



OPPORTUNITIES, INC.



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CARLA FLYNN
EXECUTIVE
DIRECTOR

September 13, 2021

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, September 23rd, 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 5:30 pm. The rest of the meals will be in to go containers for carryout.

The following schedule is provided for your information:

- 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. September 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 August 26, 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. Susan Smith did board training at 5:15 on Purpose: How the board communicates and makes decisions? The board expressed they enjoyed the presentation and training and Susan informed them that this was the 3rd of a 3 series training and a new series was just released and that we plan to use it for next year's board training.
2. Dwight McGee called the meeting to order at 5:30 P.M., a quorum was declared (10/12). Affirmation of Quorum/Members present were: Jay Custar, Freda Hausner, Betty King, Dwight McGee, Russell Morrison, Barbara Quigley, Adam Lovitt, Debbie Biehler, Jennifer Haigler and Michael Jones. The following staff members attended the meeting: Carla Flynn, Shannon Sattler, Opal Clyden & Rick Gowin.
 - 2a. Accept & Approve the following appointment. Carla read an appointment letter from the City of Cherokee appointing Michael Jones to serve on their behalf.
 - Appointment of Michael Jones (Public)
Barbara made a motion to accept the appointment with Russell seconding the motion.
Voice Vote was approved unanimously.
3. Introduction of guests: N/A
4. 4a thru 4e were approved under the consent docket. Debbie made a motion to approve the Consent docket with Russell seconding the motion. Voice Vote was unanimous to approve.
 - 4a. Approve Agenda – Approved unanimously.
 - 4b. Approve minutes from 06/24/2021 – 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.
 - DHS 2020 @ \$103,562-Approved unanimously.
 - Approve DOE PY21 Grant \$176,480-Approved unanimously.
 - Approve SMP Grant \$7000.00-Approved unanimously.
 - Approve Credit Charges – Approved unanimously.
 - Approve Thrift Store Transaction Log – Approved unanimously.
5. Program Reports: Written Reports were given by Program Directors and staff as follows:
 - HHO Financials: July, 2021.....Rick Gowin

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- Hooker House Rentals: July, 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.....No Report
- 6. Staff Reports (Written Reports)
 - 6a. Compliance.....Susan Smith
 - 6b. Human Resources.....Opie Clyden
 - Benefits.....Opie Clyden
 - Staffing.....Opie Clyden
 - 6c. Fiscal.....Shannon Sattler
 - Captain Report.....Shannon Sattler

Shannon presented the following 3 agenda items and separately and explained the data and process of each form. Adam made a motion to accept the Administrative Cost Allocation, Client Satisfaction Survey and Institutional Budget. The motion was seconded by Russell. Voice vote was unanimous to approve.

 - Administrative Cost Allocation-Approved unanimously.
 - Client Satisfaction Survey-Approved unanimously.
 - Institutional Budget-Approved unanimously.
- 7. Executive Director Report (Verbal Report).....Carla Flynn
 - Carla informed the board that Lucky Star Casino had called her to come and tour the new hotel and conference facility. She stated that she went along with Susan Smith, Brian Rice, and Opal Clyden. Carla also told the board that she was approached about holding a meeting or staff gathering in the conference facility and that she would like for the board to consider having an occasional board meeting there and possibly their annual Christmas gathering. After some discussion the board voted to hold the annual Christmas gathering at the Conference Center in December.
- 8. Accept and approve Program, Financial and ED Reports. Motion by Barbara to approve all reports. Seconded by Betty Voice vote was unanimous to approve.
- 9. New Business: N/A

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10. Next schedule meeting is for Regular Meeting on September 23, 2021 at 5:30 pm.

11. There being no other business before the board, Adam motioned to adjourn the meeting at 6:45 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:

A handwritten signature in black ink that reads "Russell P. Morrison". The signature is written in a cursive, flowing style.

Russell Morrison
Secretary

Opportunities, Inc. Board of Directors September 23, 2021 Regular Meeting Agenda

OPPORTUNITIES, INC.

COMMUNITY ACTION AGENCY

REGULAR MEETING

BOARD OF DIRECTORS AGENDA

September 23, 2021 @ 5:30 p.m.

117 W. Russworm

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.....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 (August 26, 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 MIPPA Grant \$15,000.00.....Board Action
 - Approve SAF/CAA 22 Grant \$12,949.00.....Board Action
 - Approve Credit Card chargesBoard Action
 - Approve Thrift Store Transaction Log.....Board Action
 - Approve Amended Financial Policy on SAF record retention.....Board Action
5. Program Reports (Written Reports).....
 - 5a. Housing (HHI-HOA):.....Rick Gowin
 - HHI Housing Financials: August, 2021.....Rick Gowin
 - HHO Financials: August, 2021.....Rick Gowin
 - Hooker House Rentals: August, 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/SHIP/MIPPAWritten Report

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- 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
- Agency Wide Institutional Budget.....**Board Action**
 - IRS Form 990.....**Board Action**
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.....October 28, 2020 @ 5:30 pm
11. Adjournment.....**Board Action**