



# 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

August 10, 2022

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, August 25th, 2022** at Opportunities, Inc., CAA, located at 117 W. Russworm Drive, Watonga, OK. If you need further location instructions or guidance, please call the local office. For those of you on the HHI board please note that the meeting will start at 4:45. Board training for everyone will start at 5:00 pm so that we can start the meeting promptly at 5:30 pm.

The following schedule is provided for your information:

- 4:45 pm HHI Board Meeting
- 5:00 pm Board Training
- 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 this 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

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 ORGINAL  
APARTMENTS  
GUYMON

HEALTH CARE

NAVIGATOR

RX FOR OKLAHOMA

SAF

HOME  
WEATHERIZATION



Opportunities, Inc.

Board of Director's Regular Meeting

July 28, 2022

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.)

2. Dwight McGee called the meeting to order at 5:30 P.M., a quorum was declared (11/12). Affirmation of Quorum/Members present were Betty King, Dwight McGee, Russell Morrison Montie Bullis, Michael Jones, Callie Waldrop, Debbie Biehler, Jay Custar, Adam Lovitt, Freda Hausner and Jennifer Haigler. The following staff members attended the meeting: Carla Flynn, Shannon Sattler and Opal Clyden.
3. Introduction of guests: N/A
4. 4a thru 4c were approved under the consent docket. Jennifer made a motion to approve the Consent docket with Betty seconding the motion. Voice Vote was unanimous to approve.
  - 4a. Approve Agenda – Approved unanimously.
  - 4b. Approve minutes from 05/26/2022 – Michael Jones noted that Shawn Barnett was a visitor at the May 26<sup>th</sup> meeting. Carla stated that she would make the addition. 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 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:
  - 5a. Housing.....Rick Gowin
    - HHI Financials: June, 2022.....Rick Gowin
    - HHO Financials: June, 2022.....Rick Gowin
    - Hooker House Rentals: June, 2022.....Rick Gowin
  - 5b. RSVP.....Jan Franks
  - 5c. RX.....Linda Cline
  - 5d. Watonga Outreach.....Opal Clyden
  - 5e. Clinton Outreach/ SHIP/MIPPA.....Keri Divis



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
  - Client Satisfaction Survey.....Shannon Sattler
  - Institutional Budget.....Shannon Sattler

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

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

9. New Business: N/A

10. Next schedule meeting is for Regular Meeting on August 25, 2022 at 5:30 pm.

11. There being no other business before the board, Jay motioned to adjourn the meeting at 6:15 p.m. Motion was seconded by Adam. 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 August 25, 2022 Regular Meeting Agenda  
OPPORTUNITIES, INC.  
COMMUNITY ACTION AGENCY  
REGULAR MEETING  
BOARD OF DIRECTORS AGENDA

August 25, 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
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 (July 28, 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
    - Review & Approve Funding Sources.....Board Action
    - Approve Credit Card charges .....Board Action
    - Approve Thrift Store Transaction Log.....Board Action
5. Risk Assessment Report.....Susan Smith
6. Program Reports (Written Reports).....
  - 6a. Housing.....Rick Gowin
    - HHI Financials: July, 2022.....Rick Gowin
    - HHO Financials: July, 2022.....Rick Gowin
    - Hooker House Rentals: July, 2022.....Rick Gowin
  - 6b. RSVP.....Written Report
  - 6c. RX.....Written Report
  - 6d. Watonga Outreach.....Written Report
  - 6e. Clinton Outreach/Navigator/SHIP/MIPPA .....Written Report
7. Staff Reports (Written Reports)
  - 7a. Compliance.....Written Report

Opportunities, Inc. Board of Directors August 25, 2022 Regular Meeting Agenda

- 7b. Human Resources.....Written Report
  - Benefits.....Opie Clyden
  - Staffing.....Opie Clyden
- 7c. Fiscal.....Shannon Sattler
  - Administrative Cost Allocation.....Shannon Sattler
- 8. Executive Director Report (Verbal Report).....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.....September 22, 2022 @ 5:30 pm
- 12. Adjournment.....**Board Action**