Ozark Opportunities, Inc. Board of Directors
Executive Committee Meeting Minutes
October 23, 2012

The Ozark Opportunities, Inc. Board of Directors Executive Committee met at the Ozark Opportunities, Inc. central office in Harrison, AR. at 1:30 p.m. on October 23, 2012.

Committee Members Present:
Jim Sprott          Hon. Pete Giles      Hon. Roger Hooper

Board Members Present:
None.

Staff Members Present:
Richard T. Atkinson  Shirley Richesin  Rebecca Hanlin  Jane Bueg  Alma Sackett

I. Meeting Called to Order:

The meeting was called to order by Jim Sprott, Board Secretary/Treasurer at 1:35 p.m. A quorum was present.

II. Minutes of the September 27, 2012 Board of Directors Executive Committee Meeting were reviewed (and sent via email prior to the meeting.)

   Roger Hooper made a motion to accept the minutes as presented. Pete Giles seconded the motion. Motion passed unanimously.

III. Program Updates/Department Reports [Report sent prior to meeting]

Community Services:

Rebecca Hanlin, Community Service Director, provided Community Services program updates:

- Home Energy Assistance Program ended September 30, 2012; last benefit payments are scheduled to be run on 10/24/12. End of program balance estimates are: $8,000 in the regular assistance program & $50,000 in crisis intervention program. Ms. Hanlin expects these balances to roll over into the 2012-2013 LIHEAP grant award.

- USDA Surplus Commodity Foods delivery is scheduled for November 7, 2012. Food items will be milk, fruit, potatoes, spaghetti sauce, kidney beans, & rotini pasta. The distribution schedule was distributed. Mr. Sprott inquired on the quarterly schedule; Ms. Hanlin replied that OOI always accepts the full allotment of foods offered, and the quantities each county is delivered depends on several factors: availability of food pantries, ability to store items, number of households eligible, demand for food. Judge Hooper offered warehouse space if it is needed to store extra food.
Volunteers in Action (V.I.A.): the program is experiencing challenges in recruiting senior mentors to volunteer in the Head Start classrooms. Focus areas for volunteers are under review and re-assessment.

SUCCESS: The Governing Board Report includes a thank-you note and testimony from a satisfied participant which illustrates the “snowball” effect of the program’s mission.

**Community Development**

Mr. Atkinson reported that Linda White, Community Development Specialist, is hard at work in the areas of Housing, ACCESS/Bridges out of Poverty, and OOI Strategic Planning. The strategic planning process will reveal resources available (or lack of) and assist OOI in targeting its efforts.

**Head Start:**

- Alma Sackett, Head Start Program Manager reported that the program remains fully enrolled and the Head Start team is currently working on the compliance matrix (a detailed map of who does what in relation to Head Start Performance Standards & the Head Start Act); including monitoring of the program, and policies and procedures – both Head Start and OOI. The IEPs (Individual Education Plans) are developed by the Educational Co-ops, and are expected to be completed soon. L.A.P. (Learning Achievement Performance) skills assessments are nearing completion. Ms. Sackett answered questions regarding A.D.A. (average daily attendance) and explained the attendance tracking process. Ms. Sackett reported to the committee that Children’s Charity Mission (CCM) is providing weekend backpacks of easily accessible food for all Head Start children. A “food experience” home task is included to link the food to learning objectives in the Head Start classroom.

- Jane Bueg presented Head Start job descriptions for Head Start Program Administrator, Administrative Assistant II and job addendums for Head Start Nutrition Services, and Purchasing that were approved by Policy Council on 10/18/12, requesting OOI Board Committee approval. *(documents attached)*

  - Roger Hooper made a motion to approve the job descriptions for Head Start Program Administrator, Administrative Assistant II and job addendums for Head Start Nutrition Services and Purchasing. Pete Giles seconded the motion. Motion passed unanimously.

**Weatherization:**

In the absence of Weatherization Director Randy McCallister, who is in Little Rock at a Weatherization-related event, Mr. Atkinson provided the committee with an update on the Department of Energy (DOE) Weatherization program and the ARRA Weatherization Program. LIHEAP (Low-income Home Energy Assistance Program) funds for Weatherization have traditionally been assigned to Weatherization under DOE regulations & requirements.
Mr. Atkinson, representing OOI, is proposing that LIHEAP dollars for weatherization be utilized in a "non-DOE" fashion, with less of the restrictive regulations which could result in more houses completed with a concentration of true Weatherization activities.

