



# OPPORTUNITIES, INC.



117 WEST RUSSWORM • P.O. BOX 569 • WATONGA, OK 73772 • 580-623-7283 • FAX 580-623-7290 • [www.oppincok.org](http://www.oppincok.org)

**CARLA FLYNN**  
EXECUTIVE  
DIRECTOR

RETIRED SENIOR  
VOLUNTEER PROGRAM

TAX PREPARATION

COMMUNITY SERVICE  
BLOCK GRANT

OUTREACH

EMERGENCY  
FOOD  
&  
SHELTER

CHILD AND ADULT  
CARE FOOD PROGRAM

HEARTLAND HOUSE  
APARTMENTS  
WOODWARD

HEARTLAND ORIGINAL  
APARTMENTS  
GUYMON

HEALTH CARE

NAVIGATOR

RX FOR OKLAHOMA

SAF

HOME  
WEATHERIZATION



August 10, 2021

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, August 26th, 2021** at the Watonga Christian Church, located at 400 N. Noble, Watonga, OK. Please note that the meeting will **NOT** be held at Opportunities, Inc. due to social distancing. If you need further location instructions or guidance please call the local office. For those of you that would like to eat prior to the meeting please come by 5 pm so that we can start training promptly at 5:15 pm. The rest of the meals will be in to go containers for carryout.

The following schedule is provided for your information:

- 5:00 pm HHI Board Meeting
- 5:15 pm Board Training: Who Says What Goes
- 5:30 pm Opportunities, Inc. Board Meeting

**Members traveling into Watonga from outlying areas are reminded you need to post your start and ending odometer reading from your departure location to Watonga and back on your travel claim. Any board members traveling from outside of Watonga may claim mileage expense).**

If for some reason you are unable to attend the meeting please let me, or Darlene know before-hand. We need to keep a head count for the purpose of determining a quorum. If anyone needs any kind of accommodation or assistance, let me know. If you have any questions, give me a call.

Sincerely,

Carla Flynn  
Executive Director

cc: Staff & Program Directors

Atch: 1. Previous meeting minutes  
2. August Agenda

*"Empowering individuals, families and communities to overcome poverty"*

**"A COMMUNITY ACTION AGENCY"**  
PEOPLE HELPING PEOPLE

Opportunities, Inc.

Board of June 24, 2021

5:30 p.m.

(Open meeting laws regarding prior notice of meeting and posting of agendas have been met. Agenda was recorded and posted timely on the agency web page and Opportunities, Inc. office.)

1. Montie Bullis called the meeting to order at 5:30 P.M., a quorum was declared (9/11). Carla informed the board that she would like to amend the agenda and ask for a vote of approval under new business.
2. Affirmation of Quorum/Members present were: Jay Custar, Freda Hausner, Betty King, Russell Morrison, Barbara Quigley, Callie Waldrop, Montie Bullis, Debbie Biehler, Jennifer Haigler and Velma Smothermon. The following staff members attended the meeting: Carla Flynn, Shannon Sattler, and Opal Clyden.
3. Introduction of guests: Carla introduced Michael Jones who attended as a prospective board member. Michael is the City Manager for Cherokee, Oklahoma.
4. 4a thru 4c were approved under the consent docket. Debbie made a motion to approve the Consent docket with Betty seconding the motion. Voice Vote was unanimous to approve.
  - 4a. Approve Amended Agenda with new business item added – Approved unanimously.
  - 4b. Approve minutes from 06/01/2021 – Approved unanimously.
  - 4c. Approve Statement of Revenue & Expenditures – Approved unanimously.
    - Approve Agency Balance Sheet - Approved unanimously
    - Approve General Fund Account – Approved unanimously.
    - Review and approve Funding Sources – Approved unanimously.
    - Approve SMP Grant \$7000.00.....
    - Approve DOE PY21 Grant \$176,480.....
    - Approve Credit Charges – Approved unanimously.
    - Approve Thrift Store Transaction Log – Approved unanimously.
    - Approve Personnel Policies approved by attorney.....Carla presented the letter from Attorney Jack Mackey of Mackey Law Firm stating that he reviewed the personnel policies and by-laws of Opportunities, Inc. and in his opinion both items are in full compliance with all city, state and federal laws. – Approved unanimously
    - Approve agency Succession Plan for CEO/ED.....Carla presented the agency succession plan which has procedures covering an emergency/unplanned, short term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy – Approved unanimously.

