

Ozark Opportunities, Inc. Executive Committee Meeting January 27, 2012

The *Ozark Opportunities, Inc.* Executive Committee met at the Marshall Weatherization Office at 2:00 p.m. on January 27, 2012.

Executive Committee Members Present in person were:

Kim Hunley Roger Hooper

Board Attendees via Phone were:

Amy Adams Judge Pete Giles

Staff Members Present were:

Richard T. Atkinson Jane Bueg Brenda Morris
Becky Hanlin Shirley Richesin Randy McCallister

Amy Adams called the Executive Committee Meeting to order at 2:03 p.m. A quorum was established.

Mr. Atkinson asked the Committee to accept the amended agenda as distributed prior to the meeting. Roger Hooper made a motion to accept the amended agenda. Kim Hunley seconded the motion. Motion carried unanimously.

Roger Hooper made a motion to accept the minutes of the November 29, 2011 Meeting. Kim Hunley seconded the motion. Motion carried unanimously.

Program Reports:

Community Services:

- Rebecca Hanlin explained that the Corrective Action was accepted by OCS.
 - Roger Hooper made a motion to accept the Corporate Service Corrective Action Response. Kim Hunley seconded the motion. Motion carried unanimously.
- Mr. Atkinson introduced Trudy McManus (via phone) as a potential new board member to represent low income for Boone County. Trudy has already been voted in by the Head Start Policy Council. She gave a short explanation of her role in the community.
- Ms. Hanlin gave a short update on the Community Services Programs. LIHEAP (Low Income Home Energy Assistance Program) started January 9, 2012. The Boone County OOL office has been relocated and currently houses five community service staff. The new County Programs Administrator is Tammy Lemon.

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Head Start:

- Mr. Atkinson gave a brief update of the Head Start Program. The Triennial Review team revisited our agency in January (11-13.) They were very thorough and reviewed many documents for the program. He feels the review was good but will not know results until receipt of official correspondence.
- The Head Start Application was submitted before the December 1, 2011 deadline. The agency had received no word on the application until Tuesday, January 23, 2012, when Region 6 Head Start Representative Mrs. Hatfield asked for a revised Training & Technical Assistance (T & TA) Plan, as well as a detailed breakout and explanation of staff costs (per employee) and a narrative of why Personnel Costs are over 80% of the grant (this information has not been requested in past submissions.)
- ACTION: Alma Sackett provided an update on the new Training & Technical Assistance Plan (which was provided to the board via email.) Mr. Atkinson said there was no substantive change to originally submitted T & TA plan in regard to budget and training identified; we just have to use the format required by Mrs. Hatfield.
 - Roger Hooper made a motion to approve the T & TA plan as re-submitted. Kim Hunley seconded the motion. Motion carried unanimously.
- Mr. Atkinson explained that the Head Start Personnel costs are over 80% due to an additional classroom added some years back when funds were available, as well as the increased accreditation costs of teachers with P-4 credentials.
- Richard T. Atkinson gave the Self-Assessment update, and provided a "Center Needs List" which included some items over \$5,000. Items identified that may be needed include ground cover at Mountain Home and playground equipment at the new Flippin center.
 - Roger Hooper made a motion to approve purchase of the pieces of equipment to exceed \$5,000 if needed. Kim Hunley seconded the motion. Motion carried unanimously.
- Mr. Atkinson gave an update on the *School Readiness Agenda*, and that the 1307 Performance Standard requires the "Agenda" to be updated and approved by the Policy Council and OOI Board approval. There are five Head Start programs in AR that are up for re-competition now. Re-competition is a serious concern. Mr. Atkinson said that tracking all of these documents is a challenge; but we hope to have a new staff person on board soon that will have these responsibilities.
 - Mr. Roger Hooper made a motion to adopt the *Head Start School Readiness Agenda*. Kim Hunley seconded the motion. Motion carried unanimously.

