

The meeting was called to order by Kim Hunley, Board Chairperson at 2:07 p.m. A quorum was present. Ms. Hunley welcomed everyone to the meeting. The members of the Executive Committee: Paulette Hill, Roger Hooper, and Kim Hunley approved the appointments of Ron McPherson as Marion County Representative and Donna Grinder as Searcy County Representative to the Executive Committee. Currently, Newton County is the only county that does not have an executive member to serve.

Letters were sent out to all the judges inviting them to accept a position on the Ozark Opportunities, Inc. Board of Directors. Hon. Warren Campbell and Hon. Johnny Hinchey have not responded to date. Judy Schenk has not yet committed to representing Newton County on the Board.

II. Acceptance of Minutes:

The minutes of November 26, 2012 Board of Directors Executive Committee Meeting and November 29, 2012 Full Board Meeting were sent to each member via e-mail for review prior to the meeting.

Judge Roger Hooper made the motion to accept the minutes as they were presented. Ron McPherson seconded the motion. Motion passed unanimously.
III. Community Services:

Rebecca Hanlin, Community Services Director provided program updates:

A. Budget revisions were distributed by Shirley Richesin, Financial Officer, who detailed the revisions for those members attending via telephone. Ms. Richesin updated the committee on the progress of transitioning accounting functions to the Sage 100 program, beginning with server installation February 1, 2013.

Board Member Jim Sprott suggested that for future meetings, hand-outs be numbered sequentially for easy identification.

B. Home Energy Assistance Program has spent $250,000 in direct client payments. Current balance is approximately $200,000. Ms. Hanlin announced the Crisis Intervention Program (CIP) will open February 11 and will assist eligible families with disconnect and depleted fuel supply needs.

C. Ms. Hanlin explained anomalies and explanations for variances on the first quarter CSBG report (October, November, & December 2012). Ms. Hanlin stated the surveys items on the report did not have results because of staff vacancies. Two staff members have been hired and now we are back on track. CSBG goal 3.1 page 4 the volunteer hours are high compared to plan number. Goal 3.1 explains that the number of volunteer hours is from individuals who have low-income.

D. CSBG I.S. (Information Systems) Report 2012 was explained to the committee; the data is similar to the fourth quarter report with the main difference being the addition of the summaries.

E. Mr. Sprott asked: How is Facebook used as tool for OOI? Ms. Hanlin responded that the OOI Facebook page contains links to the upcoming events, the newsletter, and advertising about VITA (Volunteers Income Tax Assistance). Ms. Hunley inquired about how to access documents for meetings. Ms. Hanlin responded that on the Ozark Opportunities, Inc. website, there is a tab called “Calendar” where you can view the day, week, month or year and see the meetings planned; documents are not available at this time; however, past minutes and agendas are available under “News”. On Facebook, listed under “Events” you can see what events we are having. Also on our homescreen of our webpage, there is an explanation of how to fill out tax forms and other information.
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F. Ms. Hanlin explained that on August 15-17, 2012, J.Y. Williams from OCS conducted a review for the HEAP. Three minor findings were included in the report. She explained each of the findings and the recommendations. There were no overages or payments necessary. The Board Committee was presented with the Monitoring Report, OOI Response, and OCS approval of the Corrective Action Plan.

- Jim Sprott made the motion to accept the 1st quarter 2013 CSBG report, CSBG Budget Revision, CSBG I.S. report, and HEAP Monitoring and Corrective Action Plan. Donna Grinder seconded the motion. The motion passed unanimously.

IV. Head Start:

A. Alma Sackett provided the Head Start Update.

- The modular building that OOI relocated to Harrison from Yellville will be ready for use in mid-February, 2013. Ms. Sackett also explained that there are three Harrison Head Start classrooms downstairs, and the middle classroom and classroom in the old conference room (behind the kitchen) will be moved to the modular building.

- In addition, the other modular building in Yellville has been remodeled and is now fully operational and is a great fit for the staff and students.

- Ms. Sackett reviewed reports generated through the ChildPlus computer program that tracks almost all Head Start activities. After inputting the information into ChildPlus, a chart is generated to show the current enrollment, disability statistics, etc. and the information in the Governing Board and P.C. Reports comes directly from that program; thereby insuring it is the most accurate information possible.

- The current Disability Enrollment is 18% (which is 8% over what Head Start mandates).

- Our program is still at full enrollment. We have noted an increase in the mobility of enrollees resulting in more transfers, drop-outs and new enrollments to fill vacancies. This may prove to be a problem in the future as centers fall below the mandatory 15 enrollment level.

