

Ozark Opportunities, Inc. Board of Directors

Meeting Minutes

May 31, 2012

The *Ozark Opportunities, Inc.* Board of Directors met at the Fairfield Bay Marina at 6:00 p.m. on May 31, 2012.

Board Members Present:

Kim Hunley	Paulette Hill	Trudy McManus	Danny Griffin
Judge Pete Giles	Jim Sprott	Roger Hooper	

Board Members Not Present:

Amy Adams	Joe Bodenhamer	Warren Campbell	James Norton
Johnny Hinchey			

Staff Members Present:

Richard T. Atkinson	Becky Hanlin	Jennifer Wendell	Shon Collier
---------------------	--------------	------------------	--------------

Guests Present:

Lisa Nunley	Paula Crawford	Ron McPherson	Donna Grinder
George Hill	Shane Wendell	Tina Parker	Ron Grinder
Jeanie Hooper	Dennis McManus	Milan Gonos	Shirley Gonos
Terra Atkinson	R.J. Atkinson	Connor Atkinson	

I. Meeting Called to Order:

The meeting was called to order by Kim Hunley, Vice Chair at 6:03 pm. with the pledge of allegiance. A quorum was present.

Judge Roger Hooper handed out packets of information and gave a "Welcome to Van Buren County" presentation.

II. Executive Director's Report (& Emerging Issues)

- Mr. Atkinson handed out a re-cap of the last three months of Executive Director's Reports for the members to review, and gave a quick overview of the projects he has been working on.
- Strategic Planning Update- Mr. Atkinson thanked those that were able to attend the Planning Retreat on May 10, 2012, and talked about the future of the process.
 - Mr. Atkinson asked the Board to formally adopt the Mission Statement that had been developed by the planning committee in 2011.
 - Mr. Jim Sprott made a motion to accept the Mission Statement (Statement of Purpose & Strategy) as presented. Judge Giles seconded. Motion passed unanimously.

Ozark Opportunities, Inc. Board of Directors

Meeting Minutes

May 31, 2012

- Mr. Atkinson then asked the Board to adopt the new Focus Areas (Planning Outcomes) identified during the Planning Retreat; which are:
 1. Employment
 2. Education/Learning
 3. Healthy Families
 4. Housing
 - Judge Roger Hooper made a motion to adopt the new Focus Areas (Planning Outcomes) as presented. Danny Griffin seconded. Motion passed unanimously.

- Election of Officers & New members (Donna, Ron, and Paula)
 - Mr. Atkinson asked for a change in agenda to allow election of officers and new Board Members.
 - Mr. Sprott made a motion to accept the updated agenda to elect new officers and Board Members, Judge Giles seconded. Motion passed unanimously.

 - Nominations:
 - Paulette Hill nominated Kim Hunley as Chair. Kim accepted.
 - Kim Hunley nominated Paulette Hill for Vice Chair. Paulette accepted.
 - Danny Griffin nominated Jim Sprott for Secretary/Treasurer. Jim accepted.
 - Judge Roger Hooper made a motion to accept the Roster of Officers as nominated, Danny Griffin seconded. Motion passed unanimously.

 - Each prospective at-will Board member was asked to explain their reasons for wanting to serve on the Board (Donna Grinder, Ron McPherson, & Paula Crawford.)
 - Mr. Jim Sprott made a motion to accept the new Board members as presented, Judge Hooper seconded the motion. Motion passed unanimously (with the caveat that Donna Grinder must be elected at a meeting of low income people.)

- III. Board Chair Report- Mr. Atkinson passed around a re-cap of the actions for review (and had been sent via email prior.) Ms. Hunley asked if there were any questions, and asked for a motion to accept the minutes and prior actions of the Executive Committee for March, April, and May 2012.
 - Mr. Jim Sprott made a motion to approve the Minutes and Ratify the Actions of the Executive Committee as presented in the minutes and re-cap, Pete Giles seconded the motion. Motion passed unanimously.

Ozark Opportunities, Inc. Board of Directors

Meeting Minutes

May 31, 2012

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

1. **Head Start-** Mr. Atkinson gave an update on the Head Start Program. He reviewed the data in the Governing Board Report, and explained that the program is doing a lot of revising and updates prior to the new school year to insure the program is meeting requirements and best serving the families and children.
 - Self-Assessment: Mr. Atkinson passed out a copy of the new Head Start Self-Assessment and explained the pieces of it, and how it was created.
 - Mr. Danny Griffin made a motion to accept the Self-Assessment draft as submitted (with a final copy to be presented at a future meeting,) Judge Hooper seconded. Motion passed unanimously.
2. **Weatherization-** Mr. Atkinson gave an update on the Weatherization Program. He reviewed the data in the Board Report- currently the program is on schedule, and looking at ending the ARRA program in June or July, depending on funding level. DOE/LIHEAP Program will begin doing homes again once Contractors and other vendors are approved. Mr. Atkinson recognized the ARRA Weatherization staff and their guests and they received a round of applause for their service and hard work.
3. **Community Services:**
 - Ms. Hanlin reviewed the Governing Board Report information sent to the members prior to the meeting. She explained that the CSBG Application is due prior to the next Board of Directors meeting, and it would be helpful to have authorization for the Executive Committee to accept the CSBG Action Plan.
 - Judge Hooper made a motion to allow Executive Committee to accept the CSBG Action Plan at the June Meeting, Mr. Jim Sprott seconded the motion. Motion passed unanimously.
 - Mr. Atkinson reviewed the progress made on Housing initiatives, and that the HOPE Continuum of Care for four counties in OOI's service area (Baxter, Boone, Marion, & Newton) had asked OOI to become the "Administrator" for the Continuum. Mr. Atkinson asked the Board if they were in agreement with this arrangement. Discussion followed.
 - Mr. Jim Sprott made a motion for OOI to become the Administrator for the HOPE Continuum, Judge Giles seconded the motion. Motion passed unanimously.
 - Acceptance of Governing Board Report
 - Mr. Danny Griffin made a motion to accept the Governing Board Report, Mrs. Paulette Hill seconded the motion. Motion passed unanimously.

Ozark Opportunities, Inc. Board of Directors

Meeting Minutes

May 31, 2012


B. Finance:

- Retirement Plan Presentation; Mr. Atkinson asked Mr. Sprott to explain the progress made to date, and what was being discussed. Mr. Sprott explained that there had been a meeting with a specialist to explain options, and the group is looking at ways to decrease the burden on the Board and finance staff of the agency while still insuring the staff have a good retirement package. Mr. Atkinson asked the Board to give him authority to form a Retirement Committee of staff and Board members to work on updating the retirement plan process, that will be presented to the Executive Committee at an upcoming meeting.
 - Mrs. Paulette Hill made a motion to allow Mr. Atkinson to form a Retirement Committee of staff and Board members to work on updating the retirement plan process that would put together recommendations to present to the Executive Committee, Ron McPherson seconded the motion. Motion passed unanimously.

- Financial Report- Mr. Atkinson explained that the financial reports were reviewed by the Executive Committee at a meeting earlier in the month, but that the reports are sent to all of the Board members via email by approximately the 10th of each month, and any time a member has an inquiry they are invited to contact Mr. Atkinson or Ms. Richesin for explanation.

C. Adjourn.

- Mrs. Paulette Hill made a motion to adjourn, Judge Giles seconded the motion. Motion passed unanimously.



Signed by Board Chair



Date