

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 ORIGINAL
APARTMENTS
GUYMON

HEALTH CARE

RX FOR OKLAHOMA

SAF



March 17, 2025

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, March 27th, 2025** at Opportunities, Inc., located at 117 W. Russworm Drive, Watonga, OK. Board training will start promptly at 5:00 pm for all board members.

The following schedule is provided for your information:

- 5:00 pm Opportunities, Inc. 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. 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 27, 2025

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. Adam Lovitt called the meeting to order at 5:30 P.M
2. Affirmation of Quorum, a quorum was declared (10/12) /Members present were: Jay Custar, Betty King, Michael Jones, Debbie Biehler; Callie Waldrop, Barbara Quigley, Adam Lovitt, Montie Bullis, Peggy Franks and Waylan Upcheho. The following staff members attended the meeting: Carla Flynn & Shannon Sattler.
3. Introduction of Guests: N/A
4. 4a thru 4d were approved under the consent docket. Jay 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 01/23/25 – 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.
 - 4d. Carla emailed the Updated Affirmative Action Plan to the Human Rights Committee with the changes in the Affirmative Action Plan for 2025. She stated that there we 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. – 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: January, 2025.....
 - Hooker House Rentals: January, 2025.....

- Carla Flynn gave an update on each property. She stated everything was going well at each site and that there were no vacancies. She also informed the board that there were no unusual or large expenditures on the monthly reports.

5b. RSVP:Written Report submitted by Gayla Petty

5c. RX:Written Report submitted by Linda Cline

5d. Clinton Outreach//SHIP/MIPPAWritten Report by Keri Divis

6. Staff Reports:

6a. Fiscal: Written by Shannon Sattler.....

7. Executive Director Report: (Verbal).....Carla Flynn

➤ Information PR.....Carla Flynn

8. Accept and approve Program, Financial and ED Reports. Motion by Jay to approve all reports. Seconded by Betty. Voice vote was unanimous to approve.

9. New business: N/A

10. Next schedule meeting is for Regular Meeting on March 27, 2025, at 5:30 pm.

11. 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, transcribed and written by: Carla Flynn, Executive Director

Minutes approved by:



Adam Lovitt
Secretary

Opportunities, Inc. Board of Directors March 27, 2025 Emergency Meeting Agenda

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

March 27, 2025 @ 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 27, 2025).....**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, 2025.....Rick Gowin
 - Hooker House Rentals: February, 2025.....Rick Gowin
 - 5b. RSVP.....No Report
 - 5c. RX.....Linda Cline
 - 5d. Clinton Outreach/SHIP/MIPPA.....Keri Divis
6. Staff Reports (Written Reports)
 - 6a. Fiscal.....Shannon Sattler
 - VITA Update.....Shannon Sattler

Opportunities, Inc. Board of Directors March 27, 2025 Emergency Meeting Agenda

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 24, 2025 @ 5:30pm
14. Adjournment.....**Board Action**