

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

The *Ozark Opportunities, Inc.* Board of Directors Executive Committee met at the Donald W. Reynolds Library at 5:15 p.m. on February 23, 2012.

**Committee Members Present:**

Paulette Hill                      Kim Hunley                              Judge Roger Hooper  
Judge Pete Giles

**Guests:**

Danny Griffin                      Judge Joe Bodenhamer                      Clyde Johnson

**Committee Members Not Present:**

Amy Adams                      Glenda Treat

**Staff Members Present:**

Richard T. Atkinson                      Jane Bueg                      Linda White                      Becky Harlin  
Shirley Richesin                      Randy McCallister                      Barbara Johnson                      Alma Sackett

**I. Meeting Called to Order:**

The meeting was called to order by Kim Hunley, Vice Chair at 5:23 pm. A quorum was present.

**II. Program Updates:**

**1. Head Start:**

- Have been working for months trying to get funding put together and meet requirements/wants of Region 6.
- All documents have been turned in, and expect to receive funds by March 1, 2012.
  - There was a question posed about whether the funding is State or Federal. Answer: Dallas Office (Region 6) acts as Liaison, but the funding is from the Federal government.
- Re-Competition; Eventually all programs will be up for re-competition. So far those who have been up for re-competition have not been re-funded. Five programs in Arkansas are up for re-competition at this time. This is a serious matter, and must be watched closely, as minor "deficiencies" have been used as justification to put programs into re-competition.

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2. Weatherization

- No Department of Energy (DOE) money to the state of Arkansas this year.
- Currently dealing with carryover funds (DOE/LIHEAP) and trying to keep program viable.
- Must spend LIHEAP money first (by Sept. 2012)
  - Program directions change on a regular basis (from the State OCS Office.)

3. Community Services

- CSBG – 4 budgets, trying to piece together into one.
  - Shirley Richesin– some revisions in the work plan to meet new reality of work. Explained the new budgets (handout.) Working on combined budget for submittal to OCS; will present at next Executive Committee meeting.
    - Programs without carryover money have had to shut down... (OI) has not had to lay anyone off as a result of being able to spend across program years.
- Van Transfer (1999, 15 passenger van with approximately 90,xxx miles)
  - Have a van that was property of agency and had become surplus (rarely used- once or twice a year for last three years.) Van has sat at the central office- looking for a use.
  - Looked at what different communities were doing locally to help our efforts.
    - Leslie United Methodist Church had donated to our Emergency/Medical Dental program for several years in Searcy County.
    - Have an after-school program that caters to children in our service area, and provide transportation to the Boy Scout program for the county.
  - Formal transfer set for next week if it is approved by the Board.
- ❖ Judge Hooper made a motion to transfer ownership of the van to the Leslie United Methodist Church. Paulette Hill seconded. Motion carried unanimously.

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**III. Finance:**

- Mr. Atkinson- would like formal action to have Executive Committee act as Finance Committee, since they have been acting as the Finance Committee in the past.
  - All Board Members will still receive expenditure reports monthly.
  - Executive Committee will review expenditure reports and take action
  
- ❖ Judge Hooper made a motion Executive Committee will act as Finance Committee. Paulette Hill seconded. Motion carried unanimously.
  
- Expenditure Reports
  - **Community Services**
    - CSBG Budget(s) explained (handouts.) All carryover money was used first and then use current budget.
    - Retired Senior Volunteer Program (RSVP)
      - Program expected to operate for 15 months with 12 months funding.
      - Question: Basically the funding has been cut off? Answer: Yes. There are some remaining funds due to money received recently. The Director was laid off because there were no funds allocated by the Corporation for National and Community Service (CNCS) for the position. We still collect volunteer time sheets, and still have contacts with the state office.
      - The funding cycle is supposed to begin again in April, but we do not have any criteria for submitting that application. A conference call is scheduled in March to determine what type of funding might be made available.
      - Activities funded will all be geared toward serving low income people in keeping with the OOI mission.

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- **Head Start**
  - Expenditures; 90% of funds show spent- that is misleading because we operate on a cash basis; expect to end the year as close to zero as possible, watching it on a daily basis. *KB*
  - Policy Council agreed that we should ~~to~~ address "health and safety" first.
  - Training portion of the Head Start Grant overspent by design to insure staff are properly trained to do their jobs.
- **Weatherization**
  - Some carryover that needs to be spent by September 30, 2012. (Approximately 22 houses.)
  - ARRA money will likely be spent by the end of August or September, 2012 at the latest.
  - Question from Board Member: Why don't the numbers match on the audit across the reports? Answer: Ms. Richesin explained that the audit amount of \$3,600 wasn't included on the budget recap; the contract portion of budget should have been \$15,600 rather than \$12,000.
- **Credit Card Recap**
  - Three Vendors: BankCard Center (agency credit card), Home Depot, Wal-Mart.
  - Have full documentation for each of those expenditures (All the documentation was available for review.)
- **Retirement Plan Discussion:**
  - OOI Staff explained that due to the nature of the funds, and amount of the plan, that Board must be aware of the responsibility and liability that the board and the staff have.
  - Discussion included analysis of current vendor and arrangement, responsibilities, agency and staff needs, and which model agency should use (employee self-directed or agency directed.) Board Members asked for outside information, perhaps from the CPA that prepared the 5500 tax return.
    - ❖ Judge Hooper made a motion to have an attorney consult on retirement account options (possibly a third party administrator) and give options. Judge Giles seconded. Motion carried unanimously.

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- ❖ Judge Hooper made a motion to accept the Financial Report and Credit Card ReCap. Clyde Johnson seconded. Motion carried unanimously.

IV. Adjourn.

- ❖ Mr. Roger Hooper made a motion to adjourn the *Ozark Opportunities, Inc.* Executive Committee Meeting.

Signed Blenda Just Title Secretary / Treasurer  
Amy Adams Chair  
Date: 3-27-12  
3-29-12