



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 15, 2026

Dear Board Members:

Our next scheduled special board meeting will be held **Thursday, April 30th, 2026**, at Opportunities, Inc., located at 117 W. Russworm Drive, Watonga, OK. For the members on the HHI Board please note that the HHI meeting will start promptly at 5:00 pm.

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 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 26, 2026

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.)

1. Carla Flynn did board training at 5:00 on Fiscal Controls & Monitoring. The training went through the process and controls within the fiscal department including safety measures and accessibility. The training also covered the process of monitoring on a local and state level.

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, Rod McDaniels, 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. Michael made a motion to approve the Consent docket with Jay seconding the motion. Voice Vote was unanimous to approve.
 - 4a. Approve Agenda – Approved unanimously.
 - 4b. Approve minutes from 02/26/2026 – 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. Board Update – CAP, Strategic Plan, Logic Models and Agency Outcomes – Carla went over the Community Action Plan and gave an annual update on the success of each specific strategy included within the plan based on the logic models. She also gave a review and analysis of the agency's outcomes and any operational or strategic adjustments and improvements identified as necessary. Debbie made a motion to approve the consent docket with Callie seconding the motion. Voice Vote was unanimous to approve.

6. Program Reports: Written Reports were given by Program Directors and staff as follows:
 - 6a. Housing (HOA):.....Rick Gowin
 - HHO Financials: February, 2026.....Rick Gowin
 - Hooker House Rentals: February, 2026.....Rick Gowin

- 6b. RSVP.....Gayla Petty
 - 6c. RX.....Linda Cline
 - 6d. Clinton Outreach/ SHIP/MIPPA.....Keri Divis
7. Staff Reports (Written Reports)
- 7c. Fiscal.....Shannon Sattler
 - VITA Report.....Shannon Sattler
8. 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.
- 8a. Approve Board going into Executive Session.....Michael made a Motion at 5:39 pm to go into Executive Session specifically to discuss the evaluation of The Executive Director. Second was made by Jay. Voice vote was unanimous to approve.
9. Michael made the motion to return to regular session from Executive session at 5:44 pm. Second was made by Barbara. Voice vote was unanimous to approve.
10. Michael made a motion to table the ED evaluation for further discussion. He suggested that the evaluation be sent out to each board member to fill out and then they will discuss it at the at the next meeting and make a recommendation. Second was made by Rod. Voice vote was unanimous to approve.
11. Executive Director Report (Verbal Report).....Carla Flynn
12. Accept and approve Program, Financial and ED Reports. Motion by Barbara to approve all reports. Seconded by Debbie. Voice vote was unanimous to approve.
13. New Business: N/A
14. Next schedule meeting is for Special Meeting on April 30, 2026 at 5:30 pm.
15. There being no other business before the board, Jay motioned to adjourn the meeting at 6:00 p.m. Motion was seconded by Barbara. Voice vote was unanimous to approve.

Minutes recorded, transcribed and written by: Carla Flynn, Executive Director

Minutes approved by:

A handwritten signature in black ink, appearing to read "Adam Lovitt". The signature is written in a cursive style with a large initial 'A' and a long horizontal stroke.

Adam Lovitt,
President

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

April 30, 2026 @ 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
 - Re-Appointment of Jay Custar (public sector).....**Board Action**
3. Introduction of Guests.....A. Lovitt
4. Approve 2025 Annual Audit Report**Board Action**
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 (March 26, 2026).....**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. Program Reports (Written Reports).....
 - 6a. Housing (HOA):.....Rick Gowin
 - HHO Financials: Marh, 2026.....Rick Gowin
 - Hooker House Rentals: March, 2026.....Rick Gowin
 - 6b. RSVP.....Gayla Petty
 - 6c. RX.....Linda Cline
 - 6d. Clinton Outreach/SHIP/MIPPA.....Keri Divis

7. Staff Reports (Written Reports)

- 7a. Fiscal.....Shannon Sattler
 - VITA Update.....Shannon Sattler

8. 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.

- 8a. Approve Board going into Executive Session.....**Board Action**
 - Specifically to discuss the evaluation of the Executive Director
Time:

9. Approve return to regular session from Executive Session.....**Board Action**
Time:

10. Action on Executive Director Evaluation such as pay, grade and or increase.....**Board Action**

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

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

13. Next Scheduled Meeting.....May 28, 2026 @ 5:30pm

14. Adjournment.....**Board Action**