

Ozark Opportunities, Inc. Board of Directors

Benefits Committee Meeting Minutes

February 7, 2013

The Ozark Opportunities, Inc. Board of Directors Benefits Committee met at the Ozark Opportunities, Inc. central office in Harrison, AR. at 2:00 p.m. on February 7, 2013.

Committee Members Present:

Kim Hunley Paulette Hill (phone) Jim Sprott Hon. Roger Hooper
Hon. Mickey Pendergrass (phone) Hon. Terry Ott Alesia Owen (delegate for Hon. Ott)

Board Members Present: None.

Staff Members Present:

Richard T. Atkinson Rebecca Hanlin Jane Bueg Shirley Richesin Alma Sackett
Patsy Treat

I. Meeting Called to Order:

The meeting was called to order by Kim Hunley, Board Chair at 2:07 p.m. A quorum was present.

II. Annual Leave Policy

Richard Atkinson, Executive & Head Start Director, distributed copies of *Ozark Opportunities, Inc.* current **Annual Leave Policy** (attached), the **proposed Annual Leave Policy** (attached) and a schedule of current employees who earn Annual Leave (attached) Members attending by telephone were e-mailed the documents prior to the meeting.

Mr. Atkinson presented to the committee a recommendation to adopt a revised Annual Leave Policy that will:

- Compute, accrue, and cap Annual Leave on a pay period basis
- Reduce the maximum Annual Leave earned to a total of 16 hours per month
- Revise the Annual Leave Schedule to 3 steps: 6¹st day, 3rd year of service, 6th year of service

Mr. Atkinson then presented to the committee a transition plan of action to reduce all staff accrual to a maximum of 160 hours for the purpose of providing a window of opportunity to schedule Annual Leave before reaching the 320 hour cap. He proposed the committee approve the buy-back of annual leave in excess of 160 hours; to be paid from the Annual Leave Reserve Account; prior to agency fiscal year ending February 28, 2013.

After considerable discussion, question and answer period, clarification, assessment of impact on staff and responsibilities of staff and supervisors to manage scheduled time off in the future, the committee recommended adoption of the revised **Annual Leave Policy** to be in effect March 1, 2013.

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- ❖ Board Committee Member Hon. Roger Hooper made a motion to adopt the revised Annual Leave Policy, with buy-out transition plan. Jim Sprott seconded the motion. Motion passed unanimously.

III. Sick Leave Policy

Mr. Atkinson presented to the committee a proposal for revising the Sick Leave Policy to adopt the following changes:

- Compute, accrue, and cap Sick Leave on a pay period basis
- Reduce the maximum Sick Leave earned to a total of 8 hours per month (96 hours per year for regular employees and 72 hours per year for contract employees)
- Reduce the accrual and carry forward amount to 520 hours
- Discontinue conversion of excess Sick Leave to Annual Leave provision

After considerable discussion, question and answer period, clarification, assessment of impact on staff, at the recommendation of Hon. Mickey Pendergrass the committee raised the cap to 720 hours and to grandfather current staff with accrued sick leave in excess of 720 to retain the 1020 cap, if they elect to do so. Staff that elect to retain 1020 hours will not accrue additional Sick Leave until the account is below the 720 hour cap.

Mr. Atkinson then presented to the committee a transition plan of action to reduce all staff sick leave accrual to a maximum of 720 hours. He proposed the committee approve the buy-back of sick leave in excess of 720 hours at 25% (1:4); to be paid from the Sick Leave Reserve Account; prior to agency fiscal year ending February 28, 2013.

Hon. Roger Hooper recommends the agency investigate short-term and long-term disability insurance coverage. Jim Sprott recommends and HR attorney review the proposed changes prior to the Board of Directors meeting February 19, 2013.

- ❖ Board Committee member Hon. Roger Hooper made a motion to recommend to the full board adoption of revised Sick Leave Policy, with grandfather option; and encourage the agency have an HR attorney review the proposed changes. Jim Sprott seconded the motion. Motion passed unanimously.
- ❖ Jim Sprott made a motion to adjourn. Hon. Roger Hooper seconded the motion. Motion passed unanimously. Meeting adjourned at 3:10 p.m.

