

Ozark Opportunities, Inc. Board of Directors
Executive Committee Meeting Minutes
May 17, 2012

The *Ozark Opportunities, Inc.* Board of Directors Executive Committee met at the OOI Central Office at 2:03 p.m. on May 17, 2012.

Committee Members Present:

Kim Hunley
Sara Thorne (representing Judge Pete Giles)
Paulette Hill via telephone

Lisa Nunley (representing Judge Roger Hooper)
Jim Sprott

Committee Members Not Present:

Amy Adams
Judge Roger Hooper

Staff Members Present:

Richard T. Atkinson Jane Bueg Becky Hanlin
Shirley Richesin Alma Sackett Linda White

I. Meeting Called to Order:

The meeting was called to order by Kim Hunley, Vice Chair at 2:03 pm. A quorum was present.

II. Minutes

Motion to Approve April 26, 2012 Meeting Minutes

- Mr. Sprott made a motion to accept the April 26, 2012 Executive Committee Minutes as sent. Lisa Nunley seconded the motion. Motion passed unanimously.

III. Program Updates:

1. Community Services Update:

- Rebecca Hanlin reviewed the Governing Board Report information sent to the Committee prior to the meeting.
 - Ms. Hanlin informed the group that Crisis Intervention Winter Program continues, with the end date undetermined. Tentative dates have been provided from the state for the end of Winter CIP and the start of a Summer Utility Assistance Program; subject to change.
 - In answer to Mr. Sprott's inquiry, Ms. Hanlin described for the group the process involved when expired commodity foods are delivered, as was the case earlier this month. Some OOI locations that detected the expired goods prior to unloading followed protocol and refused delivery. Other locations had unknowingly accepted the expired items and will have to undergo a lengthy process for disposal through the Arkansas Department of Health.
 - Ms. Hanlin reported to the group the progress of Volunteers In Action. She is working with the local VISTA Program to obtain a staff person to coordinate OOI's Volunteers in Action Program; the partnership of VISTA and OOI will save the agency approximately 50% in salary costs.
 - Determination of the United Way Grant Application is still pending.
 - OCS CSBG Monitoring Review is scheduled for July 24-27, 2012.

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- Ms. Hanlin presented the CSBG 2nd Quarter Report with detailed explanation of outcomes and provided clarification on the report format, in particular the planned and actual columns.
 - A motion was made by Mr. Sprott to accept the report as presented. Lisa Nunley seconded. Motion passed unanimously.
2. Mr. Atkinson announced that the building previously known as RSVP is now House of Hope. The city of Harrison granted a \$1 per year lease for the homeless day center.

3. *Head Start Update*

- Alma Sackett informed the group of the current training opportunity in ChildPlus.net OOI Head Start is hosting this week in Harrison. The total cost of the training was approximately \$5,000, with staff of other Head Start Programs, OOI cost will be less than \$2,000, with all Head Start Coordinators attending. OOI is one of the first in the nation to get this training on location. Advancements in the ChildPlus.net program provides an avenue for tracking basically everything in the Head Start Program except finances.
 - Mr. Atkinson noted that OOI is dedicated to getting an operational compliance module completed this summer; it will take a major time commitment of all Head Start administrative staff to make it happen.
 - Ms. Sackett announced that most classrooms are now closed for the summer, and will open on or around August 20, 2012. Staff are on notice to be ready to return to work August 1, 2012.
 - LAP Assessment outcome report for OOI was distributed and summarized by Ms. Sackett
 - Arvest Banks will run a Head Start recruitment banner on their marque's; active recruitment is currently in process
- Mr. Atkinson introduced the Committee members to the 100% Supervision Policy, as previously approved by Policy Council. Ms. Sackett explained how Head Start has more stringent supervision regulations than public school and stressed how our young students, some barely 3 years old, must be in sight of staff at all times. In answer to Mr. Sprott's inquiry, Ms. Sackett explained the child/staff ratio as it relates to both Arkansas Minimum Standards for Childcare Centers and the Head Start Performance Standards.

4. *Weatherization Update*

- Mr. Atkinson gave an update on the Weatherization Program, as Randy McCallister, Weatherization Director was called away on a work-related emergency. He reviewed the data in the Board Report- currently the program is on schedule. DOE/LIHEAP Program will begin doing homes again now that Contractors and other vendors are approved. OOI continues to wait for finalization on budget amounts and number of houses to be completed.

