Ozark Opportunities Inc.
Executive Committee Meeting Minutes
May 2, 2013

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

Committee Members Present:
Jim Sprott
Ron McPherson
Paulette Hill (via telephone 1:58 p.m.)

Donna Grinder
Hon. Roger Hooper

Board Members Present:
Hon. Mickey Pendergrass

Staff Members Present:
Richard T. Atkinson
Jane Bueg
Brenda Morris
Rebecca Hanlin
Alma Sackett
Emily Crow
Linda White
Shirley Richesin

I. Meeting Called to Order:

In lieu of Kim Hunley’s, Board Chairperson, absence, Paulette Hill assumed responsibility for the meeting. She asked Mr. Atkinson to call the meeting to order at 2:08 p.m. Mr. Atkinson welcomed everyone to the meeting and thanked them for their attendance.

II. Acceptance of prior meeting minutes:

Mr. Atkinson asked the Executive Committee to review and approve the minutes from the March 26, 2013 Executive Committee meeting minutes (sent prior to meeting via email.)

Jim Sprott made the motion to accept the minutes from March 26, 2013 Executive Committee minutes as they were presented. Ron McPherson seconded the motion. The motion passed unanimously.

III. Program Updates:

A. Community Services:

Ms. Hanlin gave a brief summary of the Community Services Update. During the second quarter report, there were 9,300 individuals enrolled. Ms. Hanlin gave some statistics from the report: 31% of the people enrolled were 24 years old and older did not have a high school diploma, 51% were single parents, 35% were disabled, & 65% had no health insurance.
Roger Hooper asked who would "others" under "family type" be? Ms. Hanlin replied that it would be children living with grandparents, aunts, and uncles. The TANF (Temporary Assistance for Needed Families) counts everyone in the home as a household and the income as well.

- Jim Sprott made the motion to approve the second quarter report. Ron McPherson seconded the motion. The motion carried unanimously.

Ms. Hanlin introduced Mrs. White, Community Development Specialist, who talked about some of the projects she has been working on. Needs assessments indicated a need in our communities for people in recovery to get help finding training and employment. As part of a new initiative at OOI, Nonprofit Startup and Support, Mrs. White found people in the community to start a new nonprofit that would open businesses to train and employ people in recovery. The name of the new nonprofit is Giving Back Industries, Inc. The first business, Mac's Repair, is open. Competitive prices and quality work are helping to keep business steady. Mr. Atkinson pointed out that Ozark Opportunities, Inc. had taken the agency tiller and mower to Mac's Repair and they did a great job.

Roger Hooper asked how Mac's Repair is funded. Mrs. White explained that Mac's nonprofit parent organization, GBI, is self-supporting. The nonprofit received a loan of $12,000 from Community First Bank to open Mac's Repair, but GBI has not applied for or received any grant or public funds to date. Computers, tools, and other necessities to run the business have been donated or loaned to Mac's.

Mrs. White also mentioned that Ozark Opportunities, Inc. will be hosting a housewarming for the buyer of the little white house on Washington Street. Anything that is donated will have a sign listing who it was donated from. This will be a big publicity event for OOI. The goal is to have the housewarming before the end of May or in early June. Mrs. White said that OOI will write up an article and have it run in the newspaper.

Mrs. White is working with Mr. Atkinson to obtain more OOI Board Members. OOI is in need of two more low-income representatives from Searcy County and two from Newton County.

Also, OOI is working with the Boone County Health Unit to add a housing component to the Hometown Health Initiative. The plan is coordinate with entities working on housing issues across the region in the context of individual and community health, and OOI hopes to get the other counties interested in adding a housing component to their Hometown Initiatives as well.
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B. Head Start:

Ms. Sackett gave the Head Start Update. She mentioned there was a 5.27% cut in Head Start.
Mr. Atkinson explained the Self-Assessment Schedule and asked for Board input. He mentioned that he hopes to have the Assessment compiled by the end of May.

❖ Jim Sprott made the motion to approve the Head Start Self-Assessment Schedule and Process. Roger Hooper seconded the motion. The motion carried unanimously.

C. Weatherization:

In lieu of Mr. McCallister’s absence (since he is trying to close out the last homes for the program) Mr. Atkinson gave the Weatherization Report. Mr. Atkinson mentioned that there had been a conflict with the Office of Community Services (OCS) due to their nonpayment of reimbursement for expenditures during 2012 and 2013 program activities. Mr. Atkinson and Ms. Richesin met with the OCS staff on April 20, 2013 to discuss the issue. OOI Atkinson quoted Mr. Green as saying OOI could resubmit the request for reimbursement and he would present the invoice for payment, but, didn’t think OOI would get paid since it was in the previous State fiscal year. Mr. Green said OOI should have submitted the invoices earlier; Mr. Atkinson explained that the invoices were submitted multiple times. Mr. Atkinson and Ms. Richesin were able to work with OCS to complete the final ARRA Weatherization report during the visit.

Roger Hooper asked about the inventory. Mr. Atkinson replied we have four trucks that we had requested permission to transfer to another Federal program - Head Start; however, Mr. Green, OCS, Deputy Director, has now recalled them to Little Rock as well as specific materials and supplies.

