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Opportunities, Inc. Board of Directors April 27, 2023 Regular Meeting Agenda

OPPORTUNITIES, INC.
COMMUNITY ACTION AGENCY
REGULAR MEETING
BOARD OF DIRECTORS AGENDA
April 27, 2023 @ 5:30 p.m.
117 W. Russworm Drive
Watonga, OK 73772

RECEIVED	
DATE <u>4.10.23</u>	TIME <u>12:00</u> AM/PM
BLAINE COUNTY CLERK D. JENNIFER HAIGLER	
RECEIVED BY <u>AS</u>	

(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which anyone of the Board desires to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the consent docket and handled individually in order immediately following the completion of the Consent Docket: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 (March 23, 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**
 - Approve Institutional Budget.....**Board Action**
 - Review & Approve Funding Sources.....**Board Action**
 - Approve Credit Card charges**Board Action**
 - Approve Thrift Store Transaction Log.....**Board Action**
 - 4d. Board Update – CAP, Strategic Plan, and Agency Outcomes.....**Board Action**
5. Program Reports (Written Reports).....
 - 5a. HousingRick Gowin
 - HHO Financials: March, 2023.....Rick Gowin
 - Hooker House Rentals: March, 2023.....Rick Gowin
 - 5b. RSVP.....Alicia Ford
 - 5c. RX.....No Report
 - 5d. Watonga Outreach.....Opal Clyden
 - 5e. Clinton Outreach/SHIP/MIPPA.....Keri Divis
6. Staff Reports (Written Reports)
 - 6a. Compliance.....Susan Smith

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- 6b. Human Resources.....Opie Clyden
- 6c. Fiscal.....Shannon Sattler
- VITA Report.....Shannon Sattler
 - Client Satisfaction Survey.....Shannon Sattler
 - CAPTAIN Data Collection.....Shannon Sattler
7. Executive Director Report (Written & Verbal Reports).....Carla Flynn
- Information PR.....No Report
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.....May 25, 2023 @ 5:30 pm
11. Adjournment.....**Board Action**

Opportunities, Inc.

Board of Director's Regular Meeting

March 23, 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 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, Barbara Quigley, Montie Bullis, Michael Jones, Debbie Biehler, Adam Lovitt, Jay Custar, 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. 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 02/23/2023 – 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 (HOA):.....Rick Gowin
 - HHO Financials: February, 2023.....Rick Gowin
 - Hooker House Rentals: February, 2023.....Rick Gowin
 - 5b. RSVP.....Alicia Ford
 - 5c. RX.....No Report
 - 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
 - Staffing.....Opie Clyden
 - 6c. Fiscal.....Shannon Sattler
 - VITA Report.....Shannon Sattler
7. Executive Session of public bodies will be permitted for the purpose of: Discussing the Employment, hiring, appointment, promotion, demotion, disciplining or resignation of any Individual salaried public officer or employee.
 - 7a. Approve Board going into Executive Session.....Jay made a Motion at 5:43 pm to go into Executive Session specifically to discuss the evaluation of The Executive Director. Second was made by Betty. Voice vote was unanimous to approve.
8. Adam made the motion to return to regular session from Executive session at 6:39 pm. Second was made by Michael. Voice vote was unanimous to approve.
9. Michael made a motion for the Board Chairman to go over the ED evaluation with approval of the recommendation. Second was made by Adam. Voice vote was unanimous to approve.
 - Dwight noted that it was recommended, voted on and approved that the ED be given a one time stipend of \$4,500. It is noted that the ED had previously spoken with the Board Chairman and stated that if a raise was offered it would be declined. She stated that this was because she felt it necessary based on grant fund changes so she thought it would be best to see how the year goes with the new budget allocations in place.
10. Executive Director Report (Verbal Report).....Carla Flynn
11. Accept and approve Program, Financial and ED Reports. Motion by Barbara to approve all reports. Seconded by Betty. Voice vote was unanimous to approve.
12. New Business: N/A
13. Next schedule meeting is for Regular Meeting on April 27, 2023 at 5:30 pm.
14. There being no other business before the board, Adam motioned to adjourn the meeting at 7:00 p.m. Motion was seconded by Russell. Voice vote was unanimous to approve.

Opportunities, Inc. Board of Directors March 23, 2023 Regular Meeting Minutes

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, appearing to read "Russell Morrison". The signature is written in a cursive, flowing style with a large initial "R".

Russell Morrison
Secretary