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Weatherization:

- Randy McCallister gave an update on the Weatherization program. Mr. McCallister said that the ARRA WX program is officially extended to March 31, 2013 which gives us an opportunity to spend the allocated money and be able to close out the program. DOE and ARRA houses are being completed as quickly as possible. The DOE budget was revised January 26, 2012.
- The main focus now is on ARRA houses and getting the program closed out- then the program will go back to doing DOE/LIHEAP homes. Mr. McCallister has received the resignation of one WX Auditor (Gary Ragland) who is now working for Searcy County. Mr. McCallister said they will be soliciting bids for vendors for the 2012 Program Year very soon.
- Mr. Atkinson mentioned that they do not expect any DOE money for the Program Year 2012. Since the state is allowing "carryover" to the next year of money not used, OOI should be able to do the same number of houses as last year. Mr. Atkinson said that he is uncertain if LIHEAP money will be allocated, and funds are uncertain for 2013.
 - Mr. Roger Hooper made a motion to accept the Weatherization Program report. Ms. Kim Hunley seconded. Motion carried unanimously.

Finance:

- Ms. Richesin gave the financial report for December 31, 2011 for Head Start Program Account 20 and 22. The T/TA funds were all expended as of November, 2011. Mr. Hooper asked for a clarification on In-Kind; Ms. Richesin answered that specific types of volunteer time, donations, donated materials and space costs are all counted. Head Start and RSVP were the only programs that we have that requires match. The ratio for Head Start is 80/20. All federal funds received are required to have a 25% match. Ms. Richesin noted that October, November, and December in-kind was not included in the report, due to the process of getting it entered into ChildPlus software reports to be generated. Ms. Richesin informed the board that the program is in the process of getting appraisals of all locations for purpose of establishing the value of donated space, as well as Head Start owned properties. Ms. Richesin reported that Head Start appears to have a year-end balance of funds, and the program will target health and safety issues first and upgrades at the centers as identified in the ongoing Head Start Self-Assessment Report.
- Ms. Richesin explained the allocation process of the OOI Vehicle expenses.

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- Ms. Richesin gave the December 31, 2011 financial report updates for DOE and ARRA Weatherization.
- Ms. Richesin gave the financial report update for CSBG as of December 31, 2011. Right now we don't have just one CSBG Budget; we actually have about 4 budgets with none approved by OCS yet. The allocation for the nine month FY 12 grant has not been reduced.
- Ms. Richesin explained the December, 2011 Analysis of Retirement Fund Report; including how payments for employees are contributed. Questions regarding when someone can draw their funds out, and how long employees have to work were answered by Ms. Jane Bueg. It takes 5 years after employment begins before an employee becomes fully vested, which is on a vesting schedule Employees can draw out funds after they have completed the appropriate paperwork after retirement or leaving the agency.
- There was discussion of the retirement plan regarding fiduciary responsibilities of the Board and employee satisfaction with investment performance. Mr. Hooper asked whether the retirement account is audited; Ms. Richesin replied that our agency has less than 100 people in the plan and therefore is not. Ms. Richesin has some concerns about limitations of the plan and mentioned that the retirement plan can be changed by board action at any time.

Mr. Roger Hooper requested that Ms. Richesin make an analysis of options for the retirement plan and report it at the next OOI Board meeting.

- Ms. Richesin gave a recap of the December, 2011 credit card expenses. There were no questions or comments.
 - Mr. Roger Hooper made a motion to accept the Financial Reports as presented. Ms. Kim Hunley seconded the motion. Motion carried unanimously.
- Mr. Roger Hooper made a motion to accept the Financial Procedures as emailed and previously approved. Ms. Kim Hunley seconded the motion. Motion carried unanimously.

Refinance Discussion:

- Mr. Atkinson asked that the board for a resolution to reduce the central office monthly mortgage payments. Mr. Atkinson and Ms. Richesin gave an overview of the payments; currently the payment is approximately \$1,750 per month. We receive \$1,068 from Head Start and other programs using space. The Fair market value is approximately much higher than that amount.

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Mr. Atkinson asked Ms. Richesin to look into refinancing the property to decrease the payment to decrease the amount of corporate funds spent on the mortgage payment. Ms. Richesin discussed with the Vice President of the bank about options, the bank is willing to transfer \$55,000.00 from the reserve account to a CD at .6125% and refinance the balance of the mortgage for 2.6125% and set a monthly payment at an amount equal to or less than current amount received from the programs.

