Ozark Opportunities, Inc. Board of Directors
Executive Committee Meeting Minutes
September 27, 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 September 27, 2012.

Committee Members Present:
Kim Hunley       Lisa Nunley (for Hon. Roger Hooper)       Jim Sprott

Committee Members Not Present:
Hon. Pete Giles     Paulette Hill

Board Members Present:
None.

Staff Members Present:
Richard T. Atkinson     Shirley Richeson       Rebecca Hanlin       Randy McCallister
Jane Bueg            Linda White

I. Meeting Called to Order:

The meeting was called to order by Kim Hunley, Board Chair at 1:38 p.m. A quorum was present. Paulette Hill sent regrets for her absence.

Mr. Atkinson requested a change in agenda.

❖ Jim Sprott made a motion to accept the change in agenda. Lisa Nunley seconded the motion. Motion passed unanimously.

II. Minutes of the August 30, 2012 Board of Directors Meeting were reviewed (and sent via email prior to the meeting.)

❖ Jim Sprott made a motion to accept the minutes as presented. Lisa Nunley seconded the motion. Motion passed unanimously. Chairperson Kim Hunley signed and dated the minutes for the record.

III. Closed Session

❖ Jim Sprott made a motion to close session for the purpose of employee action. Lisa Nunley seconded the motion. Motion passed unanimously. All staff, with the exception of Richard Atkinson and Linda White, exited the meeting.

Open meeting reconvened at 2:05 p.m. with Chair Kim Hunley calling the meeting back to order.
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IV. Program Updates/Department Reports (Report sent prior to meeting)

Community Services:

Rebecca Hanlin, Community Service Director, updated the members on Summer Home Energy Assistance Program balances and monitoring report findings, SUCCESS/Assurance 16 program seminars and calendar, Volunteers-In-Action events and televised interview about the Head Start Mentoring Initiative with Tammy Grange, Volunteer Coordinator and Terri Beard, Head Start ERSEA Coordinator. Visit www.OzarkOpp.org for a link to the video.

Jim Sprott inquired as to what percentage of the eligible population apply for services. Ms. Hanlin did not have exact figures at hand, but did state that a large portion of eligible elderly households have been served in the Summer Assistance Program.

Head Start:

Richard Atkinson, Executive & Head Start Director, reviewed the Head Start portion of the Governing Board Report. He reminded the committee that the refunding application for the 2013-2014 program year is due December 1, 2012.

Mr. Atkinson updated the board of the internal changes within Head Start management: Several candidates were interviewed for the Compliance/Monitoring & Volunteer/Parent Engagement Coordinator position. Two finalists were interviewed more than once; neither candidate was hired.

SAGE 100 Software:

Mr. Atkinson requested permission to use Head Start Program Income from the settlement of the loss of use of the Clinton Head Start in the amount of $21,634 for the purchase of financial system software. The entire software and training package is estimated to cost $43,000. This new software system should assist Ozark Opportunities, Inc. finance department to streamline processes and enable the production of real-time reports and analysis without requiring the time and talents of the finance team.

Mr. Sprott asked for clarification of the settlement funds. Mr. Atkinson explained that when U.S. Hwy 65 in Clinton was widened, loss of use of the Clinton Head Start building resulted in a payment to the program; Mr. Atkinson also negotiated payment to the program from moving costs.
Mr. Sprott inquired where the balance of the $43,000 needed for the purchase will come from. Mr. Atkinson replied the balance will be paid from Community Service Block Grant funds, and a portion from Weatherization Program funds. Mr. Sprott asked if the other programs in the agency had the funds to pay a pro-rata share of the expense. Shirley Richesin, Financial Officer stated that the current accounting system is approximately 25 years old, and is in need of updating to meet program management and audit purposes. The required annual agency audit is becoming more compliance focused, and the new system should provide reports needed for the audit in a less labor-intensive fashion. The SAGE 100 chart of accounts is very similar to OOI’s current structure.

❖ Jim Sprott made a motion to authorize spending $43,000 for accounting software, including $21,634 from Head Start Program Income. Lisa Nunley seconded the motion. Motion approved unanimously.

A general question and answer session regarding SAGE 100 followed; i.e. are updates included in the price? Ms. Richesin responded that the annual fee is quite reasonable compared to other data and inventory systems currently in place at OOI.

**Exempt Status Policy Clarifications**

Jane Bueg, Corporate Services Director, presented to the committee for adoption policies that define Exempt Status for Teachers and Exempt Status for Executive and Administrative staff. These policies were researched, reviewed by an employment attorney and deemed to be in compliance with the Fair Labor Standards Act. After Board of Directors approval, the policies will be presented to Head Start Policy Council for action.

