

***Ozark Opportunities, Inc.***  
Board of Directors Meeting Minutes  
June 18, 2013

The *Ozark Opportunities, Inc.* Board of Directors met at *Ozark Opportunities, Inc.* Central Office in Harrison, Arkansas at 6:00 p.m. on **June 18, 2013**.

Board Members Present:

|               |   |               |
|---------------|---|---------------|
| Jim Sprott    | Paulette Hill                                   | Donna Grinder |
| Trudy McManus | Renee Walker (rep. for Hon. Mickey Pendergrass) | Danny Griffin |
|               | Clyde Johnson (rep. for Hon. James Norton)      |               |

Board Members Absent:

|                   |                |               |
|-------------------|----------------|---------------|
| Hon. Terry Ott    | Paula Crawford | Ron McPherson |
| Hon. Roger Hooper |                |               |

Staff Members Present:

|                     |                  |               |
|---------------------|------------------|---------------|
| Richard T. Atkinson | Shirley Richesin | Jane Bueg     |
| Rebecca Hanlin      | Linda White      | Brenda Morris |

Guests Present:

|                           |                                |
|---------------------------|--------------------------------|
| Jean Johnson              | Mr. Hill                       |
| Pamela Disheroon, Auditor | Kristen Smith- Board candidate |

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

The meeting was called to order by Paulette Hill, Board Vice-Chairperson at 6:00 p.m. A quorum was present. Mrs. Hill welcomed everyone to the meeting.

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

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

- ❖ Donna Griffin moved to accept the change in agenda. Jim Sprott seconded. Motion carried unanimously.

### **III. Acceptance of prior meeting minutes & ratification of actions**

Mr. Sprott inquired on the status of the appraisal of the Clinton property. Mr. Atkinson reported that a qualified appraisal could not be obtained for the board, as the approved budget was \$1,000; the rate quoted so far is at least \$2,000. The *Loss of Use Appraisal* conducted several years ago cost in excess of \$2,300.00

- ❖ Jim Sprott moved to accept the minutes of the May 2, 2013 Executive Committee Meeting and to ratify the actions of the Executive Committee meetings held on March 26 & May 2, 2013. Donna Grinder seconded. Motion carried unanimously.

***Ozark Opportunities, Inc.***  
Board of Directors Meeting Minutes  
June 18, 2013

**IV. Auditor Survey of Board Members**

Pam Disheroon, CPA met in private with Board members to conduct an audit-required survey.

**V. Election of Officers**

Mr. Atkinson facilitated an introduction of members and guests present. Lana Bullington, Early Childhood Education Service Coordinator for O.U.R. Educational Cooperative, will serve as *OOI's* Early Childhood Education Consultant to the Board; Kristen Smith, Case Manager for Area Agency on Aging is a potential board member for Van Buren County. Donna Grinder, Board member representing Searcy County was congratulated on her receipt of KARK Community Service Award for 2013 for her leadership in founding the Searcy County Rural Help Center.

Paulette Hill, Vice-Chairperson, opened the floor for nominations. Mrs. Hill nominated Jim Sprott for Chairperson, self-nominated for Vice-Chairperson and Donna Grinder for Secretary/Treasurer. All nominees accepted the nominations.

- ❖ Danny Griffin moved to vote the slate of candidates in by acclamation. Clyde Johnson seconded the motion. Motion carried unanimously.
- ❖ Donna Grinder moved to accept as new Board members Kristen Smith (Van Buren County, Private) and Judy Schenk (Newton County, Private). Paulette Hill seconded the motion. Motion carried unanimously.

Jim Sprott, Chairperson, assumed leadership of the meeting.