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5. Finance:

- Shirley Richesin introduced this year's auditor, Pamela Fultz Disheroon, CPA to the members. A question and answer session followed; OOI staff left the room to allow Board members to discuss the audit process and answer questions from Mrs. Disheroon.
 - Review of Expenditure Reports and Credit Card Statement Re-Cap Review- Ms. Richesin reviewed the Expenditure Reports & C.C. Statement Re-Cap with the members, and answered any questions.
 - Mr. Sprott made a motion to accept the Expenditure Reports and Credit Card Statement Re-Cap (i.e. Finance Packet) as distributed. Lisa Nunley seconded the motion. Motion passed unanimously.
 - Ms. Richesin shared with the board the efforts her staff have made in reviewing Weatherization Training and Technical Assistance expenditures and assuring that the files are in order, with supporting documentation for all expenses.
- Mr. Atkinson discussed with the board the very real possibility of congressional sequestration, which may result in budget cuts of 10-15%.
- Mr. Atkinson announced that he, along with other concerned Directors, will be meeting with Joni Jones (Director of Arkansas DHS Division of County Operations,) and Thomas Green (Assistant Director of Arkansas DHS Division of County Operations) regarding weatherization funding challenges and inconsistent budget guidance.

6. Retirement Plan Update- March 2012 and April 2012 statements were sent to the board prior to the meeting. Options were investigated at a meeting held prior to the Exec. Committee meeting last month. Mr. Steve Dardas from Edward D. Jones helped the group explore the issues at hand. Another meeting is needed to further develop the direction of any plan changes, and prepare for bid specifications. Mr. Sprott suggested that the board work toward an August target date.

7. Corporate Services Update- Jane Bueg reviewed the information in the Board Report.

- Approval of Employment Actions
 - Mr. Sprott made a motion to accept the employment actions as reported. Lisa Nunley seconded the motion. Motion passed unanimously.

8. Executive Director's Report; Emerging Issues/Opportunities.

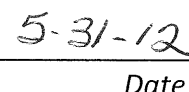
- Mr. Atkinson distributed a summary of the May 10, 2012 Planning Session outcomes. Focus areas are: Learning/Education; Housing; Healthy Families & Employment. Subcommittees will be called to meet and review resource directories, data and additional reference materials to move the process to the next level.
- Mr. Atkinson will be a presenter on Comprehensive Assessment at the Arkansas Community Action Agencies Association annual conference May 22-24, 2012.
- Letters sent by concerned board members and others seem to have had positive impact on recent Weatherization decisions. Thanks to all who wrote.

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- Housing will continue to be a focus area for OOI. The agency is currently looking for gaps in services/opportunities that the agency can fill. Consultation with Northwest Regional Housing Authority indicates that housing rehabilitation is a prime example of such a gap. Through our Community Development Specialist Linda White, the agency is positioning itself to be a grantee of choice for new rehabilitation funds.
 - Linda White distributed the HOME Program Proposal informational packet and explained each element.
 - Ms. White informed the group of OOI increased involvement in the local Continuum of Care, attendance and participation at public hearings, and intensive training in Fair Housing.
 - Ms. White presented to the board Ozark Opportunities, Inc. HOUSING PROGRAMS RESOLUTION for adoption. Discussion on language regarding historic preservation followed.
 - Mr. Sprott moved to adopt the resolution as presented. Sara Thorne seconded the motion. Motion passed unanimously.
 - An informational discussion followed on the HEARTH Act (HEARTH: Housing Emergency Assistance & Rapid Transition to Housing) and the Continuum of Care for Baxter, Boone, Marion & Newton Counties. Mr. Atkinson and Ms. White shared their concerns with Committee members that the current HOPE Continuum of Care is not in full compliance with HUD regulations, and could be ineligible to receive HUD funds. Mr. Sprott asked how OOI would be involved in the local Continuum of Care; both Mr. Atkinson and Ms. White assured Mr. Sprott and the board that the agency is very involved and is taking a leadership role in developing a compliant Continuum of Care. Mrs. Paulette Hill shared what she recently learned at a hearing in Little Rock- that being compliant is now critical to future funding, and domestic violence and homeless shelters in the OOI service area will be severely negatively impacted if this funding is lost.
 - Ms. White shared with the group that OOI is working toward CHDO designation (CHDO: Community Housing Development Organization). This designation will open more funding opportunities in the future.
- 9. Follow Up: Mr. Atkinson distributed the 100% Supervision Policy and Self Reporting Procedures for review & action.
 - Mr. Sprott moved to adopt the policy and procedures in total as distributed. Lisa Nunley seconded the motion. Motion passed unanimously.
- 10. Adjourn (4:10 pm.)
 - Motion made by Jim Sprott. Seconded by Lisa Nunley.


Signed by Board Officer


Title


Date