



OPPORTUNITIES, INC.



117 WEST RUSSWORM • P.O. BOX 569 • WATONGA, OK 73772 • 580-844-5010 • FAX 580-844-5011 • www.oppincok.org

CARLA FLYNN
EXECUTIVE
DIRECTOR

RETIRED SENIOR
VOLUNTEER PROGRAM

TAX PREPARATION

COMMUNITY SERVICE
BLOCK GRANT

OUTREACH

EMERGENCY
FOOD
&
SHELTER

HEARTLAND HOUSE
APARTMENTS
WOODWARD

HEARTLAND ORIGNAL
APARTMENTS
GUYMON

HEALTH CARE

RX FOR OKLAHOMA

SAF



January 17, 2024

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, January 25th, 2024** 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 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:

- 5:30 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 the 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. January Agenda

"Empowering individuals, families and communities to overcome poverty"

"A COMMUNITY ACTION AGENCY"
PEOPLE HELPING PEOPLE

Opportunities, Inc.
Board of Director's Regular Meeting
October 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.)

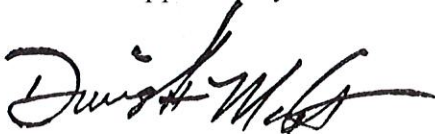
1. Dwight McGee called the meeting to order at 5:30 P.M., a quorum was declared (9/11). Affirmation of Quorum/Members present were: Montie Bullis, Callie Waldrop, Barbara Quigley, Freda Hausner, Betty King, Michael Jones, Debbie Biehler, Adam Lovitt and Dwight McGee. The following staff members attended the meeting: Carla Flynn, Shannon Sattler and Opal Clyden.
2. Introduction of guests: N/A
4. 4a thru 4c were approved under the consent docket. Adam 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 09/28/23 – 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.
 - Approve Quarterly Institutional Budget – 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
 - HOA Financials: September, 2023.....
 - Hooker House Rentals: September, 2023.....
 - Carla Flynn gave an update on each property. She stated everything was going well at each site and that each place was 100% full and running well.
 - 5b. RSVP.....No Report.
 - 5c. RX.....Written Report submitted by Linda Cline.
 - 5d. Watonga Outreach.....Written Report by Opal Clyden
 - 5e Clinton Outreach//SHIP/MIPPAWritten Report by Keri Divis

6. Staff Reports:
 - 6a. Compliance.....Written report submitted by Susan Smith.
 - 6b. Human Resources..... Opal Clyden
 - 6c. Fiscal.....Written report by Shannon Sattler
 - Client Satisfaction Survey.....Shannon Sattler
 - Captain Report.....Shannon Sattler
7. Executive Director Report: Carla informed the board that the audit is not ready to present Because they need more information from Rick Gowin in regard to HHO. She stated that once The audit is ready she will call a special meeting to have it approved. Carla went over several Options for the agency Christmas party. It was decided to go to Roman Nose Lodge and Carla stated that the party would be on December 9th and she would email the specifics once It is confirmed.
8. Accept and approve Program, Financial and ED Reports. Motion by Debbie to approve all reports. Seconded by Adam. Voice vote was unanimous to approve.
9. New business: N/A
10. Next schedule meeting is for Regular Meeting on January 25, 2024 at 5:30 pm.
11. There being no other business before the board, Betty motioned to adjourn the meeting at 6:30 p.m. 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:



Dwight McGee,
Board President

Opportunities, Inc. Board of Directors January 25, 2024 Regular Meeting Agenda

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

January 25, 2024 @ 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. Approve 2022 Annual Audit ReportBoard Action

5. 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:

- 5a. Approval of Agenda.....Board Action
- 5b. Approval of Minutes (October 26, 2023).....Board Action
- 5c. 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 chargesBoard Action
 - Approve Thrift Store Transaction Log.....Board Action
- 5d. Approve 2024 Pay Periods.....Board Action
- 5e. Approve 2024 Holiday Schedule.....Board Action
- 5f. Approve revised Organizational Chart.....Board Action
- 5g. Approve 2024 Affirmative Action Plan.....Board Action
- 5h. Approve 2024 Space Allocation.....Board Action
- 5i. Approve 2024 Cost Allocation Plan.....Board Action
- 5j. Approve 2024 Board of Directors Meeting Schedule.....Board Action
- 5k. Approve 2024 Board of Directors Committee Assignments.....Board Action
- 5l. Approve 2024 Updated Proposed Institutional Budget.....Board Action
6. Program Reports (Written Reports).....
 - 6a. Housing (HHI-HOA):.....Rick Gowin
 - HHO Financials: October, November, December 2023.....Rick Gowin
 - Hooker House Rentals: October, November, December 2023.....Rick Gowin
 - 6b. RSVP.....No Report
 - 6c. RXWritten Report

Opportunities, Inc. Board of Directors January 25, 2024 Regular Meeting Agenda

- 6d. CAPTAIN Data Collection.....Shannon Sattler
- 6e. Watonga Outreach.....Written Report
- 6f. Clinton Outreach//SHIP/MIPPAWritten Report
- 7. Staff Reports (Written Reports)
 - 7a. Compliance.....Written Report
 - 7b. Human Resources.....Opie Clyden
 - 7c. Fiscal.....Shannon Sattler
 - Client Satisfaction Survey.....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.....February 22, 2024 @ 5:30 pm
- 12. Adjournment.....**Board Action**