**VI. Board Training**

Mr. Atkinson conducted a Board Training; including: *OOI Locations, Staffing, Assets and Community Engagement, and Head Start Policy Council and Joint Governance: 45 CFR 1304.50 Appendix A, Duties of a Community Action Board of Directors.*

***Ozark Opportunities, Inc.***  
Board of Directors Meeting Minutes  
June 18, 2013

**VII. Executive Director's Report**

Mr. Atkinson presented *OOI's* Strategic Plan, including Grants Guidance, Comprehensive Community Assessment, and Statement of Purpose & Strategy (Mission Statement). Mrs. Hill commented that the Strategic Plan was impressive.

- ❖ Clyde Johnson moved to accept the Strategic Plan, including Grants Guidance, Comprehensive Community Assessment, and Statement of Purpose & Strategy (Mission Statement). Paulette Hill seconded the motion. Motion carried unanimously.

Mr. Atkinson requested approval of the Conflict of Interest, Confidentiality, and Code of Conduct policies. Mr. Johnson requested clarification of the "duty of loyalty" requirement; Mr. Sprott provided clarification.

- ❖ Paulette Hill moved to approve the policies as presented. Clyde Johnson seconded the motion. Motion carried unanimously.

Mr. Sprott presented for adoption a Resolution to Update Articles of Incorporation; emphasizing that Board composition will continue to have 3 members from each county. The document will be filed with the Arkansas Secretary of State after adoption.

- ❖ Donna Grinder moved to adopt the Board Resolution to Update *Ozark Opportunities, Inc.* Articles of Incorporation. Clyde Johnson seconded the motion. Motion carried unanimously.

Mr. Atkinson briefed the members on looming Healthcare issues and concerns, requesting the board reconvene the Benefits Committee. Mr. Sprott agreed to convene a Benefits Committee when needed.

**VIII. Program Updates / Department Reports (Governing Board Report provided prior to meeting)**

**Community Services:**

Mr. Atkinson briefed the membership on PMTF & CSBG Standards Pilot, informing the board that *OOI* will need to develop a Succession Plan, and formalize the Risk Assessment Process. Some items in the standards have limited value and may not be created unless mandated.

***Ozark Opportunities, Inc.***  
Board of Directors Meeting Minutes  
June 18, 2013

Rebecca Hanlin presented the CSBG Community Action Plan Grant Application for 2014, budget, narrative, NPI planned outcome totals. The impact of Sequestration funding cuts was discussed, with Shirley Richesin explaining how CSBG funds are utilized, and how few staff are 100% CSBG.

- ❖ Clyde Johnson moved to accept the CSBG Community Action Plan Grant Application for 2014. Donna Grinder seconded the motion. Motion carried unanimously.

Linda White presented an update on the status of the Community Housing Development Organization (CHDO) application submitted to the Arkansas Development Finance Authority (ADFA.) OOI's board composition previously did not meet with HUD's tripartite requirements, which are more stringent than those of other funders. For example, per HUD, any Board member who is employed by local, state, or federal government must be counted as a public rep, not a low-income rep.

Under these guidelines, our board previously had too many public reps. At this time, we have more low-income and private reps than public ones, and we are resubmitting the application. ADFA also requested an Action Plan, which was reviewed by the Board. Jim Sprott recommended that the wording "distributes housing surveys" be changed to "will distribute housing surveys." A typo was also corrected, changing the date of the public hearing from 2012 to February 2013.

Mr. Sprott asked which board members represent low-income; Members Paulette Hill, Trudy McManus and Danny Griffin all self-identified. Mr. Atkinson proffered kudos to Mrs. White for the good job on the document. Mrs. White will review the plan and make revisions.

- ❖ Donna Grinder moved to accept the CHDO Action Plan, Policies and Procedures. Paulette Hill seconded the motion. Motion carried unanimously.

**Head Start:**

Mr. Atkinson presented the Head Start Report, updating the Board on the progress of the Compliance Matrix and the procedures attached to every applicable Performance Standard.

