Ozark Opportunities, Inc.
Board of Directors Meeting Minutes
February 23, 2012

The Ozark Opportunities, Inc. Board of Directors met at the Donald W. Reynolds Library at 6:30 p.m. on February 23, 2012.

Board Members Present:

Judge Joe Bodenhamer Clyde Johnson Judge Roger Hooper Paulette Hill
Jim Sprott Kim Hunley Vanessa Thomas
Judge Pete Giles Danny Griffin

Board Members Not Present:

Judge Warren Campbell Amy Adams Glenda Treat Judge Johnny Hinchey

Staff Members Present:

Richard T. Atkinson Jane Bueg Linda White Becky Hanlin
Shirley Richesin Randy McCallister Barbara Johnson Alma Sackett
Rudean Coy Dee Wolf Monica Bunch Eyvette Tardi'
Melanie Gray

I. Welcome to Baxter County:

- Judge Bodenhamer welcomed the Board Members to the Donald W. Reynolds Library. Library Director Gwen Khayat explained the struggles they had to get the library built. It was built with private funds, and took over 7 years to go from concept to reality. She then gave a tour of the facility.

II. Meeting Call to Order.

- Kim Hunley, Vice Chair, called the meeting to order at 6:34 pm.
  - Mr. Atkinson asked for Board Action to amend the Agenda to add a few items that had come to light since the agenda was sent. The items included: review of Committee Membership a new “Code of Conduct” for Board Members.
    - Judge Hooper made a motion to accept the changes to the agenda as proposed. Judge Bodenhamer seconded. Motion passed unanimously.
III. Executive Director’s Report- Emerging Issues

- Mr. Atkinson handed out a listing of the updated OOI Board of Directors Committees, and asked members to write their name next to the Committees they wished to serve. If they no longer would like to be on a committee, he asked that they draw a line through their name. Mr. Atkinson will present the updated list to the Board prior to the next meeting.

- Mr. Atkinson handed out the new “Code of Conduct” and explained that it is needed for the Head Start program. There are plans to combine the Confidentiality Agreement, Code of Conduct and Conflict of Interest Statement in future.
  - Judge Hooper made a motion to accept the Code of Conduct as distributed.
  - Danny Griffin seconded. Motion passed unanimously.

Executive Director Program Reports

- Weatherization (WX): focusing on compliance
  - Making sure all of our files are correct
  - Funding is a rollercoaster

- Office of Inspector General
  - Has been doing a full scale review of ARRA (American Recovery & Reinvestment Act) programs (CSBG & WX)
  - Mandated to look at every dollar spent; have five years to complete.
  - Reviews whether an agency follows their own policy and procedures

- Question from member: Is there any further funding possible for WX?
  - Answer: plan is to spend the money that we have now from carryover, use the funds that we have for this year for next year (roll forward.) The issue will be in 2013 when money runs out if the Dept. of Energy does not allocate funds to Arkansas. The agency is currently looking at options for other funding.

- Head Start
  - Compliance, Compliance, Compliance.
  - Funding; have received notification that we should receive our money on March 1, 2012.
  - What do we need to be looking out in the future? Re-Competition Standards (CFR 1307), School Readiness Agenda, Ongoing Self-Assessment (info gained from Policy Council, teachers, staff, Anyone that asks a question about Head Start.)
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- From the Center Needs List came a need to decrease waste and costs: resulted in a new Dishwasher in Harrison, and 3 compartment sinks in other locations.
  - Transitioning to reusable trays will save money and decrease Styrofoam in landfills.
  - Gets children ready to go to school; fits into the School Readiness Agenda.

- Community Services
  - RSVP
    - Building was transferred to the City of Harrison (HOPE Continuum homeless shelter is looking at using it.)
    - We have kept our foot in the door for Senior Corp (RSVP) money.
      - Will be a 20% decrease.
      - May be more money later because some programs dropped out.
      - Do not want to hire someone for the position until we know that we have money coming.
  - CSBG (Community Service Block Grant)
    - At the national level, OCS is creating Accreditation Standards- similar to performance standards (Head Start.)
    - Will change the entire CSBG landscape; have to stay in the loop and aware of coming trends and requirements.
  - New Staff
    - Barbara Johnson- Compliance/Monitoring & Parent/Volunteer Involvement Coordinator (Head Start.)
    - Linda White- Community Development Specialist (Community Services.)
    - Christy Jenkins- Family Development Specialist (Community Services.)
  - Departures
    - Debbie Bingham; Health/Mental Health Coordinator (Head Start.)
    - Alisha Collier has resigned from the Board. We appreciate her past contributions to the Board.
  - We must have new Board Members to remain in compliance:
    - Searcy; Private & Low Income Representative.
    - Newton County; Private Rep.
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- Strategic Plan
  - Need Board members to participate in the Strategic Planning Committee (Will need to be involved in a one day retreat at minimum.)
  - Want a plan that is continually changing to reflect what is going on around us; concise and useable.
  - Need to bring in a facilitator and do an assessment of where we are, and where we want to go.
- Mr. Atkinson’s beliefs about planning:
  - This is an opportunity to grow the agency in a time of restricted funding, but will require a very clear understanding of where we are going & what our competitive advantage(s) are.

IV. Board Chair Report:

- Approval of Minutes/Ratification of Actions Of Executive Committee.
  - Ms. Hunley read prior actions of Executive Committee from meeting minutes.
    - Judge Bodenhamer made a motion to accept the minutes/actions as read. Judge Hooper seconded. Motion passed unanimously.