B. Mr. Atkinson stated that we are short on In-Kind this year. A waiver request has been submitted to Region 6 (and a copy was sent to the OOI Board and Policy Council via e-mail.) In addition a “Budget Justification Narrative” was required this year- Mr. Atkinson worked with the Region 6 Finance Specialist and Finance staff to complete and submit the document to insure there were no barriers to funding for the coming year.

- Jim Sprott made the motion to acknowledge receipt of the Ozark Opportunities, Inc. Budget Justification Narrative and NFS Waiver Request as submitted to Region 6 Head Start Office. Roger Hooper seconded the motion. Motion carried unanimously.
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C. Mr. Atkinson informed the Board that the Head Start Grant Award Letter was received for the 3/1/13 – 2/14/14 program year; with funding is approved at 80% (the other 20% will be awarded at a later date, depending on appropriations.)
   • Committee member Ron McPherson inquired if this is standard; Ms. Richeson stated the funding is usually 60% at the start of the grant period.

D. The CACFP- USDA Monitoring Report (and Response and Acceptance) were presented to the Committee; some issues were found; however, Mrs. Haney submitted a Corrective Action Plan that was accepted, and many of the actions to fix the issues have already been done.
   ❖ Jim Sprott made the motion to acknowledge receipt of the USDA Monitoring Report, OOI Corrective Action Plan and USDA Acceptance Letter. Ron McPherson seconded the motion. Motion carried unanimously.

V. Weatherization:

A. Randy McCallister provided the Committee with an update on the DOE (Department of Energy) and American Recovery and Reinvestment Act (ARRA) Weatherization Programs.
   • The ARRA houses are finished, and close-out of the program is in progress. There were a total of 382 houses completed.
   • The DOE Weatherization program has 36 houses to complete. Of those 36 houses, 20 have been completed. There are still 16 houses left to be completed by program end, May 31, 2013.

B. The Committee was presented with the Monitoring Report of 12/21/12 which covered DOE only. Some concerns were listed, but do not require corrective action.

C. Mr. McCallister has just completed a required training, and reported that the program production schedule is in place and inventory is in progress.

D. The current understanding is that the Office of Community Services Weatherization Assistance Program (OCS WAP) plans to break the state into 6 different regions instead of 15 (per a map that was handed out at the first Public Hearing held in Little Rock.) According to the map, OOI would lose Van Buren County, but would gain 7 counties (Benton, Madison, Washington, and Carroll to the west, Fulton, Izard, and Stone to the east.)
E. Mr. Sprott inquired about Newton and Searcy counties being in the region, but Van Buren County is not. Mr. McCallister confirmed that under that model we would lose Van Buren County, but will gain 7 more counties.

F. Mr. Atkinson recommended the agency look at completing the RFQ (Request for Qualifications) and re-assess the agency’s position regarding the Weatherization Program. Next year (2014) the program will likely be funded by HEAP (Home Energy Assistance Program) funds only, and we don’t know where the houses will be allocated as there has been no direction provided at this point in time. Mr. Sprott mentioned the best thing is that we are centrally located for the proposed area. Mr. Atkinson stated that at this time any non-profit or government agency can apply for the program and in two years any organization (for-profit or non-profit) will be eligible to apply.

Due to the lack of consensus, it was decided to pull together a “Weatherization Planning Committee before the next full Board meeting to further discuss the program and its future.

- Mr. Sprott made the motion to accept the Governing Board Report for January 2013. Donna Grinder seconded the motion. Motion passed unanimously.

VI. Finance

A. Ms. Richesin gave a brief summary of the Finance report (sent prior via email.) She said that the CSBG grant periods are October 1 through June 30, and July 1 through September 30. The Head Start expense report involves the T & TA (Training and Technical Assistance) the budget operations are from March 1 through February 28. The three locations that prepare meals are Harrison, Marshall, and Clinton. The allowances for the food supply (paper towels, etc.) were explained.

Mr. Sprott asked: What is “Travel OOA”? Mrs. Richesin responded that it is “Travel Out Of Area.” She also explained the following:

- “Sup: Ofc/Pro” stands for Supplies: Office/ Program.
- “Travel PC” is travel for Policy Council Members.
- “Em. Develop” is Employee Development.
Ms. Richesin mentioned that, as Mr. Sprott noted, some budget expenditures are much larger than budgeted; however, overall the finances are on track. The Head Start funding level does not meet the true funding needs of the program; thus some line-items in the budget are unrealistically small in order to balance; as the program year unfolds and savings are realized in one area, other under-budgeted areas are able to utilize the available funds. Head Start Centers are advised to keep a “wish list” of classroom and playground needs, as funds become available OOI will be able to spend extra money for the classrooms or other areas.

