

Ozark Opportunities, Inc. Board of Directors
Executive Committee Meeting Minutes
June 28, 2012

The *Ozark Opportunities, Inc.* Board of Directors Executive Committee met at the Ozark Opportunities, Inc. Central Offices at 2:00 p.m. on June 28, 2012.

Committee Members Present:

Kim Hunley Paulette Hill (phone) Jim Sprott

Board Members Present:

Donna Grinder

Staff Members Present:

Richard T. Atkinson Rebecca Hanlin Randy McCallister
Shirley Richesin Jane Bueg

I. Meeting Called to Order:

The meeting was called to order by Kim Hunley, Vice Chair at 2:06 pm. with the Pledge of Allegiance. A quorum was present.

II. Minutes of the May 31, 2012 Board of Directors Meeting were reviewed.

- Paulette Hill made a motion to accept the minutes as presented. Jim Sprott seconded the motion. Motion passed unanimously.

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

Community Services

- Rebecca Hanlin, Community Service Director, reported to the board that staff is ready to start summer Home Energy Assistance Program (HEAP) with funds remaining from the winter program; funds are available to pay about 500 approvals for energy assistance (electric only). Benefit amounts are unchanged from the winter program. Funds in the Emergency Crisis Intervention Program (ECIP) are adequate to carry the program for quite a while. In response to a query, Ms. Hanlin explained that the payment is made directly to the vendor for the benefit of the approved household; and is a grant, not a loan. Approximately 4,000 Pre-determined eligible ("P.E.") applications were mailed June 27, 2012 to households in our service area. Ms. Hanlin recapped the winter HEAP results: \$394,409 in regular benefits to 2911 households; \$141,834 in crisis benefits to 678 households.

Ozark Opportunities, Inc. Board of Directors
Executive Committee Meeting Minutes
June 28, 2012

- Monitoring visits for both Home Energy Assistance and Community Service Block Grant programs are expected July 24-27, 2012.
- *Volunteers in Action*: OOI will share the cost of a Volunteer Coordinator with VISTA. The new employee is expected in late July, after VISTA orientation/training is complete.
- Success for S.U.C.C.E.S.S.- OOI was awarded \$5,000 by Boone County United Way funds for case management activities (S.U.C.C.E.S.S. Program) in Boone and Newton Counties (\$10,000 was requested.)
- OOI Newton County Office has been relocated to Newton County Health Department. The space is nice, with ample space for commodities. We appreciate their partnership with us to continue to provide services for Newton County.
- Summer Youth Worker- Brianna Byers has begun working for OOI: Monday, Tuesday & Wednesday at the Community Services Building, Thursday & Friday at the Central Office.
- Community Service Block Grant 2013- Application summary and budget summary was presented to the committee for review.
 - ❖ Jim Sprott made a motion to approve the application. Paulette Hill seconded the motion. Motion passed unanimously.

Head Start

- Richard T. Atkinson, Head Start and Executive Director, reviewed the Head Start portion of the Governing Board Report.
- He directed the members to the Bus Ridership Report; a ridership study is underway, as at least 10 regular riders are needed to make the operation of the bus cost-effective. He noted that ridership started the school year at 15 and ended at 6, with a steady decrease throughout the year.
- An analysis of where people live and work in relation to center locations is also underway. Several centers have current enrollment at less than 50% of capacity.
- The role of Family Service Workers (FSW's) in Head Start was shared with the board.

Ozark Opportunities, Inc. Board of Directors
Executive Committee Meeting Minutes
June 28, 2012

- Mr. Atkinson engaged the committee in a discussion regarding a purchase opportunity available to the Head Start Program. A portable (single) classroom is available for sale at a very reasonable price of \$12,000. It is located on Yellville-Summit campus, next door to our current Head Start classroom. If obtained, OOI would move the Yellville classroom to that building, and bring the double portable classroom to Harrison. Mr. Atkinson is negotiating with Region VI for permission to purchase the building with Head Start Program Income funds; the process is the same no matter what the cost or size of the facility, and takes months to complete.
 - ❖ Jim Sprott made a motion for Mr. Atkinson to proceed with negotiations to purchase the portable classroom in Yellville. Paulette Hill seconded the motion. Motion passed unanimously.