- Mr. Roger Hooper made a motion to transfer the \$55,000.00 from First Federal Bank to First National Bank of Green Forest. Ms. Kim Hunley seconded the motion. Motion carried unanimously.

- Ms. Kim Hunley made a motion to renegotiate the mortgage loan in order to decrease the monthly payments and length of loan and collateralize with the \$55,000.00 CD. Mr. Roger Hooper seconded the motion. Motion carried unanimously.

Ms. Richesin said that the FDIC insurance covers up to \$250,000.00 and that she will monitor accounts to insure balances do not exceed the amount allowed.

Corporate Services Report:

- Mrs. Jane Bueg explained that the Ozark Opportunities Personnel Policy Revisions had already been approved by the Head Start Policy Council and now need Board approval.
 - Mr. Roger Hooper made a motion to accept what the Policy Council had already approved. Ms. Kim Hunley seconded the motion. Motion carried unanimously.

- Mrs. Bueg gave an update of the new hires. She asked the board for approval of three new hires: Tammy Lemon (CPA), Christy Jenkins (FDS), and Brandi Teague (CD/T). Mr. Hooper asked whether the positions were budgeted. Mrs. Bueg explained that yes, the CPA and the CD/T were budgeted positions and that the FDS was a budgeted position in the October budget.
 - Mr. Hooper made a motion to accept the new hires. Ms. Kim Hunley seconded the motion. Motion carried unanimously.

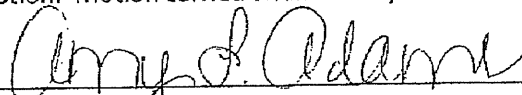
- Mr. Atkinson gave the Executive Director's Report; he asked the members to refer to the Governing Board Report (including the Head Start Dashboard, which gives a quick look of where we are in the Head Start program.) Mr. Atkinson explained how the ChildPlus program is a management tool that can pull up information any time to show where the program is in real time, and will be a great asset to the program in the future.

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- Mr. Atkinson recognized Ms. Jane Bueg for getting her PHR (Professional of Human Resource Certificate). The agency is proud of her accomplishment, and glad to have her expertise.
 - Mr. Roger Hooper made a motion to accept the Executive Directors Report. Ms. Kim Hunley seconded. Motion carried unanimously.
- Mr. Atkinson discussed the Agency's future direction, and that CSBG is working on a new "Accreditation Matrix" process for eligibility to receive funds. As an attempt to meet the needs of the area as well as encourage innovation, OOI has added staff in Family Development and Community Development- these additions will help to make sure that all of the needs are being met and that we are doing true community action work.
- Mr. Atkinson talked about his efforts to link the upcoming RSVP Grant application to the Head Start School Readiness Agenda in Boone County. They plan to match up trained seniors to work with Head Start children to help get them ready for school. Currently OOI has been notified that there is approximately \$32,000 in funding available.
- Mr. Toby Atkinson discussed Future Needs; i.e. the Board needs to have a full day "Board Retreat" with a third party facilitator in the next two to three months. Mr. Atkinson stated that he wants our agency not only to survive, but "thrive," and that a Strategic Planning process in place will provide needed direction and focus.
- Mr. Atkinson said that our agency received notification January 26, 2012 that the Head Start Program will receive a .72% COLA (Cost of Living Increase). We should receive information from the regional office about how to apply soon.
- Mr. Atkinson said that there are still some Board of Director's vacancies that need to be filled. He mentioned there are three needed currently:
 - 1 for Searcy County (Low-Income Rep.)
 - 1 for Newton County (Private)
 - 1 for Marion County (Private)

The next Ozark Opportunities Inc. Full Board of Director's Meeting will be on February 23, 2012 starting at 6:00 p.m. in Mountain Home. The Location will be announced soon.

- Mr. Roger Hooper made a motion to adjourn the *Ozark Opportunities, Inc.* Executive Committee Meeting at 3:53 p.m. Judge Pete Giles seconded the motion. Motion carried unanimously.

Signed  Title Director
 Date: 2/27/12