

Ozark Opportunities, Inc. Board of Directors

Meeting Minutes

August 30, 2012

The *Ozark Opportunities, Inc.* Board of Directors met at the Hotel Seville in Harrison, AR. at 6:00 p.m. on August 30, 2012.

Board Members Present:

Hon. Joe Bodenhamer	Vanessa Thomas	Jim Sprott	Trudy McManus
Clyde Johnson (delegate for Hon. James Norton)		Paula Crawford	Ron McPherson
Kim Hunley	Danny Griffin		

Board Members Absent:

Paulette Hill	Hon. Pete Giles	Hon. Warren Campbell
Hon. Johnny Hinchey	Donna Grinder	Hon. Roger Hooper

Staff Members Present:

Richard T. Atkinson	Shirley Richesin	Rebecca Hanlin	Jane Bueg
Linda White	Alma Sackett	Tammy Grange (VISTA Volunteer)	

Guests Present:

Dennis McManus	Pamela Disheroon	Ken Lemings
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- I. **Welcome:** Kim Hunley, Board Chair welcomed the attendees and led the Pledge of Allegiance.

"Welcome to Boone County Presentation":

Mr. Atkinson introduced Jeannette Fitton, volunteer guide of regular walking tours of downtown Harrison, who presented an informative oral history of Boone County. April Polston, manager of Hotel Seville, introduced the group to the history and background of the historic property.

- II. **Meeting Called to Order:** The meeting was called to order by Kim Hunley, Board Chair at 6:30 p.m. A quorum was present.
 - **Audit Report:** Mrs. Pamela Disheroon, C.P.A. presented the annual OOI Audit Report for the March 1, 2011 to February 29, 2012 agency fiscal year; no compliance or internal control findings were present. Shirley Richesin, Financial Officer, informed the board that a PDF copy of the audit report was sent to each member, and a print copy is available upon request.
 - ❖ Hon. Bodenhamer made a motion to accept the audit report. Ron McPherson seconded the motion. The motion passed unanimously.

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- III. **Retirement Plan Update:** Board Secretary/Treasurer Jim Sprott reported to the Board the progress of OOI 403(b) Retirement Plan changes. Mr. Sprott stated the goal to have ready for approval a recommended third party administrator be delayed and suggested an extension and authorization by the Board for the Executive Committee to move forward.
- ❖ Clyde Johnson made a motion to authorize the Executive Committee to act on behalf of the board in selecting a third party administrator for the OOI 403(b) Retirement Plan. Danny Griffin seconded the motion. Hon. Bodenhamer asked if we are authorizing the committee to approve a selection, or to also ratify the selection. Discussion followed regarding fiduciary responsibility of the board. Hon. Bodenhamer questioned if the Board has the authority to delegate that responsibility to a committee.
 - ❖ Clyde Johnson amended his motion to authorize the Executive Committee to contract for the OOI 403(b) Retirement Plan. Danny Griffin seconded the motion. Motion passed with one opposing vote from Judge Bodenhamer.

Mr. Sprott also presented to the Board proposed changes to the plan; a revised vesting schedule and enrollment date via **Ozark Opportunities, Inc. Resolution No. 2012-1: VESTING SCHEDULE:** all employees will be 25% vested at 2 years, and fully vested the first day of work after their 3 year anniversary. **ENROLLMENT:** new employees will be enrolled in the Plan on the first work day after their 60 day (480 hour) probation ends.

- ❖ Jim Sprott made a motion to adopt Ozark Opportunities, Inc. Resolution No. 2012-1. Clyde Johnson seconded the motion. Motion passed unanimously.

- IV. **Financial Report:** Mr. Sprott presented the Financial Reports distributed to the membership via e-mail, and explained that the Executive Committee is reviewing the financial records closely to insure the agency is properly managing resources. (No Board action required.)

- V. **Ratification of Executive Committee Actions:** Kim Hunley requested ratification of Executive Committee actions since the last meeting of the full board as detailed in the *Executive Committee Re-Cap report for June/July & August 2012.*

- ❖ Hon. Bodenhamer made a motion to accept/ratify the Executive Committee actions as detailed in the report. Paula Crawford seconded the motion. Motion passed unanimously.

- VI. **Executive Director's Report:**

Mr. Richard T. Atkinson, Executive Director reported the modular building in Yellville has been purchased utilizing FedEx donation and agency "Special Program" funds. Mr. Atkinson also shared highlights of OOI's "Commitment to Excellence" event at the beginning of the school term which culminated in an enlightening song writing workshop facilitated by *Trout Fishing in America*, a popular musical duo, whose focus is fostering creativity in children and their teachers through song and music.

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Strategic Planning Update: the process is moving forward, as the agency needs to develop a strategy for focusing our impact.

Emerging Issues: The Weatherization Assistance Program continues to change; at the state level the program is moving from Office of Community Services (OCS) to the Arkansas Energy Office. At this point in time, there will be no money for weatherization effective April 1, 2013, as Arkansas was not awarded any funding from the federal Department of Energy, and all funds are expected to be spent in the current program year (with no carry-over.) Funds usually transferred to Weatherization from the Home Energy Assistance Program (HEAP) are uncertain for the coming year, and likely wouldn't be enough to have a program. Currently *Ozark Opportunities, Inc.* has 6 weatherization program employees – 4 in the office in Marshall, and two in the field as Door and Window Installers.

VII. **Corporate Services Update:** Jane Bueg, Corporate Services Director, requested the Board approve employment actions in the Head Start Program, as the Head Start Policy Council is not available to act at this time.

