



# OPPORTUNITIES, INC.



117 WEST RUSSWORM • P.O. BOX 569 • WATONGA, OK 73772 • 580-844-5010 • FAX 580-844-5011 • [www.oppincok.org](http://www.oppincok.org)

**CARLA FLYNN**  
EXECUTIVE  
DIRECTOR

February 6, 2023

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, February 23rd, 2023** at Opportunities, Inc., located at 117 W. Russworm Drive, Watonga, OK. 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
- 5:15 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. February 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

HEARTLAND HOUSE  
APARTMENTS  
WOODWARD

HEARTLAND ORGINAL  
APARTMENTS  
GUYMON

HEALTH CARE

RX FOR OKLAHOMA

SAF



Opportunities, Inc.

Board of Director's Regular Meeting

January 26, 2023

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 at the Blaine County Clerk's office and Opportunities, Inc. office.)

1. Carla met with the Human Rights Committee at 5:00 to go over changes in the Affirmative Action Plan for 2023. She stated that there were no changes but there were updates. She shared that on page 4 the Human Rights Committee member list was updated, on page 15 attachment #1, the analysis of ethnic representation was updated and on page 17 attachment #3, goals and timetable dates were updated.
2. Dwight McGee called the meeting to order at 5:30 P.M., a quorum was declared (12/12).
3. Affirmation of Quorum/Members present were: Jay Custar, Jennifer Haigler, Betty King, Michael Jones, Debbie Biehler; Callie Waldrop, Russell Morrison, Barbara Quigley, Adam Lovitt, Dwight McGee, Montie Bullis and Freda Hausner. The following staff members attended the meeting: Carla Flynn, Shannon Sattler, and Opal Clyden.

Approve Barbara Quigley from the Public Sector to represent the Town of Fort Supply Board of Trustees for a 3 year term because she has moved from Guymon to Fort Supply. Jay made a motion to accept the approval with Russell seconding the motion. Voice Vote was approved unanimously.

4. 4a thru 4l were approved under the consent docket. Russell made a motion to approve the Consent docket with Barbara seconding the motion. Voice Vote was unanimous to approve.
  - 4a. Approve Agenda – Approved unanimously.
  - 4b. Approve minutes from 10/27/22 – 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.
  - 4d. Approve 2023 Pay Periods – Approved unanimously.
  - 4e. Approve 2023 Holiday Schedule – Approved unanimously.
  - 4f. Approve revised Organizational Chart – Approved unanimously.
  - 4g. Approve 2023 Affirmative Action Plan updates- Carla informed the board that she met with the Human Rights Committee at 5 pm and went over the changes to the Affirmative



Action Plan and it was approved. She went over each page with updates. – Approved unanimously.

4h. Approve 2023 Space Allocation Plan – Approved unanimously.

4i. Approve 2023 Cost Allocation – Approved unanimously.

4j. Approve 2023 Board of Directors Meeting Schedule – Approved unanimously.

4k. Approve 2023 Board of Directors Committee Assignments – Approved unanimously.

4l. Approve 2023 Board Training Schedule – Approved unanimously.

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

5a. Housing Program Report: Written report by Rick Gowin

- HHI Financials: Oct, Nov, Dec. 2022.....
- HOA Financials: Oct, Nov, Dec. 2022.....
- Hooker House Rentals: Oct, Nov, Dec 2022.....
- Carla Flynn gave an update on each property. She stated everything was going well at each site and there are no vacancies. She also informed the board that there were no unusual or large expenditures on the monthly reports.

5b. RSVP: written report submitted by Jan Franks.

5c. RX: Written Report submitted by Linda Cline.

5d. CAPTAIN Data collection: Written Report submitted by Shannon Sattler.

5e. Watonga Outreach.....Written Report by Opal Clyden

5f. Clinton Outreach//SHIP/MIPPA .....Written Report by Keri Divis

6. Staff Reports:

6a. Compliance written report submitted by Susan Smith.

6b. Human Resources.

6c. Fiscal: Written by Shannon Sattler.....

- Client Satisfaction Survey.....

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

- Information PR.....Carla Flynn

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

9. New business: N/A

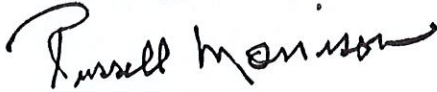
10. Next schedule meeting is for Regular Meeting on February 23, 2023 at 5:30 pm.

11. There being no other business before the board, Adam motioned to adjourn the meeting at 6:00 p.m. Seconded by Jay. 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 Morrison". The signature is written in a cursive, flowing style.

Russell Morrison  
Secretary

Opportunities, Inc. Board of Directors February 23, 2023 Regular Meeting Agenda

OPPORTUNITIES, INC.  
COMMUNITY ACTION AGENCY  
**REGULAR MEETING**  
**BOARD OF DIRECTORS AGENDA**  
February 23, 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
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 (January 26, 2023).....**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. Program Reports (Written Reports).....
  - 5a. Housing (HOA):.....Rick Gowin
    - HHO Financials: January, 2023.....Rick Gowin
    - Hooker House Rentals: January, 2023.....Rick Gowin
  - 5b. RSVP.....Jan Franks
  - 5c. RX for Oklahoma.....Linda Cline
  - 5d. Watonga Outreach.....Opie Clyden
  - 5e. Clinton Outreach/SHIP/MIPPA.....Keri Divis
6. Staff Reports (Written Reports)
  - 6a. Compliance.....Susan Smith

Opportunities, Inc. Board of Directors February 23, 2023 Regular Meeting Agenda

- 6b. Human Resources.....Opie Clyden
  - Staffing.....Opie Clyden
- 6c. Fiscal.....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.....March 23, 2023 @ 5:30pm
- 11. Adjournment.....**Board Action**