Ozark Opportunities, Inc. Board of Directors  
Executive Committee Meeting Minutes  
August 16, 2012

The Ozark Opportunities, Inc. Board of Directors Executive Committee met at the Ozark Opportunities, Inc. central office in Harrison, AR. at 10:00 a.m. on August 16, 2012.

Committee Members Present:
Kim Hunley Paulette Hill (phone) Jim Sprott Hon. Pete Giles

Board Members Present:
None.

Staff Members Present:
Richard T. Atkinson Rebecca Hanlin Jane Bueg

I. Meeting Called to Order:

The meeting was called to order by Kim Hunley, Board Chair at 10:15 a.m. A quorum was present.

II. Minutes of the June 28, 2012 Board of Directors Executive Committee Meeting were reviewed (and sent via email prior to the meeting.)

❖ Pete Giles made a motion to accept the minutes as presented. Paulette Hill seconded the motion. Motion passed unanimously.

III. Program Updates/Department Reports (Report sent prior to meeting)

Community Services:

Rebecca Hanlin, Community Service Director, presented the 3rd Quarter Community Service Block Grant Report to the committee. The report is submitted to the Arkansas Department of Human Services’ Office of Community Services (DHS OCS). As is required, all outcomes that fall under 80% or over 120% of planned numbers are explained. Some items fell below projected goals due to shortage of services (such as commodity foods); other services were above planned numbers due to unexpected success (such as employment goals).

❖ Jim Sprott made a motion to approve the Community Service Block Grant 3rd Quarter Report. Pete Giles seconded the motion. Motion passed unanimously.
Other Updates Include:

- Home Energy Assistance Program has distributed $313,000 in benefit payments during the months of July & August. The program will end September 30, 2012.

- Volunteers in Action (V.I.A.): the volunteer arm of OOI is gaining momentum with the addition of VISTA Volunteer Tammy Grange, who is the V.I.A. Volunteer Coordinator. Commodity distribution activities benefited this month from increased volunteers recruited through her efforts.

- Summer Youth Worker, Brianna Byers had her last day July 31, 2012. She was a hard worker and we look forward to the possibility that she may be placed with OOI on after-school work assignment.

- A colorful, 2 page hand-out of “AGENCY HIGHLIGHTS” was distributed by Ms. Hanlin. The publication illustrates the agency’s client demographics, funds and funding sources in graph format, with easy to understand bar and pie charts; along with informational blurbs on community impact. Mr. Sprott commented that the update will help to improve public perception of OOI, as it is his experience that many in the business community are unaware of the works of OOI. Mr. Sprott then volunteered to assist agency staff & board in increasing public awareness.

- Mr. Atkinson praised Rebecca’s work on the agency website (www.ozarkopp.org), and reminded members to check it out, as it is a great resource. Ms. Hanlin explained that there is a “back room” on the website that has Board-related material, and she will get the members their sign-in so they can check it out.

Change in Agenda:

Mr. Atkinson, Ozark Opportunities, Inc. Executive & Head Start Director requested the Committee accept the following change in agenda to add action items, as they were realized after the agenda was published:

- Purchase of modular classroom from Yellville-Summit School
- Head Start Self-Assessment
- TB Screening Questionnaire & Policy
- Head Start Student Menus

❖ Jim Sprott made a motion to amend the agenda. Pete Giles seconded the motion. Motion passed unanimously.
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Head Start:

Richard Atkinson, Executive & Head Start Director, reviewed the Head Start portion of the Governing Board Report. He stated the program is on track to start the school year on Monday, August 20, 2012 with full enrollment of 481 students. All available staff has been working extremely hard to prepare for the new school year, as classes start, statistics that are the usual and customary portion of the report will return.

Mr. Atkinson informed the board of the internal changes within Head Start management: Lou Ann Haney, Health/Mental Health Coordinator has assumed the Nutrition Services duties of the program. Ms. Haney has experience with Head Start nutrition, and has already moved to computerize food service reporting for our program. Barbara Johnson, Compliance/ Monitoring & Volunteer/Parent Engagement Coordinator has resigned. We are moving to fill that position in a timely fashion. Mr. Atkinson continues to work on the compliance tool for OOI’s Head Start Program. Ms. Hill commented that she has a résumé from someone who may be a good fit for that position; she will forward it after getting permission from the individual.

