

Ozark Opportunities, Inc. Board of Directors
Executive Committee Meeting Minutes
April 26, 2012

The *Ozark Opportunities, Inc.* Board of Directors Executive Committee met at the OOI Central Office at 5:30 p.m. on April 26, 2012.

Committee Members Present:

Kim Hunley Lisa Nunley (representing Judge Roger Hooper)
Judge Pete Giles Jim Sprott

Committee Members Not Present:

Amy Adams Paulette Hill Judge Roger Hooper

Staff Members Present:

Richard T. Atkinson Jane Bueg Becky Hanlin
Shirley Richesin Alma Sackett Terri Beard

I. Meeting Called to Order:

The meeting was called to order by Kim Hunley, Vice Chair at 5:33 pm. A quorum was present.

Committee Members were given a quick tour of the OOI Central Office and grounds.

Mr. Atkinson announced that Glenda Treat, Secretary/Treasurer had tendered her resignation from the Board, and a replacement would need to be found.

II. Program Updates:

1. Community Services Update:

Ms. Hanlin reviewed the Governing Board Report information sent to the Committee prior to the meeting. She mentioned that the CSBG 2nd Quarter Report was not complete and would not need action until the next meeting.

- Ms. Hanlin presented the Corrective Action Plan response to the OCS Summer, 2011 HEAP Corrective Action letter.
 - A motion was made to accept the plan as presented by Mr. Sprott. Judge Giles seconded. Motion passed unanimously.
- Mr. Atkinson explained that there have been several new initiatives begun throughout the agency, and that the upcoming OOI Planning Retreat will be an opportunity for the Board/Community members to give input into the future direction of the agency.

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2. *Head Start Update*

- Mr. Atkinson asked that the agenda order be changed to allow the Head Start Training session to be moved to the top of the Head Start portion of the agenda
 - Mr. Sprott made a motion to move the training up on the agenda. Lisa Nunley seconded the motion. Motion passed unanimously.
- H.S. Enrollment & Avg. Daily Attendance Training- Terri Beard. Mrs. Beard gave handouts to the Board, and explained how the Head Start Program tracks attendance and enrollment via the ChildPlus software online. The program will continue to report the numbers to the Board to insure they are aware of potential concerns before they become problems.
- Mr. Atkinson gave an update on the Head Start Program. He reviewed the data in the 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.
- Triennial Re-Visit Response Letter- Mr. Atkinson distributed and reviewed the letter received from the Region 6 Head Start office that showed that all findings had been corrected.
 - Mr. Sprott made a motion to accept the Triennial Re-Visit response letter as sent and distributed. Judge Giles seconded the motion. Motion passed unanimously.

3. *Weatherization Update*

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. DOE/LIHEAP Program will begin doing homes again once Contractors and other vendors are approved.

- Weatherization Corrective Action Report (C.A.P)

Mr. Atkinson handed out the C.A.P. and explained the findings, which were minor. There was one area that was unclear, and the agency will ask for clarification and report back to the Board.

 - Mr. Sprott made a motion to accept the C.A.P. as sent and distributed. Judge Giles seconded the motion. Motion passed unanimously.
- WX Bid Awards- the full packet & re-cap was distributed to members for review.
 - Mr. Sprott made a motion to accept the WX Bid Awards as distributed. Judge Giles seconded the motion. Motion passed unanimously.
- Revised ARRA WX Budget- The updated budget was distributed in the Finance Packet for review by the members.
 - Mr. Sprott made a motion to accept the updated ARRA WX Budget as distributed. Judge Giles seconded the motion. Motion passed unanimously.
- New Initiatives- not ready for presentation; will be presented at future date.

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4. Executive Director's Report; Emerging Issues/Opportunities.
 - Mr. Atkinson distributed a handout detailing several of the items he has been working on over the past month (see attachment.)

5. Finance:
 - 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. Judge Giles seconded the motion. Motion passed unanimously.

 - Audit Bid Review & Award- Shirley Richesin described the process that the agency used to advertise for bids for the Agency-wide audit, and presented the auditor chosen to complete the Full-Agency Audit for 2012.
 - Mr. Sprott made a motion to accept Mrs. Pamela Fultz Disheroon, CPA as 2012 Auditor for OOI. Judge Giles seconded the motion. Motion passed unanimously.

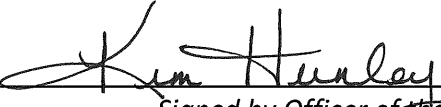
6. Retirement Plan discussion- a meeting was held prior to the Exec. Committee meeting with OOI staff, interested Board members, and Mr. Steve Dardas from Edward D. Jones. Mr. Dardas discussed general topics in regard to Retirement plans and options.

7. Corporate Services Update- Jane Bueg reviewed the information in the Board Report.
 - Approval of New Hires
 - Mr. Sprott made a motion to accept the hiring and resignation of Ms. Cheryl Jenkins-Akers. Judge Giles seconded the motion. Motion passed unanimously.

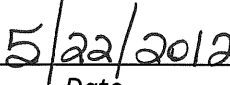
8. Motion to Approve March Meeting Minutes- It was determined that there should be action on the minutes sent in the packet to members prior to the meeting.
 - Mr. Sprott made a motion to accept the March, 2012 OOI Executive Committee Minutes as sent. Judge Giles seconded the motion. Motion passed unanimously.

9. Wrap Up; discuss dates for future Board meetings- Next meeting May 17, 2012 @ 2:00 pm.

10. Adjourn (8:24 pm.)
 - Motion made by Jim Sprott. Seconded by Judge Giles.



Signed by Officer of the Board



Date