



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



March 8, 2024

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, March 28th, 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. March Agenda

"Empowering individuals, families and communities to overcome poverty"

"A COMMUNITY ACTION AGENCY"
PEOPLE HELPING PEOPLE

Opportunities, Inc.

Board of Director's Regular Meeting

February 22, 2024

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.)

Carla Flynn did board training at 5:00 on the History, Background and Governing Law of CSBG. The training went through the types of federal grants, block grants, uniform guidance, discretionary grants and org standards. Carla explained that most of these items were used internally but that the board needed to be aware of the terminology and understanding.

Carla emailed the Updated Affirmative Action Plan to the Human Rights Committee with the changes in the Affirmative Action Plan for 2024. 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.

1. Dwight McGee called the meeting to order at 5:30 P.M

Affirmation of Quorum.....D. McGee

- a. Re-appointment: Dwight McGee (Private).....
- b. Re-appointment: Montie Bullis (Private).....
- c. Approve: Waylan Upchego (Private).....Betty made a motion to accept the reappointments and new appointment with Jennifer seconding the motion. Voice vote was approved unanimously.

2. Affirmation of Quorum, a quorum was declared (11/12) /Members present were: Jay Custar, Jennifer Haigler, Betty King, Michael Jones, Debbie Biehler; Callie Waldrop, Barbara Quigley, Adam Lovitt, Dwight McGee, Montie Bullis and Waylan Upchego. The following staff members attended the meeting: Carla Flynn, Shannon Sattler, and Opal Clyden.

3. Introduction of Guests: N/A

4. Approval of CAP: Carla Flynn presented the 2024 Community Action Plan and gave an overview of how it is built on the foundation of ROMA and supports and completes the organizational standards. She highlighted each point and explained the agency target goals and the outcomes/outputs. She explained how the agency came up with the target numbers and how they plan to achieve the goals. Debbie made a motion to accept and approve the 2024 CAP Plan with Betty seconding the motion. Voice vote was unanimous to approve.

5. 5a thru 5e were approved under the consent docket. Betty made a motion to approve the Consent docket with Jennifer seconding the motion. Voice Vote was unanimous to approve.
 - 5a. Approve Agenda – Approved unanimously.
 - 5b. Approve minutes from 01/25/24 – Approved unanimously.
 - 5c. 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.
 - 5d. Approve 2024 Affirmative Action Plan – Carla informed the board that emailed the updates to the Human Rights Committee and went over the changes to the Affirmative Action Plan and it was approved. She went over each page with updates. – Approved unanimously.
 - 5e. Approve 2024 BOD Training Schedule – Approved unanimously.
6. Program Reports: Written Reports were given by Program Directors and staff as follows:
 - 6a. Housing Program Report: Written report by Rick Gowin
 - HOA Financials: January, 2024.....
 - Hooker House Rentals: January, 2024.....
 - Carla Flynn gave an update on each property. She stated everything was going well at each site and all vacancies are expected to be filled by month end. She also informed the board that there were no unusual or large expenditures on the monthly reports.
 - 6b. RSVP: No Report. Carla asked the board to let her know if they know of anyone that may Be interested in the director position.
 - 6c. RX: Written Report submitted by Linda Cline.
 - 6d. Watonga Outreach.....Written Report by Opal Clyden
 - 6e. Clinton Outreach//SHIP/MIPPAWritten Report by Keri Divis
7. Staff Reports:
 - 7a. Compliance written report submitted by Susan Smith.....
 - 7b. Human Resources. Written report by Opal Clyden.....
 - 7c. Fiscal: Written by Shannon Sattler.....
8. Executive Director Report: (Verbal).....Carla Flynn
 - Information PR.....Carla Flynn

9. Accept and approve Program, Financial and ED Reports. Motion by Jay to approve all reports. Seconded by Betty. Voice vote was unanimous to approve.
10. New business: N/A
11. Next schedule meeting is for Regular Meeting on March 28, 2024 at 5:30 pm.
12. There being no other business before the board, Jay motioned to adjourn the meeting at 6:00 p.m. Seconded by Barbara. 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", with a stylized flourish at the end.

Adam Lovitt
Secretary

Opportunities, Inc. Board of Directors March 28, 2024 Emergency Meeting Agenda

OPPORTUNITIES, INC.

COMMUNITY ACTION AGENCY

REGULAR MEETING

BOARD OF DIRECTORS AGENDA

March 28, 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.....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 (February 22, 2024).....**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: February, 2024.....Rick Gowin
 - Hooker House Rentals: February, 2024.....Rick Gowin
 - 5b. RSVP.....No Report
 - 5c. RX.....Linda Cline
 - 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

Opportunities, Inc. Board of Directors March 28, 2024 Emergency Meeting Agenda

- 6c. Fiscal.....Shannon Sattler
- o VITA Update.....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.....**Board Action**
- Specifically to discuss the evaluation of the Executive Director
8. Approve return to regular session from Executive Session.....**Board Action**
9. Action on Executive Director Evaluation such as pay, grade and or increase.....**Board Action**
10. Executive Director Report (Written & Verbal Reports).....Carla Flynn
- Information PR.....Carla Flynn
11. Accept & Approve (Program & Financial & Executive Director) Reports.....**Board Action**
12. 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:
13. Next Scheduled Meeting.....April 25, 2024 @ 5:30pm
14. Adjournment.....**Board Action**