Modular Classroom:

Mr. Atkinson informed the committee that he had conferred with George Campbell of Head Start Region VI regarding the process involved in using Head Start grant funds to purchase the portable classroom located on Yellville-Summit campus. Mr. Atkinson was assured there is no expediting the process and that federal interest would be attached to the property. Mr. Atkinson stated that a $5,000 donation to OOI Head Start from FedEx is available, as it was earmarked for the Yellville center. With committee permission, Mr. Atkinson requested authorization to utilize OOI Special Programs funds in the up to $8,000 to purchase the facility; if a waiver is obtained, $1,000 in sales tax can be saved. Pete Giles asked if FedEx could be approached for the balance needed; Mr. Atkinson stated he had already made contact at the company and was informed that FedEx had moved their charitable giving to a national level.

Mr. Sprott wanted to confirm that we are not violating any portion of the FedEx contribution agreement; Mr. Atkinson insured the Committee that his understanding is that the money was earmarked for use for Head Start in Yellville.

❖ Jim Sprott made a motion to proceed with the purchase using the FedEx grant funds and up to $8,000 in OOI Special Programs funds to complete the purchase of the portable building in Yellville; and to seek a waiver of sales tax. Pete Giles seconded the motion. Motion passed unanimously.
Head Start Self-Assessment 2011-2012:

Mr. Atkinson distributed the Self-Assessment Report for Ozark Opportunities, Inc. Head Start Program 2011-2012, a required document for submission to Head Start Regional Office. He highlighted the process of self-assessment, noted there are no “Areas of Concern.” Mr. Atkinson then reviewed the entire document with the Committee.

Mr. Sprott inquired about the survey process; i.e. how the sample size is selected, if it is adequate in size and if the response rate is high enough. Mr. Atkinson described the process utilized this program year, stating that increased staff training will improve the outcomes.

Further discussion and explanation ensued.

- Jim Sprott made a motion to approve the Self-Assessment Report for Ozark Opportunities, Inc. Head Start Program 2011-2012. Pete Giles seconded the motion. Motion passed unanimously.

TB Screening Questionnaire & Policy:

Mr. Atkinson presented the “TB Screening Questionnaire & Policy” that was developed by the Head Start Health Services Advisory Committee (HSAC). Members are health and nutrition professionals who volunteer their time to serve; current members include staff from the Arkansas Department of Health and a Registered Dietician. The process is necessary because the Arkansas Department of Health no longer provides TB skin tests for day care centers as the industry is considered to be low-risk for exposure. Head Start does require staff and volunteers to be screened, with testing of individuals who may be of higher risk as evidenced by the screening tool.

- Jim Sprott made a motion to approve the TB Screening Questionnaire & Policy, Paulette Hill seconded the motion. Motion passed unanimously.

Head Start Student Menus:

Mr. Atkinson distributed the Dietician-approved Head Start Menu for those locations that OOI has kitchens. He explained that Lou Ann Haney, Health/Mental Health Coordinator has worked with the Registered Dietician to create the Menu Cycle as presented. She is now working to decreasing the amount of processed foods we are serving from the kitchens we operate.

- Jim Sprott made a motion to approve the Menu Cycle #1 as distributed, Paulette Hill seconded the motion. Motion passed unanimously.
Non-federal Match Discussion:

Mr. Atkinson apprised the committee of the in-kind requirements of Head Start. In February all donated space was appraised by a professional from Texas who met the qualifications for completing such work. The appraiser visited each site, and created a customized valuation of the space, with the immediate result of a reduction of lease space valuation of approximately $140,000. OOI Staff will review the documents (and ask for additional input/valuation from other sources) prior to “Certifying” the appraisals. A general discussion of possible ways to increase in-kind followed, and Mr. Atkinson will keep the Board informed of progress to insure our obligations.

