

# ***Ozark Opportunities, Inc.***

## Board of Directors Executive Committee Meeting Minutes

August 29, 2013

The *Ozark Opportunities, Inc.* Board of Directors Executive Committee met at *Ozark Opportunities, Inc.* Central Office in Harrison, Arkansas at 2:05 p.m. on **August 29, 2013**.

### Committee Members Present:

Jim Sprott                      Paulette Hill                      Donna Grinder  
Ron McPherson (via telephone)

### Committee Members Absent:

Hon. Roger Hooper

### Board Members Present:

Renee Walker (rep. for Hon. Mickey Pendergrass)      Clyde Johnson (rep. for Hon. James Norton)

### Staff Members Present:

Richard T. Atkinson      Shirley Richesin              Jane Bueg              Rebecca Hanlin

## **I. Meeting Called to Order:**

The meeting was called to order by Jim Sprott, Board Chairperson at 2:05 p.m. A quorum was present. Mr. Sprott welcomed everyone to the meeting.

## **II. Change in Agenda:**

Mr. Atkinson requested the Committee approve a change in the agenda.

- ❖ Paulette Hill moved to accept the change in agenda. Ron McPherson seconded. Motion carries.

## **III. Acceptance of prior meeting minutes**

- ❖ Donna Grinder moved to approve the minutes of the July 25, 2013 Board of Directors Executive Committee Meeting. Ron McPherson seconded. Motion carried unanimously.

## **IV. Head Start Training**

Mr. Atkinson provided the committee training on Head Start Protocol (September 2012 version) and Triennial Review. A portion of the *Ozark Opportunities, Inc.* Head Start Program Compliance Matrix 2013 – The Disabilities component was utilized to provide an illustration of the processes and procedures developed for each performance standard.

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The entire Head Start Program is regulated by over 1700 performance standards; all applicable standards must be addressed in the Service Plans and overall Compliance Matrix.

### **V. Executive Director's Report**

Mr. Atkinson reported to the Committee that Linda White has been assigned as lead on the Strategic Planning process; she will be tracking agency progress on implementation of the Strategic Plan.

Mr. Atkinson alerted the Committee on areas of concern regarding impacts of sequestration cuts on staff morale in response to wage cuts and increased job duties; the resultant economic hardship on employees, and the possibility of a repeat sequestration cut. Benefits have not been cut, but furloughs of a few days may be on the horizon. Upkeep of facilities and unbudgeted items such as HVAC replacements also stress an already stretched budget.

Mr. Atkinson discussed with the Committee the need to plan meeting dates in advance. He also recommend the Board add language to the by-laws to allow attendance via technology, and such attendance be counted towards a quorum. Meeting dates were set as follows:

September – Executive Committee	September 26, 2013 – full Board
October – Executive Committee	November 21, 2013 – full Board
December – Executive Committee	February 2014 – full Board

### **VI. Program Updates**

Rebecca Hanlin, Community Services Director, updated the Committee on the new focus within the Community Services Newsletter: letters from SUCCESS clients who describe their own journey towards self-sufficiency; she appraised the Committee on the status of the Home Energy Assistance Program and the \$50,000 in Crisis Intervention Program funds received to assist families with electric shut-offs and disconnects. Ms. Hanlin thanked the three members who interviewed with Ms. Lottie Akins, CSBG Monitor: Jim Sprott, Donna Grinder and Clyde Johnson. Monitoring of *OZI's* LIHEAP (Low-Income Home Energy Assistance Program) has been rescheduled from August to September.

Mr. Atkinson reviewed the Governing Board report for July 2013, distributed via e-mail prior to the meeting.

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Mr. Atkinson informed the Committee that Delia Farmer has replaced Thomas Green as OCS Assistant Director, Office of Community Services. Ms. Farmer will be great for the network; she plans to review operations of all OCS programs, with many committee meetings scheduled between ACAAA (Arkansas Community Action Agencies Association) and OCS.

