



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

February 13, 2024

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, February 22nd**. 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. Please notice that there will be a HHI meeting and board training prior to the regular meeting for those that board.

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 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. 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 ORIGNAL
APARTMENTS
GUYMON

HEALTH CARE

RX FOR OKLAHOMA

SAF



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
Dwight McGee called the meeting to order at 5:30 P.M., a quorum was declared (7/11).
Affirmation of Quorum/Members present were Betty King, Dwight McGee, Jay Custar, Barbara Quigley, Montie Bullis, Callie Waldrop, Debbie Biehler, Adam Lovitt and Jennifer Haigler. The following staff members attended the meeting: Carla Flynn, Shannon Sattler and Opal Clyden.
3. Introduction of Guests.....Chairperson
Introduction of guests: Shannon Sattler introduced Ann Cole with Michael Green CPA out of Stillwell, Oklahoma.
4. Ann Cole gave the 2022 Annual Audit Report. She explained the audit procedures and told the BOD that the agency had no findings this year. She went thru the audit and explained how the determinations were made and the process of the figures shown. Ann also explained that housing in Guymon and Hooker are included in this audit as it technically owned by Opportunities. She stated that she has spoken with Carla and Shannon about some different possibilities for the next audit and Carla added that she and Shannon will visit with Rick Gowin and Ann Cole to come up with the best solution for the agency. Jay made a motion to accept and approve the 2022 Annual Audit Report. Seconded by Barbara. Voice vote was unanimous to approve the motion.

Carla informed the board that there would be an amendment to the agenda. She stated that the board needed to nominate and vote on a replacement for the Board Secretary seat that was previously held by Russell Morrison. She also notified the board that under the consent docket item 5g would need to be tabled until the next meeting because of the vacant secretary position. Jennifer Haigler nominated Adam Lovitt to fill the open secretary seat with Betty King seconding the motion. Voice vote was unanimous to approve the motion. Carla informed Adam that she would take the board minutes to both local banks so that he could sign the signature cards and that she would get his signature to order a signature stamp.

5. 5a thru 5l were approved under the consent docket with item 5g tabled. Debbie made a motion to approve the consent docket with Adam seconding the motion. Voice Vote was unanimous to approve.

5a. Approval of Agenda.....	<u>Board Action</u>
5b. Approval of Minutes (October 26, 2023).....	<u>Board Action</u>
5c. Review & Approve Agency Statement of Revenue & Expenditures.....	<u>Board Action</u>
➤ Approve Agency Balance Sheet.....	<u>Board Action</u>
➤ Approve General Fund Account.....	<u>Board Action</u>
➤ Review & Approve Funding Sources.....	<u>Board Action</u>
➤ Approve Credit Card charges	<u>Board Action</u>
➤ Approve Thrift Store Transaction Log.....	<u>Board Action</u>
5d. Approve 2024 Pay Periods.....	<u>Board Action</u>
5e. Approve 2024 Holiday Schedule.....	<u>Board Action</u>
5f. Approve revised Organizational Chart.....	<u>Board Action</u>
5g. Approve 2024 Affirmative Action Plan.....	<u>Tabled</u>
5h. Approve 2024 Space Allocation.....	<u>Board Action</u>
5i. Approve 2024 Cost Allocation Plan.....	<u>Board Action</u>
5j. Approve 2024 Board of Directors Meeting Schedule.....	<u>Board Action</u>
5k. Approve 2024 Board of Directors Committee Assignments.....	<u>Board Action</u>
5l. Approve 2024 Updated Proposed Institutional Budget.....	<u>Board Action</u>

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.....Written Report
- 6c. RX
- 6d. CAPTAIN Data Collection.....Shannon Sattler
- 6e. Watonga Outreach.....Written Report
- 6f. Clinton Outreach//SHIP/MIPPA
7. Staff Reports (Written Reports)
- 7a. Compliance.....Written Report
- 7b. Human Resources.....Opie Clyden
- 7c. Fiscal.....Shannon Sattler
- Client Satisfaction Survey.....Shannon Sattler

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

8. Executive Director Report (Written & Verbal Reports).....Carla Flynn
 - Information PR: Carla informed the board that she has contacted Waylan Upchego as a replacement for Russell Morrison in the Private Sector.
9. Accept & Approve (Program & Financial & Executive Director) Reports: Motion by Barbara to Approve all reports. Seconded by Jay. Voice vote was unanimous to approve.
- 10 New Business: N/A
11. Next schedule meeting is for Regular Meeting on February 22, 2024 at 5:30 pm.
12. There being no other business before the board, Jay motioned to adjourn the meeting At 6:45 p.m. Motion was seconded by Betty. 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, appearing to read "Adam Lovitt".

Adam Lovitt,
Board Secretary

Opportunities, Inc. Board of Directors February 22, 2024 Regular Meeting Agenda
OPPORTUNITIES, INC.
COMMUNITY ACTION AGENCY
REGULAR MEETING
BOARD OF DIRECTORS AGENDA
February 22, 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
 - Re-appointment: Dwight McGee (Private).....Board Action
 - Re-appointment: Montie Bullis (Private).....Board Action
 - Approve: Waylan Upchego (Private).....Board Action
3. Introduction of Guests.....D. McGee
4. Approve the Community Action Plan (CAP).....Board 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 (January 25, 2024).....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 Affirmative Action Plan.....Board Action
 - 5e. Approve 2024 BOD Training Schedule.....Board Action
6. Program Reports (Written Reports).....
 - 6a. Housing:.....Rick Gowin
 - HOA Financials: January, 2024.....Rick Gowin
 - Hooker House Rentals: January, 2024.....Rick Gowin
 - 6b. RSVP.....No Report
 - 6c. RX for Oklahoma.....Linda Cline
 - 6d. Watonga Outreach.....Opie Clyden

Opportunities, Inc. Board of Directors February 22, 2024 Regular Meeting Agenda

- 6e. Clinton Outreach/SHIP/MIPPA.....Keri Divis
- 7. Staff Reports (Written Reports)
 - 7a. Compliance.....Susan Smith
 - 7b. Human Resources.....Opie Clyden
 - 7c. Fiscal.....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.....March 28, 2024 @ 5:30pm
- 12. Adjournment.....**Board Action**