Weatherization:

In the absence of Randy McCallister, Weatherization Director, Mr. Atkinson provided the committee with an update on the Department of Energy (DOE) Weatherization program and the ARRA Weatherization Program. The ARRA money is coming to an end, and staff are in process of leaving. The state of Arkansas rescinded LIHEAP funds allocated to OOI because of concerns the money would not be spent. Mr. Atkinson responded to the reduction with a letter to Mr. Thomas Green explaining that all but 7 of the units were in-process, and that they would be done by the September 30, 2012 deadline, to no avail. The DOE Weatherization Program will likely be radically different in the next funding cycle, and the Board may be asked to decide whether or not to continue with the program. The state of Arkansas is suggesting that there may be fewer grantees in the future, along with a strong move by the Federal Government towards privatizing the program, and/or pulling it from the states altogether.

Other housing activities currently in development at OOI include application for “Community Housing Development Organization” (CHDO) designation, and the HOME program. Both would result in more opportunities to improve housing in our region. Neither source has much “administration” funds, but may be an opportunity in the future to work in our communities to improve housing stock.
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IV. **Finance**

Shirley Richesin, Financial Officer provided the financial reports and Retirement Account report via e-mail prior to the meeting, and Mr. Atkinson led the Committee in a thorough review of the reports. Mr. Sprott noted that in the July report that OOI received a “clean audit report”, but he understood we didn’t have a final copy yet. Mr. Atkinson explained that although complete, the agency audit is being reviewed by Mrs. Disharoon’s Peer Review, as is periodically required for her to maintain her CPA status. The final report should be ready prior to the August 30, 2012 Full Board Meeting.

- Jim Sprott made a motion to accept the expenditure reports, Credit Card Re-Cap and Retirement Account documents for June and for July 2012. Pete Giles seconded the motion. Motion passed unanimously.

Retirement Plan Update- Jim Sprott, OOI Board Secretary/Treasurer, reported to the committee that the RFP for OOI 403(b) Retirement Plan has been published, with 12 requests received to date. He asked Mr. Atkinson to meet to finalize the grading system, as the deadline of August 23, 2012 for proposals is quickly approaching, and the Retirement Committee needs to review the submissions prior to the next Full Board meeting.

V. **Corporate Services**

Jane Bueg, Corporate Services Director, provided a recap of the report provided the members, including new hires in the Head Start Program and reduction-in-force in ARRA Weatherization.

- Jim Sprott made a motion to approve for hire the staff listed in the report (attached) with the provision that the teacher assistants who lack Associates Degree or Child Development Associate credentialing acquire the required training. Paulette Hill seconded the motion. Motion passed unanimously

VI. **Executive Director’s Report (Emerging Issues)**

Mr. Atkinson discussed future funding challenges, including Continuing Resolutions by Congress and possible sequestration of funds; stating “it’s a tough time to be a low-income person”. OOI is trying to get the word out on who we help and how we help into our communities.

The future of Weatherization is unknown; our next big challenge is to decide if we want to do a program that may be radically changed, and with less funding. ARRA Weatherization required training of staff, but training mandated and provided by the state did not produce or provide any credentialing for the participants.
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In an update on Special Programs Account, funds earned from operation of ABC program have been held in a separate account for at least 5 years. After seeking professional guidance from several qualified sources, including a former state auditor, and at the recommendation of our agency auditor, the funds have been transferred into the Special Programs Account. Mr. Sprott commented that he does not want to see a big reserve, as we should be spending to further our mission. Mr. Atkinson agreed, but also explained the need for an adequate “funding cushion,” as cash flow can be a challenge when programs such as Weatherization do not distribute funds to the agency for months at a time, causing the agency to utilize other funds to meet expenses, such as payroll.

VII. Adjourn

❖ Jim Sprott made a motion to adjourn at 12:07 pm. Pete Giles seconded the motion. Motion passed unanimously.

Signed: [Signature]
Date: 8/30/2012
Board Chair