The ACAAA Conference will be held in North Little Rock, May 20-23, 2014. Both Mr. Atkinson and Ms. Hanlin are on the contents committee and welcome suggestions for topics of interest. Board members are encouraged to attend with expenses paid by *OOI*.

Mr. Atkinson announced the Head Start Program Information Report (PIR) was not quite complete and will be presented at the next meeting. Enrollment is below funded levels at the following locations: Clinton (26 enrolled – 2 classrooms); Norfolk (26 enrolled – 2 classrooms); Valley Springs (13 enrolled – 1 classroom); Jasper (13 enrolled – 1 classroom). Most classrooms are expected to have 18 to 20 students enrolled.

Mr. Atkinson met with the Van Buren County Equalization Board to argue for decreased valuation of the unoccupied property in Clinton. The county will conduct another appraisal and inform *OOI* of any adjustment. The land has already been valued at a decreased level due to the terrain. Head Start Region VI has offered guidance on selling of property with Federal Interest attached – the process is complex and the current understanding is that the government expects full payback of all monies, regardless of current value of the property.

Staff have been analyzing data to measure savings realized from the Sequestration Plan. The program appears to be in line now (with current reductions in staff and other cuts); however, if sequestration hits again next year three (3) classrooms will have to be closed. All staff are working hard to ensure a successful program.

- ❖ Donna Grinder moved to accept the Governing Board report. Paulette Hill seconded. Motion carried unanimously.

#### **VII. Finance:**

Ms. Richesin presented a summary of the Finance Reports for July; including the Credit Card expenditures, Payroll taxes paid, and Retirement Plan balance. Ms. Richesin noted that the Retirement Plan balance has decreased – due primarily to closed accounts, including unvested account balances refunded to the agency; some decrease may be due to performance losses.

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Ms. Richesin presented two CSBG budget revisions: 7/01/2013 – 9/30/2013 (reflecting carry-over balance from 10/1/12 – 6/30/13 grant period) & 10/01/2013 – 6/30/2014 (reflecting a reduction in funding).

The IRS form 990 for agency fiscal year ending 2/28/2013 was presented to the committee for review and approval prior to submission to the IRS. Renee Walker suggested correction of typographical error in Part I Summary #1. The Committee discussed replacing the wording in the section with *OOI's* current mission statement.

- ❖ Renee Walker made a motion to approve the Financial Reports and approve for submission the form 990, and, subject to the approval of the agency's CPA, Pamela Disheroon, use the agency's current mission statement in Part I Summary, #1. Ron McPherson seconded the motion. Motion carried unanimously.

### **VIII. Corporate Services Update:**

Jane Bueg presented Employment Actions for August.

- ❖ Per ballot, employment actions accepted.

The Committee was provided updates on the agency's progress on compliance with Healthcare Reform mandates by Ms. Bueg; at this point it seems the best tact is to wait to see how the Arkansas Insurance Exchange will operate, which employees are eligible, and how it works out. Staff will keep the Board informed in the coming months of changes and opportunities to assure staff are insured.

Ms. Bueg also presented to the board for consideration and approval a revision to include "domestic partners" in the definition of immediate family in *OOI's* sick leave policy due to situations where staff need to take off to care for a loved one.

- ❖ Paulette Hill made a motion to accept the revision as presented. Ron McPherson seconded. There was a split vote on the issue (2 for and 2 against), therefore Mr. Sprott asked if the committee would agree to take the policy change request to the full board in September- all were in agreement.

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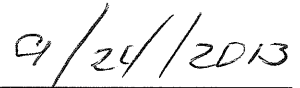
#### **IX. Executive Director Evaluation**

Executive Director Evaluation Forms were distributed with postage-paid envelopes addressed to Board Chairperson Jim Sprott. Mr. Sprott announced an August 5, 2013 deadline for receipt. Since Chairperson Sprott has received 4 evaluations from the committee, and one remains outstanding the evaluation process will be completed at the next meeting.

#### **X. Adjournment**

- ❖ With no further business, Chairman Sprott adjourned the meeting at 3:35 p.m.

  
Board Officer

  
Date