

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

## Board of Directors Executive Committee Meeting Minutes

July 25, 2013

The *Ozark Opportunities, Inc.* Board of Directors Executive Committee met at *Ozark Opportunities, Inc.* Central Office in Harrison, Arkansas at 1:33 p.m. on July 25, 2013.

### Committee Members Present:

Jim Sprott                      Paulette Hill                      Donna Grinder                      Ron McPherson

### Committee Members Absent:

Hon. Roger Hooper

### Board Members Present:

Renee Walker (rep. for Hon. Mickey Pendergrass)      Hon. Terry Ott

### Staff Members Present:

Richard T. Atkinson                      Shirley Richesin                      Jane Bueg  
Rebecca Hanlin                      Terri Beard

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

The meeting was called to order by Jim Sprott, Board Chairperson at 1:33 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**

- ❖ Ron McPherson moved to recommend for approval the minutes of the June 18, 2013 Board of Directors Meeting. Paulette Hill seconded. Motion carried.

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### **IV. Head Start Training**

Terri Beard, ERSEA Coordinator for Head Start, presented to the Committee an overview of *Ozark Opportunities, Inc.* approach to **“Promoting Family Engagement & School Readiness”** (PFCE) in Head Start Classrooms. Ms. Beard emphasized that Head Start is as much about the parents as the child; and the goal of school readiness pertains to both. PFCE is not an overnight process; it is a transformational process that, ideally, will develop parents of Head Start students to be more engaged and interactive in their child’s educational life.

Ms. Beard’s presentation generated a lively discussion on education, parenting, outcomes reporting and data collection and utilization.

### **V. Program Updates**

Rebecca Hanlin, Community Services Director, presented the Community Service Block Grant (CSBG) quarterly report for the period covering April, May & June 2013. Ms. Hanlin updated the Committee on the status of the Home Energy Assistance Program (2,000 households assisted so far this summer) and Commodity Distribution Programs (food delivery scheduled for early August). Mr. Atkinson reviewed the Governing Board report for June 2013, distributed via e-mail prior to the meeting.

Mr. Atkinson gave the Head Start program update; which included the following:

- Marshall facility is in need of a new roof, grant funds are being researched. Searcy County Judge Johnny Hinchey is providing much needed assistance in installing a culvert at Marshall to manage water run-off across the driveway.
- Two new staff have started: Ryan Clayborn as Education/T&TA Coordinator and Tawnya Hutcheson as Health/Mental Health Coordinator
- *OOI* participated in the School Readiness Agenda conference call with Region VI
- No guidance has been forthcoming from Head Start Region VI regarding the future impact of losing enrollment slots due to sequestration funding cuts
- All staff are preparing for the Triennial Review, expected any time between October 2013 and April 2014.
- Enrollment is currently 145 short of funded level of 471 slots. Harrison and Mountain Home are both needing 50 enrollees, Clinton needs 20. The other 25 are scattered among the other sites.
- 4,000 hits were received on *OOI*’s Facebook page.

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- ❖ Ron McPherson moved to accept the CSBG quarterly report. Donna Grinder seconded. Motion carries.
- ❖ Hon. Ott moved to accept the Governing Board report. Paulette Hill seconded. Motion carries.

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

Mr. Atkinson reported to the Committee that all monies due *OOI* for the Weatherization Assistance Program have been received. The program is officially shut-down, and *OOI* staff are making referrals to Black River Development Corporation (BRAD), the agency that now provides Weatherization Assistance to 14 counties, including all of *OOI* service area.

As new President of Arkansas Community Action Agencies Association (ACAAA), Mr. Atkinson detailed for the Committee his plans and expectations of ACAA and the organization's role to support Community Action Agencies in Arkansas.

The Committee was provided updates on the agency's progress on compliance with Healthcare Reform mandates. The Committee was also updated on *OOI* technology use, policies and challenges.

Mr. Atkinson briefed the Committee on Community Development initiatives, and will give an update on the new Strategic Plan at the next meeting.

### **VII. Finance:**

Ms. Richesin presented a summary of the Finance Reports for June; including the Credit Card expenditures, Payroll taxes paid, and Retirement Plan balance.

Ms. Richesin reported that the agency is in the process of closing the CSBG Program effective June 30, 2013, and starting the 3 month grant period for July – September 2013.

The Head Start Program final report for 2/28/13 has been submitted, with a little more than \$500 unexpended. Current year Head Start budget is 5.27% less (approx. \$140,000) due to sequestration funding cuts.

Finance staff are up-to-date on posting on the old accounting system. The new system is in process; a new consultant was hired to guide the agency in re-setting the system; guidance provided by the previous trainer did not meet the needs of the organization. All entries from March 1 forward will have to be re-entered.

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The agency audit report is complete with no findings. The full report will be e-mailed to all board members. Ron McPherson said this is great news. Ms. Richesin noted that ARRA Weatherization Assistance Program required a program specific audit for the period covering March 2012 – December 31, 2012.

Ms. Richesin invited any interested Board members or staff to view a 3 hour web-cast on July 30 or August 2. This web-cast is mandatory to retain eligibility to apply for future federal grants.

- ❖ Donna Grinder made the motion to approve the Financial Reports and acknowledge the completed Audit Report for the agency fiscal year March 1, 2012 – February 28, 2013. Paulette Hill seconded the motion. The motion carried unanimously.

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

Jane Bueg presented Employment Actions for July.

- ❖ Per ballot, employment actions were accepted.

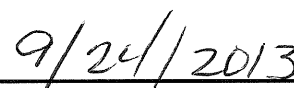
Executive Director Evaluation forms were distributed with postage-paid envelopes addressed to Board Chairperson Jim Sprott. Mr. Sprott announced an August 5, 2013 deadline for receipt.

#### **Adjournment**

- ❖ Paulette Hill made a motion to adjourn. Hon. Ott seconded the motion. Meeting adjourned.



Board Officer



Date