The Sequestration Plan that was approved by Head Start Policy Council on May 23, 2013 was presented to the Board for their review and approval. Mr. Atkinson informed the Board of the actions taken to alert the stakeholders affected by the service cuts outlined in the plan: a press release was issued to the Marshall Mountain Wave, conversations held with Board members, and parents of bus riders informed. Mr. Sprott inquired who are the members representing Searcy County Board? Mr. Atkinson responded that Donna Grinder represents Searcy County; Judge Hinchey was invited to serve on the board in January, but did not respond or designate a representative (the same for Newton County Judge Campbell). *OOI* is working hard to fill the 2 Searcy County, 2 Newton County and 1 Van Buren County vacancies on the board; however, it has been difficult trying to meet the new CHDO requirements as well.

***Ozark Opportunities, Inc.***  
Board of Directors Meeting Minutes  
June 18, 2013

Mr. Sprott asked; "How many classrooms will be left at Marshall?" Mr. Atkinson stated we currently have only 5 children currently enrolled in the second classroom, and parents are working together to car pool their children to Head Start. Mrs. Bullington stated that ABC classrooms are open, but there is no funding for additional enrollment and current enrollment capacity is subject to redistribution throughout the state.

- ❖ Donna Grinder moved (reluctantly) to accept the Sequestration Plan approved by *OOI* Head Start Policy Council. Clyde Johnson (reluctantly) seconded the motion. Motion carried unanimously.

Mr. Atkinson presented to the board the 2012-2013 *Head Start Self-Assessment Report* that was approved by Head Start Policy Council on May 23, 2013. *OOI* will report next year to Head Start Regional Office our progress on the Plan of Action included in the report.

- ❖ Paulette Hill moved to approve the 2012-2013 Head Start Self-Assessment Report. Donna Grinder seconded the motion. Motion carried unanimously.

Mr. Atkinson informed the board that *OOI* has received the Triennial Review Notice and board members can expect to be contacted by review team members when they arrive sometime between October 2013 and September 2014. They may come unannounced.

**Weatherization:**

Mr. Atkinson gave the Weatherization report. The program will end June 30, 2013. We have tentative confirmation from the state OCS Office that they will pay the \$28,000 owed the agency for 2012; we are still working with them to get the funds owed the agency for 2013. Shirley Richesin presented the revised DOE/LIHEAP Weatherization Budget for approval. Mr. Sprott inquired as to the disposition of unexpended funds at program end. Ms. Richesin stated those funds have not been released by the state and would be recaptured if not spent.

- ❖ Paulette Hill moved to accept the DOE/LIHEAP Weatherization revised budget. Kristen Smith seconded the motion. Motion carried unanimously.
- ❖ Donna Grinder moved to accept the Governing Board Report. Paulette Hill seconded the motion. Motion carried unanimously.

**VI. Finance:**

Ms. Richesin presented a summary of the Finance Reports for April and May; 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 DOE Weatherization Program, and it is requiring a good deal of time.

- ❖ Clyde Johnson made the motion to approve the Financial Reports. Trudy McMannus seconded the motion. Motion carried unanimously.

**Ozark Opportunities, Inc.**  
Board of Directors Meeting Minutes  
June 18, 2013

**VII. Corporate Services Update:**

Jane Bueg presented Employment Actions for March through June.

- ❖ Mr. Johnson made the motion to accept the employment actions as presented. Donna Grinder seconded the motion. The motion carried unanimously.

Mrs. Bueg requested the Board consider assembling a committee to conduct the performance annual evaluation of Mr. Atkinson. She briefed the members on the process of the previous year, when all members were polled.

- ❖ Danny Griffin made a motion to give the Executive Committee authority to conduct the annual performance evaluation of the Executive Director, with the results subject to Board approval at their next meeting. Trudy McManus seconded the motion. Motion carried unanimously.

**VIII. Adjournment** declared by Chairperson Sprott at 8:27 pm.

  
\_\_\_\_\_  
Board Officer

7-25-2013  
\_\_\_\_\_  
Date