



# OPPORTUNITIES, INC.



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CARLA FLYNN  
EXECUTIVE  
DIRECTOR

June 17, 2021

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, June 24th, 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 the meeting promptly at 5:30 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
- 5:30 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. June Agenda

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

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

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



Opportunities, Inc.

Board of June 1, 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.) Emergency meeting was held because regular scheduled meeting was cancelled due to weather on 5/27/21.

1. Susan Smith did board training at 5:00 on People: How do we get the right people on the board? She showed a video to all board members which explored how to identify and recruit members. The board expressed they enjoyed the presentation and training and Susan informed them that this was the 2nd of a 3 series training.
2. Dwight McGee called the meeting to order at 5:30 P.M., a quorum was declared (1/11). Affirmation of Quorum/Members present were: Jay Custar, Freda Hausner, Betty King, Dwight McGee, Russell Morrison, Barbara Quigley, Callie Waldrop, Adam Lovitt, 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 stated that Gary Saunders with Saunders and Associates would be joining the meeting via zoom shortly.
4. Gary Saunders gave the 2020 Annual Audit Report. He explained the audit procedures and told the BOD that the agency had no findings this year. He went thru the audit and explained how the determinations were made and the process of the figures shown. He also included several graph pages that his company made to show exactly how the agencies revenue and expenditures figure in and the percentage of each grant in the totals and Carla stated that she would email the graphs to each board member. Barbara made a motion to accept and approve the 2020 Annual Audit Report. Seconded by Debbie. Voice vote was unanimous to approve the motion.
5. 5a thru 5e were approved under the consent docket. Jay made a motion to approve the Consent docket with Adam seconding the motion. Voice Vote was unanimous to approve.
  - 5a. Approve Agenda – Approved unanimously.
  - 5b. Approve minutes from 04/22/2021 – Approved unanimously.
  - 5c. 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 Credit Charges – Approved unanimously.
    - Approve Thrift Store Transaction Log – Approved unanimously.

5d. Review Agency Mission Statement- The governing board reviewed the organization's mission statement and assured that the mission addressed poverty and that the organization's programs and services are in alignment with the mission. – Approved unanimously.

5e. Approve updated fiscal policy-Carla went thru the fiscal policies that have been reviewed by staff and updated as necessary. Changes were approved by the board - Approved unanimously.

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

6a. Housing (HOA):.....Rick Gowin  
➤ HHO Financials: March, 2020.....Rick Gowin  
➤ Hooker House Rentals: March, 2020.....Rick Gowin

6b. Weatherization.....Brian Rice  
➤ DOE/DHS Contract Status.....Brian Rice

6c. RSVP.....Jan Franks

6d. RX.....Linda Cline

6e. Watonga Outreach.....Opal Clyden

6f. Clinton Outreach/ SHIP/MIPPA.....Keri Divis

6g. Guymon Outreach.....Tessa Halonen

7. Staff Reports (Written Reports)

7a. Compliance.....Susan Smith

7b. Human Resources.....Opie Clyden  
➤ Benefits.....Opie Clyden  
Carla informed the board that on July 1<sup>st</sup>, the agency would be switching to United Healthcare instead of BCBS.  
➤ Staffing.....Opie Clyden

7c. Fiscal.....Shannon Sattler  
➤ VITA Update.....Shannon Sattler

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

Opportunities, Inc. Board of Directors June 1, 2021 Emergency Meeting Minutes

- Carla went over the Comprehensive virtual monitoring administered thru ODOC and shared that the 1 finding was in the procurement section of the fiscal plan. She read the updated section in the fiscal policy and stated that it would be sent in promptly.
- Information PR: Carla informed the board that they are still 1 member short and that she had contacted the City Manager of Cherokee, OK and he is interested.
- Carla informed the board that she applied for a grant from Regional Food Bank and the agency would receive \$6,000 and that money would go towards the walk-in freezer or the generator.

9 Accept and approve Program, Financial and ED Reports. Motion by Adam to approve all reports. Seconded by Barbara. Voice vote was unanimous to approve.

10. New Business: N/A

11. Next schedule meeting is for Regular Meeting on June 24, 2021 at 5:30 pm.

12. There being no other business before the board, Jay motioned to adjourn the meeting at 6:30 p.m. Motion was seconded by Betty. 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:



Russell Morrison  
Secretary



Opportunities, Inc. Board of Directors June 24, 2021 Regular Meeting Agenda

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

June 24, 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
3. Introduction of Guests.....D. McGee

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 1, 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
    - Approve SMP Grant \$7000.00.....Board Action
    - Approve DOE PY21 Grant \$176,480.....Board Action
  - Approve Credit Card charges .....Board Action
  - Approve Thrift Store Transaction Log.....Board Action
  - Approve Personnel Policies apprvd by attorney.....Board Action
  - Approve agency Succession Plan for CEO/ED.....Board Action

5. Program Reports (Written Reports).....
  - 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

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- 5e. Watonga Outreach.....Opal Clyden
- 5f. Clinton Outreach/SHIP/MIPPA.....Keri Divis
- 5g. Guymon Outreach.....Tesha Halonen
6. Staff Reports (Written Reports)
- 6a. Compliance.....Susan Smith
- 6b. Human Resources.....Opie Clyden
- Benefits.....Opie Clyden
- Staffing.....Opie Clyden
- 6c. Fiscal.....Shannon Sattler
- VITA Update.....Shannon Sattler
7. Executive Director Report (Written & Verbal Reports).....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.....July 22, 2021 @ 5:30 pm
11. Adjournment.....**Board Action**