Roger Hooper asked if we owned the Weatherization Warehouse building. Mr. Atkinson replied that the corporation (OOI) owns it, so OOI (and the Board) can determine what purpose it will be used for after the Weatherization program ends.

❖ Jim Sprott made the motion to approve the ARRA/DOE report. Roger Hooper seconded the motion. The motion passed.

IV. Finance

Ms. Richesin gave a summary of the Finance Report that included the Credit Card expenditures. She reported there were two CSBG (Community Service Block Grant) reports; the additional one for the 2012 carryover balance – these funds would need to be expended by the end of June, so they will be expended first.
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The ARRA Weatherization program was closed at the end of December. All required closeout documents were submitted as of March 15, 2013, the only item not available was the program-specific audit. The ARRA program will also be included with the Agency audit for the period ended February 28, 2013 and a separate report will be submitted by June 30th.

For the DOE/LIHEAP Weatherization Program which was extended through June 30, 2013, the total expended as of April 30, 2013, was 69.13% of the budget with 86.7% of the budget period lapsed. She stated we anticipate having approximately $20,000 remaining at the end of the contract period. Weatherization is on track to complete 32 of the 36 houses by May 15, 2013; Ms. Richeson said they had hoped to complete the 4 remaining units by that date, but simply ran out of time.

Ms. Richeson explained that the April credit card expenditures were somewhat larger due to extra items purchased for upgrading Head Start classrooms and addressing playground issues. Mrs. Sackett commented the purchases were for quality items that will serve the classrooms for several years.

All retirement plan funds were transferred to the new vendor, Mutual of America, on March 22, 2013. Ms. Richeson commented she had received positive feedback on Mutual of America staff. She said that they were very helpful and good to respond to e-mails. She also thanked the Executive Board for their efforts and time spent in selecting the new retirement plan vendor.

Ms. Hanlin told the Board that Mutual of America employees that assisted OOI employees with enrollment were very nice and gave positive feedback about them as well.

Ms. Richeson next addressed the revision of OOI’s Financial Policies and Procedures; she had sent the recommended changes to the Board via e-mail and asked for approval of the updated Finance Manual as presented.

- Ron McPherson made the motion to approve the 2013 OOI Financial Policies and Procedures Manual. Roger Hooper seconded the motion. The motion carried unanimously.
Ms. Richesin mentioned that OOI needed additional check signers. Currently, there are four authorized signers; OOI policies require two original signatures on all disbursements, thus when staff are traveling or out of the office, it creates difficulties in processing vendor payments. Ms. Richesin asked approval from the Board to add Mrs. White and Ms. Hanlin as check signers.

- Jim Sprott made the motion to approve the addition of the two additional check signers. Mickey Pendergrass seconded the motion. Motion carried unanimously.

V. Corporate Services Update

Mrs. Bueg gave the Corporate Services Update. She handed each board member a copy of the changes made to the OOI’s Personnel Policy. Mr. Atkinson had contacted Mark Peoples, who is an Employment Law Attorney in Little Rock, about making changes to OOI’s Personnel Policy. Ms. Bueg read and pointed out the changes that Mr. Peoples suggested.

- Jim Sprott made a motion to approve and recommend for Board adoption at the next full Board meeting. Mickey Pendergrass seconded the motion. Motion carried unanimously.

Mrs. Bueg also asked for a change of status for Teaching Assistants and Cooks - management staff has identified the need to have them as hourly employees instead of contracted - this will simplify the tracking process and give management more ability to schedule staff as needed.

Mrs. Bueg also mentioned that there are openings in Harrison for a teacher and a teacher assistant in Shirley. These positions need to be filled for the next school year begins. She also read the names of resignations, retirements, and terminations that needed to be approved by the board.

- Jim Sprott made the motion to approve the employment actions. Ron McPherson seconded the motion. The motion passed unanimously.
VI. Executive Director’s Report

Mr. Atkinson gave the Executive Director’s Report. Mr. Atkinson met with Jim Sprott about adjusting the Articles of Incorporation, and Mr. Sprott identified areas that need changed, as the current version is outdated (it calls for a 48 member Board of Directors, whereas OOI now has 18 per the ByLaws). He wants to adopt a new resolution to update the Articles of Incorporation to match the ByLaws. Mr. Atkinson and Mr. Sprott will draft a new resolution if the committee is in agreement.

- Jim Sprott made a motion to submit an Article of Incorporation Resolution to the Board of Directors at the next regular meeting. Ron McPherson seconded the motion. Motion passed unanimously.

Mr. Atkinson also reported that OOI is close to having the Strategic Plan finished. He asked the Board members to come to the next strategic planning meeting; hopefully at the end of May.

VII. Adjourn:

- Mickey Pendergrass made the motion to adjourn the meeting. Roger Hooper seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:50 p.m.

Judge Hooper thanked the Ozark Opportunities, Inc. members for dealing with the State and for all OOI has done to help people in need.

[Signature]
Board Officer

6/18/13
Date