

# 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

April 10, 2024

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, April 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 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
- 5:30 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. April 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

March 28, 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 on the agency web page and Opportunities, Inc. office.)

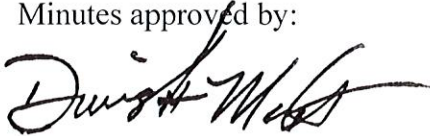
- 2. Dwight McGee called the meeting to order at 5:30 P.M., a quorum was declared (8/12). Affirmation of Quorum/Members present were Dwight McGee, Waylan Upchego, Barbara Quigley, Montie Bullis, Michael Jones, Callie Waldrop, Jay Custar and Jennifer Haigler. The following staff members attended the meeting: Carla Flynn and Opal Clyden.
- 3. Introduction of guests: N/A
- 4. 4a thru 4c were approved under the consent docket. Jay made a motion to approve the Consent docket with Jennifer seconding the motion. Voice Vote was unanimous to approve.
  - 4a. Approve Agenda – Approved unanimously.
  - 4b. Approve minutes from 02/22/2024 – 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, 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
  - 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 5:44 pm to go into Executive Session specifically to discuss the evaluation of The Executive Director. Second was made by Michael. Voice vote was unanimous to approve.
8. Jennifer made the motion to return to regular session from Executive session at 6:21 pm. Second was made by Michael. Voice vote was unanimous to approve.
9. Jennifer made a motion for the Board Chairman to go over the ED evaluation with approval of the recommendation. Second was made by Jay. 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 \$2,500. 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 current budget allocations in place. Carla also said that she wanted to make sure her staff was taken care of as well so she would be looking for ways to do that. The board gave suggestions on how this could possibly be accomplished.
10. Executive Director Report (Verbal Report).....Carla Flynn
11. Accept and approve Program, Financial and ED Reports. Motion by Jay to approve all reports. Seconded by Barbara. Voice vote was unanimous to approve.
12. New Business: N/A
13. Next schedule meeting is for Regular Meeting on April 25, 2024 at 5:30 pm.
14. There being no other business before the board, Jay motioned to adjourn the meeting at 6:20 p.m. Motion was seconded by Callie. 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 "Dwight McGee". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dwight McGee  
President

Opportunities, Inc. Board of Directors April 25, 2024 Regular Meeting Agenda  
**OPPORTUNITIES, INC.**  
**COMMUNITY ACTION AGENCY**  
**REGULAR MEETING**  
**BOARD OF DIRECTORS AGENDA**

April 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
  - Accept Resignation of Freda Hausner (Low-Income).....**Board Action**
  - Ratification of Michael Jones appointment by City of Woodward 4/22...**Board Action**
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 28, 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**
    - Approve Institutional Budget.....**Board Action**
    - Review & Approve Funding Sources.....**Board Action**
    - Approve Credit Card charges .....**Board Action**
    - Approve Thrift Store Transaction Log.....**Board Action**
5. Board Update – CAP, Strategic Plan, and Agency Outcomes.....**Board Action**
6. Program Reports (Written Reports).....
  - 6a. Housing .....Rick Gowin
    - HHO Financials: March, 2024.....Rick Gowin
    - Hooker House Rentals: March, 2024.....Rick Gowin
  - 6b. RSVP.....Gayla Petty
  - 6c. RX.....Linda Cline
  - 6d. Watonga Outreach.....Opal Clyden
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Opportunities, Inc. Board of Directors April 25, 2024 Regular Meeting Agenda

7. Staff Reports (Written Reports)
  - 7a. Compliance.....Susan Smith
  - 7b. Human Resources.....Opie Clyden
  - 7c. Fiscal.....Shannon Sattler
    - VITA Report.....Shannon Sattler
    - Client Satisfaction Survey.....Shannon Sattler
    - CAPTAIN Data Collection.....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.....May 23, 2024 @ 5:30 pm
12. Adjournment.....**Board Action**