- ❖ Ron McPherson made a motion to hire, contingent upon successful outcomes of the pre-employment process: LaDana Pate as Teacher for Harrison Head Start, Nancy Santiago as Teacher Assistant for Harrison Head Start, Substitutes Cynthia Brotherton, Maria Gilbert, Amy Martineau, Merranda Atkinson, Karen Woodell, Alicia McCormick, Jessica Wheeler, Heather Rouse, Malori Coy, Leslie Hunter, Samantha Rose, and Amanda Douthitt; to accept the resignations of Jennifer Coy, Kathie Campbell, and Barbara Johnson; and to transfer Alesha Deweese Teacher at Harrison to Center Director/Teacher at Western Grove and transfer Sarah Tibbits Teacher Assistant at Harrison to Teacher Assistant at Western Grove. Paula Crawford seconded the motion. Motion passed unanimously.

Executive Director Evaluation: Chair Hunley invited the Board to meet in Executive Session to discuss and present the annual evaluation of Richard T. Atkinson, Executive Director for *Ozark Opportunities, Inc.*

- All employees and guests were asked to leave the meeting.
- Board met in Executive Session.
- Mr. Atkinson was called back to hear results.
- All remaining employees and guests invited to return to the meeting.
- Meeting called back to order.

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

A. Head Start:

- Alma Sackett, Program Manager/Education Coordinator updated the Board on the program: Students in Mountain Home are now eating in the lunchroom, special thanks to Board Member Vanessa Thomas, who, as Principal of the Mountain Home Kindergarten Center, was key in making it happen. \$5,000 to \$7,000 per year is saved by allowing these 90+ students into the cafeteria.
- Staff training prior to the start of school was conducted this year in a small group fashion with promising results.
- Program staff are busy building relationships and partnerships with the schools throughout our service area.

Mr. Atkinson reported to the Board that the 2012 Head Start Assessment was reviewed and accepted by the Executive Committee of the Board and submitted to Head Start Region VI Office in Dallas. Areas of Improvement in the OOI program were identified and addressed. Non-Federal funds; i.e. in-kind match is an area identified in need of improvement/updating.

B. Weatherization:

Mr. Atkinson informed the Board that Weatherization Director, Randy McCallister, is absent from the meeting due to final inspections of weatherization completions— a hot and dirty job. Mr. Atkinson directed the members to the Governing Board Report for status report data.

Revised ARRA Weatherization Budget and Revised DOE/LIHEAP Weatherization Budget were presented.

- ❖ Jim Sprott made a motion to accept the ARRA Weatherization Budget revision. Clyde Johnson seconded the motion. Motion passed unanimously.
- ❖ Jim Sprott made a motion to accept the DOE/LIHEAP Weatherization Budget revision. Ron McPherson seconded the motion. Motion passed unanimously.

C. Community Services:

Rebecca Hanlin, Community Service Director, reviewed highlights of the 3rd Quarter Community Service Block Grant Report to the Board. In the SUCCESS Program 14 participants who entered the program unemployed obtained employment; 11 who were employed realized an increase in income (which ranged from \$75 to \$600 per month.)

NOTE: Due to weather concerns, Board Member Hon. Joe Bodenhamer exited the meeting at 7:30 p.m.

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Community Services Update; continued:

- Low Income Energy Assistance (LIHEAP) Summer Assistance programs will conclude September 30, 2012. Currently over 3,000 applications have been processed, over \$344,000 in assistance funds obligated.
- Ms. Hanlin introduced Tammy Grange, VISTA Volunteer assigned to *Ozark Opportunities, Inc.* as Volunteers in Action Coordinator. Ms. Grange is currently recruiting volunteers as Boone County Senior Mentors, who will work one-on-one with targeted Head Start students. Ms. Grange will be at Wal-Mart September 6, 2012 to recruit volunteers. Recruitment efforts will target volunteers age 55+.
- 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. The publication covers current program year, through June 2012.
- Shirley Richesin, Financial Officer, presented the Revised CSBG Budget for October 2011– June 2012; and the Revised CSBG Budget for July 2012– September 2012.
- ❖ Clyde Johnson moved to accept the Revised CSBG Budget for October 2011– June 2012; and the Revised CSBG Budget for July 2012– September 2012. Paula Crawford seconded the motion. Motion carried unanimously.

IX. **Community Development Update:** Linda White, *Community Development Specialist*, updated the Board on Community Development Projects in development. July and August activity reports were distributed, along with the Community Housing Development Organization (CHDO) Certification Application checklist. Ms. White conducted a brief education & training session on CHDO and neighborhood clean-up and home repairs in the Eagle Heights neighborhood, of which *Ozark Opportunities, Inc.* is a member. Mr. Atkinson stated that the agency has also obtained an Unlimited Contractors' Renovators License to prepare for participation in similar projects in the future. Kim Hunley, Board Chairperson, signed the CHDO application contingent on Board action.

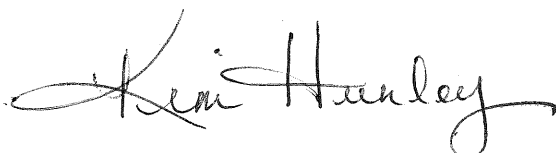
- ❖ Ron McPherson made a motion to submit the CHDO application to Arkansas Development & Finance Authority (ADFA). Paula Crawford seconded the motion. Motion passed unanimously.

X. **Governing Board Report Acceptance (June & July, 2012 outcomes/figures)**

- ❖ Clyde Johnson made a motion to accept the Governing Board Report as sent & presented. Ron McPherson seconded the motion. Motion passed unanimously.

XI. **Adjourn**

- ❖ Danny Griffin made a motion to adjourn at 8:07 pm.



9-27-2012