- Executive Director Performance Evaluation:
  - Mr. Atkinson asked who should do the evaluation. Discussion followed. Jane Bueg explained that last year evaluation forms were sent to each board member, and the reports were tallied by the Personnel Committee and then reported to the Board.
    - Judge Hooper made a motion to use last years’ procedure; i.e. send out the job description & evaluation instrument to all Board Members for review prior to the evaluation. Judge Bodenhamer seconded. Motion passed unanimously.

V. Vote to accept new Board Member; Ms. Trudy McManus as Boone County “Low Income” Representative.

- Trudy has been a partner with agency for several years, and has done training for the agency’s participants. Trudy had already been voted in by a “meeting of low income” and is willing to serve.
  - Jim Sprott made a motion to accept Trudy as a Board Member. Clyde Johnson seconded. Motion passed unanimously.
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- Boone County Executive Committee Representative:
  o Executive Committee must have one person from each county; currently there’s a vacancy for Boone County—need to have all six counties represented. Mr. Atkinson asked the members whether they would consider Ms. McManis, or if another Boone County member is willing. Jim Sprott (Private member- Boone County) accepted the opportunity, if approved.

  ❖ Judge Hooper made a motion to accept Mr. Sprott. Judge Bodenhamer seconded. Motion passed unanimously.

- Agency Wide Budget
  o Mrs. Richesin presented a one page Agency-Wide Budget for the Board to review. This will become common practice in the future as the Executive Committee acts as the Finance Committee and presents their report to the Board.

- Finance Training:
  o Board Training is crucial and ties into Strategic Planning.
  o Protects the public’s interest
    ▪ Oversight and Evaluation
  o Responsibilities of the Board
    ▪ Establish Goals and Objectives
    ▪ Monitor program plans
    ▪ Be aware of sources and proper use of fundings
      o Expenditure reports
      o Budgets
  o Three key elements
    ▪ Duty of care
      o Exercise reasonable care when making a decision (Ordinary prudent person in a similar situation would do)
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- Duty of Loyalty  
  o Confidentiality Agreements  
  o Code of Conduct  
    - Any action taken  
    - Any information gained from participation the board meeting  
    - Acting in the best interest of the organization and not from personal gain  
  o Avoid transactions where they or their family members benefit personally

- Duty of Obedience  
  o Do not act with ways that are inconsistent with the organizations goals  
  o Responsibility to the public  
  o Satisfy the requirements for the programs that we receive government funding  
  o Insurance for the Board of Directors (D&O- Director’s and Officers Liability.)

- Retirement Plan Discussion:  
  - Direct the staff to obtain more information  
  - Have an expert available at the next meeting

VII. Program Update

Mr. Atkinson asked the Board Members to refer to the Governing Board Report as sent prior to the meeting; and then reviewed each program in summary.

- Education: Head Start. Member asked; Do you see any problems? Answer: We have a couple of centers below 17; that is concerning- do not believe those centers are in jeopardy at this time, but need to monitor.

- Housing: Weatherization.  
  o Must plan budget to cover coming year; future uncertain.  
  o Linda White is actively looking for other funding sources to assist low income people needing healthy housing (rehabilitation, etc.)
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- Basic Needs: Community Services.
  - 1st Quarter Report provided to everyone in attendance.
    - Have unmet numbers due to funding uncertainty; suspended the SUCCESS program. Hired Christy Jenkins as Family Development Specialist; actively recruiting; numbers will increase; expecting positive results soon.
    - Judge Bodenhamer made a motion to accept the 1st Quarter CSBG Report. Judge Hooper seconded. Motion passed unanimously.
  - Tammy Lemons is the new Program Administrator for Boone and Newton counties.
  - We are currently awaiting guidance on revising our CSBG Work Plan.
  - Success Story: Had a participant that had health issues that stopped them from working, and had to go on Social Security. Wanda McMurren gave support, and ideas for resources to publish their book, which is now completed and is available on www.amazon.com
  - See OOI Website for dates for assistance applications and commodities—www.ozarkopp.org is a great resource.
  - Questions about Commodity Foods: What type of commodities are you receiving & how often do you get commodity items?
    - Answer: All dry goods and nonperishable—we accept all that is available. Typically receive a shipment once a quarter.
  - Question about Energy Assistance (LIHEAP): Is there still energy assistance available?
    - Answer: Regular program is winding down; but $ is still available—Crisis program (ECIP) still has plenty of funds.

- Mr. Atkinson thanked the staff for their hard work, and Board Members for their commitment. He mentioned that the agency would love to take give Board Members a tour of a Weatherization house, visit to a Head Start classroom (to see teachers working with children; including the new AI's Pals project that helps children learn how to get along with others) OR come see/help hand out commodity foods.

- A Board member asked how the Head Start enrollment & funding was originally determined.
  - Answer: Ms. Richesin gave a history from 1967 forward about the program; and explained that we get less money per child than most other agencies, and our enrollment is based on history.
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- The Board member then asked about whether the agency talks to Congressional staff, and asking about funding increases.
  - Answer: Our Head Start program is extremely lean. In the new budget, there is very little “wiggle room.” We need to look at new ways to bring outside money into program, but there are guidelines that regulate how much we can do.
    - Judge Hooper made a motion to accept the Program Reports. Clyde Johnson seconded. Motion passed unanimously.

- Mrs. Alma Sackett acknowledged and introduced the Mountain Home Head Start teaching staff that were present, and asked that everyone show our appreciation for their hard work and dedication.

- Mrs. Jane Bueg asked for approval to change the Health/Mental Health job description to include that an “RN is preferred.”
  - Clyde Johnson made a motion to accept the change as presented. Judge Hooper seconded. Motion passed unanimously.

VIII. Adjourn.

- Judge Hooper made a motion to adjourn. Judge Bodenhamer seconded.

Signed: [Signature]

Date: 3-29-12

Title: [Title]

\[Signature\]