B. Ms. Richesin reviewed the Weatherization budget revision. Currently, 34% of the funds have been spent with 75% of the program year done. DOE/LIHEAP homes are expected to be completed on time with all houses finished and funds spent, as there has been a 3 month extension. ARRA is the process of closeout: all outstanding invoices have been received, final payments will be made; the last task is reconciling and transferring inventory. A close-out audit for the March 1, 2012 – December 31, 2012 period is required.

C. Ms. Richesin reviewed the expenditure report is the Corporation for National and Community Services (CNCS) Senior Corp program. The guidelines have changed since the RSVP program. The program has experienced new regulations, guidelines, requirements and funding cycles. The current program is scheduled to end 3/31/2013.

Although the Senior Corp OOI Work Plan for Head Start Mentoring appeared feasible, we were unable to recruit volunteers for the program. In addition, funding has been cut 25%, and the program has taken on a Urban focus. Mr. Atkinson explained that the Little Rock office of CNCS is currently working with OOI to find a way to deal with the change in direction of the program at the national level.

D. The Credit Card Recap was reviewed by Ms. Richesin- she mentioned that there has been little credit card activity on the account due to the holiday recess.

E. A review of the Retirement Plan recap was conducted. Mr. Sprott inquired about the $85,379.70 deposit; Ms. Richesin explained it is the accumulated contribution amount for September, October and November 2012.

   • Mr. Sprott made the motion to accept the Finance Report; including the Credit Card ReCap and Retirement Report. Donna Grinder seconded the motion. Motion passed unanimously.
VII. Retirement Plan

Ms. Bueg gave the Retirement Plan Report. She talked with Shane Estes of Mutual of America and he has the employee census information. Mr. Estes wants to schedule a conference call to discuss the transfer of the assets from Bank of the Ozarks over to Mutual of America as soon as possible.

Mr. Atkinson asked about other templates of plan prototypes. Ms. Bueg replied the Thrift Plan Template provided by Mutual of America may contain portions were not compatible with OOI’s plan. There will need to be future Board involvement as there may be changes needed to the current plan. The plan year starts March 1.

- Mr. McPherson asked whether when employees leave if they have to roll-over their plan. Ms. Bueg responded that at the current time they do not; but that is a decision that will need to be dealt with by the Board in the future.

VIII. Corporate Services Update

Ms. Bueg gave the Corporate Services Update. One issue is the Annual Leave Policy. Currently the rollover maximum is 320 hours per year. When an employee works 7 years, they begin earning 18 hours of annual leave per month. Several employees have received the maximum of annual leave. Ms. Richesin explained that there is a Reserve for Leave Account that covers the value of leave allocated to each employee (and is kept in a separate account.) Out of 23 employees, 16 would be impacted by the annual leave policy with 3 non-exempt employees. A recommendation from the Admin. Team would be to change the current policy and buy-out some excess leave (this is an issue that OOI has had in the past.)

Mr. Sprott asked if we discussed the issue with all 23 people affected by the proposed change. Ms. Richesin replied that we wanted input from the Committee first. Hon. Hooper suggested that the team do more research. He also suggested the staff have additional information to use to have a discussion with the full Board on February 19, 2013.

- Mr. McPherson made a motion to convene an OOI Benefits Committee. Roger Hooper seconded the motion. Mr. Atkinson requested authorization to convene the Benefits Committee using Retirement Committee members.

- Hon. Hooper amended the motion to table the issue until the next Board Meeting, and authorize Mr. Atkinson to convene a special “OOI Benefits Committee” (using the Retirement Committee members and other) that will meet prior to the next full Board meeting, and will present the recommendation to the Full Board on February 19, 2013. Ron McPherson seconded the motion. Motion passed unanimously.
NOTE: Due to other obligations, Mr. Sprott and Mrs. Grinder exited the meeting at 4:00 p.m.

IX. Executive Director’s Report

Mr. Atkinson gave the Executive Director’s Report (a paper version had been sent prior via email):

- Mr. Atkinson will be traveling February 10-12 to Washington D.C. for the Community Services Block Grant, Performance Management Task Force meeting (CSBG PMTF.) Mr. Atkinson will be representing Region 6 in discussion of a Performance Management & Measurement concept for the network.
- Mr. Atkinson reported that the Strategic Planning process is nearly done.
- The next full Board of Director’s meeting is scheduled for Tuesday, February 19 located at Jamie’s Creative Catering in Harrison, Arkansas starting at 6:00 pm. with dinner.
- At 5:30 p.m. there will be a Public Hearing as required by the CSBG program; the Board Members and public are invited to attend.

X. Adjourn

❖ Hon. Hooper made the motion to adjourn. Ron McPherson seconded the motion. The meeting adjourned at 4:12 p.m.