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OPPORTUNITIES, INC.

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CARLA FLYNN
EXECUTIVE
DIRECTOR

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

LEAD-SAFE EPA CERTIFIED FIRM
NAT-20308-1

September 15, 2025

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, September 25th, 2025** at Opportunities, Inc., located 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:

- 5:30 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. September Agenda

Opportunities, Inc.

Board of Director's Special Meeting

August 26, 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. Dwight McGee called the meeting to order at 5:30 P.M

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

➢ Approve re-appointment of Adam Lovitt (low income)..........................**Board Action**
Jay made a motion to accept and approve the re-appointment with Betty seconding the motion. Voice vote was approved unanimously.

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 Betty seconding the motion. Voice Vote was unanimous to approve.

   5a. Approve Agenda – Approved unanimously.
   5b. Approve minutes from 075/24/25– 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

5. Approve adding Shannon Sattler to FSB accounts as fiscal officer to inquire about checks and balances. She will not be able to sign checks.. Carla explained that Shannon cannot call the bank to see if checks have cleared or get any information at this time and she needs to be able to have access for billing, invoice and reconciliation purposes. Michael made a motion to approve adding Shannon Sattler on the FSB Signature Card for the purpose of inquiries and verification with Debbie seconding the motion. Voice vote was approved unanimously.

6. Program Reports: Written Reports were given by Program Directors and staff as follows:

6a. Housing Program Report: Verbal report by Rick Gowin
   - ➢ HOA Financials: July, 2025..

- Hooker House Rentals: July, 2025………………………………………………
- Rick Gowin gave an update on each property. He stated everything was going well at each site and all vacancies are expected to be filled by month end. He also informed the board that there were no unusual or large expenditures on the monthly reports and that he has put in for a rental increase. Rick also stated that he is still seeking approval to get the 2 homes in Hooker, Ok back on the availability to sale instead of rent.

6b. RSVP……………………………………………Written Report submitted by Gayla Petty

6c. RX………………………………………………Written Report submitted by Linda Cline

6d. Clinton Outreach//SHIP/MIPPA …………………………..Written Report by Keri Divis

7. Staff Reports:

7a. Fiscal: ………………………………………………………………………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. Next schedule meeting is for Regular Meeting on September 25, 2025 at 5:30 pm.

11. There being no other business before the board, Adam motioned to adjourn the meeting at 6:00 p.m. Seconded by Debbie. Voice vote was unanimous to approve.

Minutes recorded by: Carla Flynn, Executive Director

Minutes transcribed and written by: Carla Flynn, Executive Director

Minutes approved by:

Adam L Lovitt

Adam Lovitt
Secretary

OPPORTUNITIES, INC.
COMMUNITY ACTION AGENCY

REGULAR MEETING

BOARD OF DIRECTORS AGENDA

September 25, 2025 @ 5:30 p.m.
117 W. Russworm
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……………………………………………………………………A. Lovitt

2. Affirmation of Quorum…………………………………………………………A. Lovitt
   - Appointment of Rod McDaniels (private sector)……………………**Board Action**
   - Nomination and vote of Board President………………………………**Board Action**

3. Scrivener's error correction from August, 2025 Agenda……………………Carla Flynn

4. Introduction of Guests……………………………………………………………**Chairperson**

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 (August 26, 2025)………………………………………**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 charges …………………………………………………**Board Action**
   - Approve Thrift Store Transaction Log…………………………………………**Board Action**

6. Risk Assessment Report……………………………………………………………Carla Flynn

7. Program/Staff Reports (Written Reports)……………………………………………
   7a. Housing (HHI-HOA):……………………………………………………………Carla Flynn
   - HHI Housing Financials: August, 2025…………………………………………Carla Flynn
   - HHO Financials: August, 2025…………………………………………………Carla Flynn
   - Hooker House Rentals: August, 2025……………………………………………Carla Flynn

   7b. RSVP……………………………………………………………………………Written Report

   7c. RX………………………………………………………………………………Written Report

   7d. Clinton Outreach/SHIP/MIPPA …………………………………………………Written Report

8. Fiscal...Shannon Sattler
   - Proposed Agency Wide Institutional Budget...**Board Action**

9. Executive Director Report (Written & Verbal Reports)...Carla Flynn
   - Information PR...Carla Flynn

10. Accept & Approve (Program & Financial & Executive Director) Reports...........................**Board Action**

11. 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:

12. Next Scheduled Meeting..October 23, 2025 @ 5:30 pm

13. Adjournment...**Board Action**