

Opportunities, Inc. Board of Directors January 26, 2023 Regular Meeting Agenda

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

January 26, 2023 @ 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. Appointment: Barbara Quigley (Public) to represent the Town of Fort Supply Board of Trustees for a 3 year term.....**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which anyone of the Board desires to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket: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 (October 27, 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**
 - 4d. Approve 2023 Pay Periods.....**Board Action**
 - 4e. Approve 2023 Holiday Schedule.....**Board Action**
 - 4f. Approve revised Organizational Chart.....**Board Action**
 - 4g. Approve 2023 Affirmative Action Plan.....**Board Action**
 - 4h. Approve 2023 Space Allocation.....**Board Action**
 - 4i. Approve 2023 Cost Allocation Plan.....**Board Action**
 - 4j. Approve 2023 Board of Directors Meeting Schedule.....**Board Action**
 - 4k. Approve 2023 Board of Directors Committee Assignments.....**Board Action**
 - 4l. Approve 2023 Board Training Schedule.....**Board Action**
5. Program Reports (Written Reports).....
 - 5a. Housing (HHI-HOA):.....Rick Gowin
 - HHO Financials: October, November, December 2022.....Rick Gowin
 - Hooker House Rentals: October, November, December 2022.....Rick Gowin
 - 5b. RSVP.....Written Report
 - 5c. RXWritten Report

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- 5d. CAPTAIN Data Collection.....Shannon Sattler
- 5e. Watonga Outreach.....Written Report
- 5f. Clinton Outreach//SHIP/MIPPAWritten Report
- 6. Staff Reports (Written Reports)
 - 6a. Compliance.....Written Report
 - 6b. Human Resources.....Opie Clyden
 - 6c. Fiscal.....Shannon Sattler
 - Client Satisfaction Survey.....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.....February 23, 2023 @ 5:30 pm
- 11. Adjournment.....**Board Action**