

Opportunities, Inc. Board of Directors April 28, 2022 Regular Meeting Agenda

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

April 28, 2022 @ 5:30 p.m.  
117 W. Russworm Drive  
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
  - a. Re-appointment: Freda Hausner (Low-Income).....**Board Action**
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which anyone of the Board desires to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket: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 (March 24, 2022).....**Board Action**
  - 4c. Review & Approve Agency Statement of Revenue & Expenditures.....**Board Action**
    - Approve Agency Balance Sheet.....**Board Action**
    - Approve General Fund Account.....**Board Action**
    - Approve Institutional Budget.....**Board Action**
    - Review & Approve Funding Sources.....**Board Action**
    - Approve Credit Card charges .....**Board Action**
    - Approve Thrift Store Transaction Log.....**Board Action**
    - Approve Updated Projected Institutional Budget.....**Board Action**
  - 4d. Board Update – CAP, Strategic Plan, and Agency Outcomes.....**Board Action**
5. Approve Revised By-Laws.....**Board Action**
6. Program Reports (Written Reports).....
  - 6a. Housing .....Rick Gowin
    - HHO Financials: March, 2022.....Rick Gowin
    - Hooker House Rentals: March, 2022.....Rick Gowin
  - 6b. RSVP.....Jan Franks
  - 6c. RX.....Linda Cline
  - 6d. Watonga Outreach.....Opal Clyden
  - 6e. Clinton Outreach/SHIP/MIPPA.....Keri Divis

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- 7. Staff Reports (Written Reports)
  - 7a. Compliance.....Susan Smith
  - 7b. Human Resources.....Opie Clyden
    - Benefits.....Opie Clyden
    - Staffing.....Opie Clyden
  - 7c. Fiscal.....Shannon Sattler
    - VITA Report.....Shannon Sattler
    - Client Satisfaction Survey.....Shannon Sattler
    - CAPTAIN Data Collection.....Shannon Sattler
- 8. Executive Director Report (Written & Verbal Reports).....Carla Flynn
  - Information PR.....Carla Flynn
- 9. Accept & Approve (Program & Financial & Executive Director) Reports.....**Board Action**
- 10. 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:
- 11. Next Scheduled Meeting.....May 26, 2022 @ 5:30 pm
- 12. Adjournment.....**Board Action**