❖ Jim Sprott made a motion to approve the Exempt Status for Teachers and Exempt Status for Executive and Administrative policies. Lisa Nunley seconded the motion. Motion passed unanimously.

**Head Start Semi-Annual Report**

Shirley Richesin, Financial Officer, presented to the committee for acceptance the Head Start Semi-Annual (Finance) Report for the period ending August 31, 2012. After review of the report, Mr. Sprott asked for clarification of the balances and Ms. Richesin explained how cash flow, general bank account and Head Start “draw down” of funds (transfer from the program to OOI) systems operate at the agency.

❖ Jim Sprott made a motion accept the Head Start Semi-Annual Report. Lisa Nunley seconded the motion. Motion passed unanimously.
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Mr. Atkinson reported to the committee that Head Start Policy Council had a two-hour training on September 20, 2012, with administrative and management staff providing the new policy group with an orientation to Head Start management.

Weatherization:

Randy McCallister, Weatherization Director, provided the committee with updates and changes since the report for period ending August 31, 2012.

- ARRA houses are scheduled to total 382 by program end; current completions are at 375.
- The most recent Corrective Action Plan was accepted, along with Office of Community Service acknowledgment that a finding was incorrectly assigned to OOI’s Weatherization Program.
- Lisa Nunley made a motion to approve the Weatherization Corrective Action response. Mr. Sprott seconded the motion. Motion passed unanimously.
- OOI’s Weatherization Program has vacated the 200 W. Nome, Marshall AR location, and moved into a small office located within the Weatherization Warehouse behind the Marshall Head Start building saving approximately $700.00 per month.
- ARRA Weatherization staff will end their employment with OOI in late October.
- Mr. Atkinson informed the committee that Department of Energy (DOE) Weatherization program funds must be spent by December 31, 2012. Almost 1/3 of the units have been completed to date.
- In describing the future of Weatherization, Mr. Atkinson informed the committee that there does not appear to enough funds allocated for a viable program after the current program ends, March 31, 2013. He requests permission to shut down the program at that time and meet with the board and assess options with the latest data. OOI does not have enough money in the current Weatherization budget to maintain current staff, Director, Auditor, and Administrative Assistant, at a full-time level. Mr. Sprott asserted that he believes the full board should decide on a program shut-down.
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V. Finance

Shirley Richesin, Financial Officer provided the financial reports and Retirement Account report led the Committee in a thorough review of the reports. Also presented were the annual IRS Form 990 and IRS Form 5500-SF. Mr. Sprott inquired what percent of the agency’s total budget was administrative. Ms. Richesin responded that the Head Start grant limit is 15%, OOI’s Head Start administration is less than 10% and overall agency administration is around 8% (i.e. 92% of funds received are spent on programs.)

❖ Jim Sprott made a motion to accept the expenditure reports, Credit Card Re-Cap and Retirement Account documents for August 2012 and the annual IRS 990 and 5500-SF. Lisa Nunley seconded the motion. Motion passed unanimously.

VI. Retirement Plan Discussion/Training

Jane Bueg, Corporate Services Director, reviewed the RFP process, inquiries, responses and response dates of proposals. Several potential vendors have requested an extension. 5 proposals were received to-date.

❖ Jim Sprott made a motion to extend the reply period to 4:30 p.m. Friday, October 19, 2012, and to notify each responder to the initial RFP of the extension and to inform all that they are free to amend current submissions. Lisa Nunley seconded the motion. Motion passed unanimously.

VII. Corporate Services

Jane Bueg, Corporate Services Director, requested the committee approve the creation of a Head Start Program Administrator position, in lieu of Head Start Director. This position would be responsible for high level functions involving compliance, monitoring, self-assessment, program governance, and overall program management. Fiscal and budget responsibility will remain with the Executive Director.

Mr. Sprott inquired as to the availability funds for the position; Ms. Richesin assured the committee the Head Start budget could support the position since the Compliance/Monitoring & Volunteer/Paren: Engagement Coordinator position will be eliminated.

❖ Jim Sprott made a motion to approve the new Head Start position of “Program Administrator.” Lisa Nunley seconded the motion. Motion passed unanimously.
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VIII. Executive Director’s Report (& Emerging Issues)

Mr. Atkinson updated the committee on the progress of Strategic Planning, emphasizing that the process is moving forward and the various committees have been active and are providing interesting and valuable input into the process. An agency Strategic Plan will emerge from the process soon.

IX. Adjourn

The next meeting is tentatively set for Tuesday, October 23, 2012 at 1:30 p.m.

❖ Jim Sprott made a motion to adjourn at 3:41 pm. Lisa Nunley seconded the motion. Motion passed unanimously.

Jim Sprott
10/23/12