5. Program Reports: Written Reports were given by Program Directors and staff as follows:

- 5a. Housing (HOA):.....Rick Gowin
  - HHO Financials: May, 2021.....Rick Gowin
  - Hooker House Rentals: May, 2021.....Rick Gowin
- 5b. Weatherization.....Brian Rice
  - DOE/DHS Contract Status.....Brian Rice
- 5c. RSVP.....Jan Franks
- 5d. RX.....Linda Cline
- 5e. Watonga Outreach.....Opal Clyden
- 5f. Clinton Outreach/ SHIP/MIPPA.....Keri Divis
- 5g. Guymon Outreach.....Tessa Halonen

6. Staff Reports (Written Reports)

- 6a. Compliance.....Susan Smith
- 6b. Human Resources.....Opie Clyden
  - Benefits.....Opie Clyden  
Carla reminded the board that on July 1<sup>st</sup>, the agency would be switching to United Healthcare instead of BCBS.
  - Staffing.....Opie Clyden
- 6c. Fiscal.....Shannon Sattler
  - VITA Update.....Shannon Sattler

7. Executive Director Report (Verbal Report).....Carla Flynn

8. Accept and approve Program, Financial and ED Reports. Motion made by Jay to approve all reports. Seconded by Callie. Voice vote was unanimous to approve.

9. New Business: Carla informed the board that she requests approval to move the general fund account from First State Bank in Watonga to Cornerstone Bank in Watonga. Along with that she would like approval for Dwight McGee, Russell Morrison and Carla Flynn to sign the new signature card at Cornerstone. She stated that the change was needed so that the account could have a full security pledge for any amount over \$250,000. Russell made a motion to approve switching the GF account from First State Bank to Cornerstone Bank and have Board President, Board Secretary and Executive Director sign the new signature card. Motion was seconded by Jennifer. Voice vote was unanimous to approve.

10. Next schedule meeting is for Regular Meeting on July 22, 2021 at 5:30 pm.
11. There being no other business before the board, Betty motioned to adjourn the meeting at 6:15 p.m. Motion was seconded by Russell. Voice vote was unanimous to approve.

Minutes recorded by: Opal Clyden, HR Director

Minutes transcribed and written by: Carla Flynn, Executive Director

Minutes approved by:

A handwritten signature in black ink, appearing to read "Russell Morrison". The signature is written in a cursive, flowing style.

Russell Morrison  
Secretary

Opportunities, Inc. Board of Directors August 26, 2021 Regular Meeting Agenda

OPPORTUNITIES, INC.  
COMMUNITY ACTION AGENCY  
REGULAR MEETING  
BOARD OF DIRECTORS AGENDA

August 26, 2021 @ 5:30 p.m.

400 N. Noble

Watonga, OK 73772

(NOTE: The Opportunities, Inc. Board of Directors may discuss, vote to approve, vote to disapprove, vote to table, or decide not to vote on any item requiring Board Action)

1. Call to Order.....D. McGee
2. Affirmation of Quorum.....D. McGee
  - Accept Appointment: Michael Jones (Public).....**Board Action**
3. Introduction of Guests.....**Chairperson**
4. Consent docket: The following items of business may be voted upon by a single vote of the Board without discussion, unless and except for any item which anyone of the Board desires to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket:
  - 4a. Approval of Agenda.....**Board Action**
  - 4b. Approval of Minutes (June 24, 2021).....**Board Action**
  - 4c. Review & Approve Agency Statement of Revenue & Expenditures.....**Board Action**
    - Approve Agency Balance Sheet.....**Board Action**
    - Approve General Fund Account.....**Board Action**
    - Review & Approve Funding Sources.....**Board Action**
      - DHS 2020 @ \$103,562.....**Board Action**
      - DOE 21 @ \$176,480.....**Board Action**
      - SMP @ \$7,000.....**Board Action**
    - Approve Credit Card charges .....**Board Action**
    - Approve Thrift Store Transaction Log.....**Board Action**
5. Program Reports (Written Reports).....
  - 5a. Housing (HHI-HOA):.....Rick Gowin
    - HHO Financials: July, 2021.....Rick Gowin
    - Hooker House Rentals: July, 2021.....Rick Gowin
  - 5b. Weatherization (Written Reports).....
    - DOE/DHS Contract Status.....Brian Rice
  - 5c. RSVP.....Written Report
  - 5d. RX.....Written Report
  - 5e. Watonga Outreach.....Written Report
  - 5f. Clinton Outreach/Navigator/SHIP/MIPPA .....Written Report



Opportunities, Inc. Board of Directors August 26, 2021 Regular Meeting Agenda

- 5g. Guymon Outreach.....No Report
6. Staff Reports (Written Reports)
- 6a. Compliance.....Written Report
- 6b. Human Resources.....Written Report
- Benefits.....Opie Clyden
  - Staffing.....Opie Clyden
- 6c. Fiscal.....Shannon Sattler
- Captain Report.....Shannon Sattler
  - Administrative Cost Allocation.....Board Action
  - Client Satisfaction Survey.....Board Action
  - Institutional Budget.....Board Action
7. Executive Director Report (Verbal Report).....Carla Flynn
- Information PR.....Carla Flynn
8. Accept & Approve (Program & Financial & Executive Director) Reports.....Board Action
9. New Business (any matters not known about or which could not have been reasonable foreseen prior to the time of agenda posting). Anyone wishing to speak must make their presence known to the board chairperson prior to the start of the meeting and must agree to limit their remarks to three (3) minutes or less:
10. Next Scheduled Meeting.....September 23, 2021 @ 5:30 pm
11. Adjournment.....Board Action