



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



April 17, 2025

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, April 24th, 2025** at Opportunities, Inc., located at 117 W. Russworm Drive, Watonga, OK. If you plan to eat prior to the meeting, please be here by 5:00 pm.

The following schedule is provided for your information:

- 5:00 pm Opportunities, Inc. 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 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. April Agenda

"Empowering individuals, families and communities to overcome poverty"

"A COMMUNITY ACTION AGENCY"
PEOPLE HELPING PEOPLE

Opportunities, Inc.

Board of Director's Regular Meeting

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

2. Adam Lovitt called the meeting to order at 5:30 P.M., a quorum was declared (11/12). Affirmation of Quorum/Members present were Adam Lovitt, Waylan Upchego, Barbara Quigley, Montie Bullis, Michael Jones, Callie Waldrop, Jay Custar, Betty King, Debbie Biehler, Peggy Franks and Crystal Perez. The following staff members attended the meeting: Carla Flynn and Shannon Sattler.
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 02/27/2025 – 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, 2025.....Rick Gowin
 - Hooker House Rentals: February, 2025.....Rick Gowin
 - 5b. RSVP.....Gayla Petty
 - 5c. RX.....Linda Cline
 - 5d. Clinton Outreach/ SHIP/MIPPA.....Keri Divis
6. Staff Reports (Written Reports)
 - 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.....Barbara made a Motion at 5:31 pm to go into Executive Session specifically to discuss the evaluation of The Executive Director. Second was made by Betty. Voice vote was unanimous to approve.
8. Barbara made the motion to return to regular session from Executive session at 5:51pm. Second was made by Betty. Voice vote was unanimous to approve.
9. Betty made a motion for the acting Board Chairman to go over the ED evaluation with approval of the recommendation. Second was made by Michael. Voice vote was unanimous to approve.
 - Adam 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 Adam Lovitt 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. Adam went over the ED annual evaluation and expectations to see in the year to come.
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 Betty. Voice vote was unanimous to approve.
12. New Business: N/A
13. Next schedule meeting is for Regular Meeting on April 24, 2025 at 5:30 pm.
14. There being no other business before the board, Betty motioned to adjourn the meeting at 6:15 p.m. Motion was seconded by Jay. 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 April 24, 2025 Regular Meeting Agenda

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

April 24, 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 (March 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 chargesBoard Action
 - Approve Thrift Store Transaction Log.....Board Action
5. Review & Vote on 2025 Community Needs Assessment.....Board Action
6. Program Reports (Written Reports).....
 6. Housing HHI March, 2025.....Rick Gowin
 - HHO Financials: March, 2025.....Rick Gowin
 - Hooker House Rentals: March, 2025.....Rick Gowin
 - 6b. RSVP.....Gayla Petty
 - 6c. RX.....Linda Cline
 - 6e. Clinton Outreach/SHIP/MIPPA.....Keri Divis
7. Staff Reports (Written Reports)
 - 7a. Fiscal.....Shannon Sattler
 - VITA Report.....Shannon Sattler
 - Client Satisfaction Survey.....Shannon Sattler
 - CAPTAIN Data Collection.....Shannon Sattler

Opportunities, Inc. Board of Directors April 24, 2025 Regular Meeting Agenda

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 22, 2025 @ 5:30 pm
12. Adjournment.....**Board Action**