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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

October 8, 2025

Dear Board Members:

Our next scheduled regular board meetings will be held **Thursday, October 23rd, 2025** at Opportunities, Inc., located at 117 W. Russworm Drive, Watonga, OK. HHI BOD Meeting will start promptly at 5:00 pm for those on that board. There will be board training for all board members at 5:15 and the regular BOD meeting will follow shortly after at 5:30.

The following schedule is provided for your information:

- 5:00 pm HHI BOD Meeting
- 5:15 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

Carla Flynn
Executive Director

cc: Staff & Program Directors

Atch: 1. Previous meeting minutes
2. October Agenda

"Empowering individuals, families and communities to overcome poverty"

"A COMMUNITY ACTION AGENCY"
PEOPLE HELPING PEOPLE

Opportunities, Inc.

Board of Director's Regular Meeting

September 25, 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 (11/12) /Members present were: Michael Jones, Crystal Perez, Barbara Quigley, Betty King, Jay Custar, Adam Lovitt, Montie Bullis, Waylan Upchego, Debbie Biehler, Callie Waldrop and Peggy Franks. The following staff members attended the meeting: Carla Flynn and Shannon Sattler.

   - Approve appointment of Rod McDaniels (private sector)...................... **Board Action**
   Debbie made a motion to accept and approve the appointment with Jay seconding the motion. Voice vote was approved unanimously.

   Nomination and vote of Board President.. **Board Action**

   - Carla informed the board that they needed to nominate and vote on a replacement for the Board President seat that was previously held by Dwight McGee. Michael Jones nominated Adam Lovitt to fill the open president seat with Barbara Quigley seconding the motion. Voice vote was unanimous to approve the motion. Carla stated that since Adam Lovitt would move into the President's seat someone would have to fill the open secretary seat. Debbie made a motion to appoint Betty King as board secretary with Jay seconding the motion. Voice vote was approved unanimously.

   - Carla informed the board that she would take the board minutes to both local banks so that Betty King could sign the signature cards and have Dwight McGee removed. She also stated that she would get Betty's signature to order a signature stamp.

3. Scrivener's error correction from August, 2025 Agenda.. **Board Action**
   - Carla informed the board that the August, 2025 meeting should have been posted as a special meeting because of the meeting date change. She also stated that during a special meeting New Business can not be included so these changes would be reflected in the board minutes. Michael Jones made a motion to accept and approve the August, 2025 board meeting changes with Barbara Quigley seconding the motion. Voice vote was approved unanimously.

4. Introduction of Guests: N/A

5. 5a thru 5c 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 08/28/25– 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

6. Risk Assessment Report..**Board Action**
   Carla Flynn presented the new agency risk assessment report to the board. She gave an overview of each bullet point and she and the board discussed if changes needed to be made or implemented within the agency.

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

7a. Housing Program Report: Written report by Rick Gowin
- HHI Financials: August, 2025...
- HOA Financials: August, 2025..
- Hooker House Rentals: August, 2025...
- 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. Carla stated that she and Rick had received the monitoring report from OHFA on the homes in Hooker, Ok and that there were 3 findings that needed to be corrected. She noted that Rick had informed her that they were working on the list and some were already completed.

7b. RSVP..Written Report submitted by Gayla Petty

7c. RX...Written Report submitted by Linda Cline

7d. Clinton Outreach//SHIP/MIPPA ....Written Report by Keri Divis

8. Staff Reports:

8a. Fiscal: ....Shannon Sattler
- Proposed Agency Wide Institutional Budget..Approved unanimously.

Shannon Sattler presented the proposed agency wide institutional budget and explained that this a projection for the grants next year. Jay made a motion to accept and approve the proposed institutional budget with a second made by Debbie. Voice vote was unanimous to approve.

9. Executive Director Report: (Verbal)……………………………………………………Carla Flynn
   - Information PR……………………………………………………………………Carla Flynn

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

11. New business: N/A

12. Next schedule meeting is for Regular Meeting on October 23, 2025 at 5:30 pm.

13. There being no other business before the board, Jay motioned to adjourn the meeting at 6:15 p.m. Seconded by Betty. 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:

Betty J King

Betty King
Secretary

OPPORTUNITIES, INC.
COMMUNITY ACTION AGENCY

REGULAR MEETING

BOARD OF DIRECTORS AGENDA

October 23, 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……………………………………………………………………………………………A. Lovitt

2. Affirmation of Quorum…………………………………………………………………………A. Lovitt

3. Introduction of Guests……………………………………………………………………………**Chairperson**

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 (September 25, 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 ……………………………………………………………………………………Rick Gowin
   - ➢ HOA Financials: September, 2025………………………………………………Rick Gowin
   - ➢ Hooker House Rentals: September, 2025………………………………………Rick Gowin

   5b. RSVP…………………………………………………………………………………………Written Report

   5c. RX……………………………………………………………………………………………Written Report

   5d. Clinton Outreach/SHIP/MIPPA …………………………………………………Written Report

6. Staff Reports (Written Reports)
   6a. Fiscal……………………………………………………………………………………Shannon Sattler
   - ➢ Client Satisfaction Survey………………………………………………………Shannon Sattler
   - ➢ Captain Report……………………………………………………………………Shannon Sattler

7. Executive Director Report (Written & Verbal Reports)……………………………Carla Flynn
   - ➢ Information PR……………………………………………………………………………Carla Flynn

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

9. 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:

10. Next Scheduled Meeting……………………………………………………………………January 22, 2026 @ 5:30 pm

11. Adjournment…………………………………………………………………………………………………….**Board Action**