ARRA Weatherization is shutting down soon. The last day for staff is November 1, 2012. 24 houses remain for completion by 3/31/13 within the DOE/LIHEAP funded Weatherization Program; 7 ARRA houses remain for completion in October, will probably close out 4 or 5, with the remainder closing in November, 2012.

IV. Finance

Shirley Richesin, Financial Officer, reported the 2011-2012 CSBG grant closed 9/30/12, along with LIHEAP and Commodity Programs. ARRA Weatherization close-out is in process. The Head Start refunding grant application is in process and will be presented to the Head Start Policy Council and Ozark Opportunities, Inc. Board of Directors for approval prior to submission. It is due by December 1, 2012.

Ms. Richesin led a review of the September 2012 Financial reports: CSBG, Head Start, Weatherization (DOE), Weatherization (ARRA), & Volunteer Program, as well as the Credit Card Recap of payments, and Retirement Recap. Roger Hooper inquired about the USDA reimbursement on the Head Start report, Ms. Richesin explained that the USDA reimburses the cost of feeding all enrolled Head Start students, regardless of income. Ms. Richesin also noted that the ARRA Weatherization Program may have enough funds to add one additional house that needs a small amount of work.

Roger Hooper made a motion to accept the financial reports as presented. Pete Giles seconded the motion. Motion passed unanimously.

Ms. Richesin presented for committee approval the revised Cost Allocation Plan. The Board can adopt an indirect cost rate, but it is, in Ms. Richesin’s professional opinion and experience, not as accurate as a cost allocation plan.

Pete Giles made a motion to approve the cost allocation plan, effective October 1, 2012. Roger Hooper seconded the motion. Motion passed unanimously.

V. Retirement Plan

Jane Bueg, Corporate Services Director, prepared for the committee notebooks that contain the responses to Ozark Opportunities, Inc. Request for Proposals for the agency Retirement Plan. After a review of the responses, Board member Roger Hooper proposed that Executive Committee members and OOI Administrative staff evaluate the proposals and report the results to the Committee. The committee scheduled to meet via conference call on Friday, November 16, 2012 at 3:30 p.m. to evaluate the results and prepare the recommendation to be presented to the full Board at the next meeting on November 29, 2012.
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VI. Corporate Services

Ms. Bueg presented the Corporates Services Report, including discussion of the Worker’s Compensation injury report.

VII. Executive Director’s Report (& Emerging Issues)

Mr. Atkinson passed out a copy of the October Executive Director’s Report, and covered a few highlights; including:

- Mr. Richard Atkinson reported to the committee that standards similar to those in the Head Start Program are on the horizon for Community Services Block Grant recipient agencies.

- The Sage 100, financial software has been ordered and training is scheduled. A deployment plan is being formulated.

- The property in Clinton will have to be dealt with and sale of the property discussed. Jim Sprott asked Mr. Atkinson his thoughts on the building, and if OOI should liquidate; Mr. Atkinson responded that if the building was sold that any funds over the amount owed the Head Start program for the federal interest could be retained for the special programs fund.
  
  ❖ Pete Giles made a motion to sell the old Clinton Head Start building on Highway 65 South. Roger Hooper seconded the motion. Motion passed unanimously.

Mr. Atkinson informed the committee that research is being conducted on disposing of the white building (house) next door at the central office. In addition, it would be beneficial to move the two-classroom modular unit that is now in Yellville to Harrison once the newly acquired smaller modular classroom recently purchased from Yellville-Summit school is ready for occupation. The two-classroom modular will house the class currently in the Conference Room and one from downstairs.

An overview of the September 2012 Policy Council training was presented to the committee, and Mr. Atkinson will email it to the Board for further review.

VIII. Adjourn

❖ Pete Giles made a motion to adjourn. Roger Hooper seconded the motion. Motion passed unanimously. Meeting adjourned at 9:30 pm.

Approved by ___________________________ Date 3/26/13

Position ________________________________