Weatherization

- Randy McCallister, Weatherization Director provided the committee with an update on the Department of Energy (DOE) Weatherization program; the 2012/2013 budget is funded to complete 60 units.
- The state contacted OOI to ask if the agency could spend additional American Recovery & Reinvestment Act (ARRA) funds. Mr. Atkinson agreed to accept the funding to complete an additional 40 units (\$280,000). Applications for Weatherization services are currently being accepted in Marion, Newton, Searcy and Van Buren counties.

Finance

- Shirley Richesin, Financial Officer reviewed the financial reports and Retirement Account report.
 - ❖ Jim Sprott made a motion to accept the OOI Expenditure Reports (including Credit Card Statement and Retirement Account Recap Report. Paulette Hill seconded the motion. Motion passed unanimously.
- Ms. Richesin updated the committee on the progress of the Audit. It is taking longer than anticipated, with additional required compliance reviews. The auditors are doing full reviews of 2 Head Start Centers and 12 Weatherization client files. The audit should be complete by mid-July.

Ozark Opportunities, Inc. Board of Directors
Executive Committee Meeting Minutes
June 28, 2012

Retirement Plan Update

- Jim Sprott, OOI Board Secretary/Treasurer, provided the committee with a Retirement Plan update. Mr. Sprott visited with a company interested in preparing a Request for Proposal (RFP) and encouraged the agency to draft a cover letter seeking RFP's, and to draft a series of questions for prospective providers to answer. Mr. Sprott and Mr. Atkinson will meet to develop the questions, draft a cover letter with time limits/due dates to include in the bid process. The draft will be presented to the Retirement Committee for review and approval. Paulette Hill inquired how we would know who to send it to. Mr. Atkinson stated that per OOI procurement procedure, the RFP would be published as a legal ad in each paper in the OOI service area, along with a publication in the state-wide paper. Mr. Sprott would like to consider local vendors, as they represent large firms with experience in Retirement Plan Administration.

Corporate Services

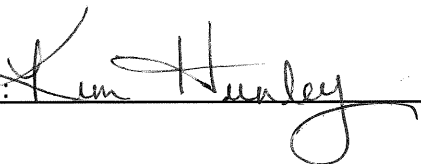
- Jane Bueg, Corporate Services Director, provided a re-cap of the report provided the members. Jim Sprott inquired on the background check renewals. Ms. Bueg reported that Arkansas Minimum Licensing Standards for Child Care Centers requires repeat background checks every two years for Arkansas Child Maltreatment Central Registry and every five years for Arkansas Criminal Record check.

IV. Executive Director's Report/ Emerging Issues

- Mr. Atkinson handed out the June, 2012 Executive Director's Report.
 - Mr. Atkinson updated the committee on the HOPE Continuum of Care (CofC). He and Linda White, Community Development Specialist, met with the HOPE CofC Board on June 27, 2012. OOI had hoped to make the Continuum better and more attractive to funders by assisting the group to meet HUD compliance standards. It is possible that the Continuum of Care concept will not survive in the future— several of them in the state are not in compliance. It was decided by the HOPE CofC board to discontinue the Memorandum of Understanding (MOU) entered into with OOI earlier (June 2012) because they felt OOI was not a good fit, and they could handle the tasks originally designated to be transferred to OOI. Further discussion ensued with Board members; and OOI staff explained that the members of HOPE may still receive support from OOI, and that there is no ill will toward the Continuum and its members.

V. Adjourn

- ❖ Jim Sprott made a motion to adjourn. Paulette Hill seconded the motion. Motion passed unanimously.

Signed: 

Date: 8-16-2012