

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
BOARD MEETING MINUTES
August 26, 2019

The NEOCAA board meeting was called to order at 12:47 p.m. on August 26, 2019 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Ron Cambiano, Misty Bingham, Clark Mckeon, Jeanie Reed, Mike Lillie, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Kelly Hampton, Erin Turley, Bobbi Parris & Kim Harnar. A quorum of ten was present until Erin Turley & Bobbi Parris was voted on the board of Directors and there was twelve.

Rebecca Jim conducted the meeting.

July 22, 2019 Board Minutes

Rebecca Jim asked the Board if there were any additions or corrections to the minutes. There were none. Kim Harnar made a motion to approve the July 22, 2019 board meeting minutes. Misty Bingham seconded the motion and all were in favor.

Management Report for June & July

John Ann briefly went over the NEOCAA management report for June and July 2019. Erin Turley reported on policy council activities and business.

Financial Reports for June & July 2018

Tisha Nichols presented the Financial Reports to the Board of Directors. Rebecca Jim asked if there were in questions or concerns to the Financial Reports. Ron Cambiano asked if we had received payment from Neosho Ridge. Misty Bingham made a motion to approve the Financial Reports for June and July 2019. Kim Harnar seconded the motion and all were in favor.

Appointment to Board of Directors

John Ann explained that David Hardin serves as the representative for the Public Sector in Adair County. Lorri Hardin served as the alternate for this position, unfortunately she had to resign her position, and David Hardin recommended Bobbi Parris to take her position. Brian Wagnon made a motion to approve Bobbi Parris to the Board of Directors to serve as the alternate for the public sector in Adair County. Scott Van Hoose seconded the motion and all were in favor.

Phase 36 EFSP Ottawa County Grant

The agency has been awarded \$4,224.00 in Ottawa County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to clients in Ottawa County. The first half of the ward \$2,112.00, was received on 8/15/19. The second & final payment will be requested at a later date. The budget

was provided with the board packet. Misty Bingham made a motion to approve the budget for the Emergency Food and Shelter Grant for Ottawa County. Mike Lillie seconded the motion and all were in favor.

Phase 36 EFSP Delaware County Grant

The agency has been awarded \$17,462.00 in Delaware County Emergency Food and Shelter Program funds. These funds will be used to provide emergency rent and utility payments to clients in Delaware County. Kim Harner made a motion to approve the EFSP Grant for Delaware County. Scott Van Hoose seconded the motion and all were in favor.

Phase 36 EFSP Cherokee County Salvation Army

The Agency was awarded \$2,466.00 in Cherokee County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to clients in Cherokee County. Brian Wagon made a motion to approve the EFSP for Cherokee County Salvation Army. Kim Harnar seconded the motion and all were in favor.

Phase 36 EFSP Cherokee County Salvation Army

The Agency was awarded \$2,466.00 in Cherokee County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to clients in Cherokee County. Brian Wagon made a motion to approve the EFSP for Cherokee County Salvation Army. Kim Harnar seconded the motion and all were in favor.

Phase 36 EFSP Adair County

The Agency was awarded \$8,509.00 in Adair County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to clients in Adair County. Misty Bingham made a motion to approve the EFSP for Adair County. Clark Mckeon seconded the motion and all were in favor.

DOE Funds for Weatherization Grant

John Ann explained the Oklahoma Department of Commerce revised the DOE budget to include the additional T&TA funds of \$9000.00. Clark Mckeon made a motion to approve the DOE Weatherization revised budget. Jeanie Reed seconded the motion and all were in favor.

Addendum Personnel Policies

Kristi Helsel explained to the board that all agency vacancies have been filled. The Organizational chart has been updated to reflect job title changes, Pages 51 & 52 added clarification on childcare employees, "excluded Management" to differentiate between direct child care staff and management. Page 68 updated the new rates for insurance. Jeanie Reed made a motion to approve the amended personnel policies

dated August 26, 2019-August 26, 2020. Clark Mckeon seconded the motion and all were in favor.

Agency Cost Allocation Plan

Tisha explained that the Cost Allocation plan for NEOCAA was discussed in the Budget & Finance Committee Meeting and no changes were noted. Brian Wagnon made a motion to approve the Cost Allocation Plan dated August 27, 2018. Scott Van Hoose seconded the motion and all were in favor.

Addendum to Agency Fiscal Policies

Tisha Nichols noted the following changes to the Fiscal Policy:

Page 5-6 Update Duties for the Financial Manager and CFO.

Page 7 Include duties for Financial Empowerment Specialist

Page 16 Include quotes/cost comparisons in "Responsibility for Purchasing"

Page 17-18 Remove the requirement that the ED approves purchases in excess of \$1,000 since the ED approves 100% of agency purchases.

Page 18 Include verbiage that requires ODOC prior written approval for sole source purchases if ODOC is the source of funds for the purchase.

Page 22 Update the business travel policy to require all employees to utilize agency owned vehicles for all business travel.

Page 27 Include the requirement to inform the Financial Manager of any direct deposit terminations/changes made by vendors.

Page 33 Micro purchase procurement procedures for Services threshold was increased from \$3,000 to \$3,500.

Page 35 Include FAIN number associated with inventoried items

Mike Lillie made a motion to except the Changes to the Fiscal Policies. Clark Mckeon seconded the motion and all were in favor.

Change in Agency By-Laws

John Ann explained that there were no changes in the Agency By-laws. Clark Mckeon made a motion to approve the Agency By-law dated August 26, 2019. Kim Harnar seconded the motion and all were in favor.

Appointment to Board of Directors

John Ann explained that the Head Start Policy Council met on August 19, 2019 and elected Erin Turley as representative to the Northeast Oklahoma Community Action Agency Board of Directors. Kim Harnar made a motion to accept Erin Turley as the representative to the NEOCAA board of directors. Jeanie Reed seconded the motion and all were in favor.

Appointment to Board of Directors

John Ann explained that the Head Start Policy Council did not elect an alternate at the August 26, 2019 policy council meeting and that this item needed to be tabled. Brian Wagnon made a motion to table the agenda item. Clark Mckeon seconded the motion and all were in favor.

EHSCCP Partnership Contracts

John Ann explained to the Board of Directors that Early Head Start partnership is a grant funded program partnering with existing child care centers to improve services provided to the most needy children and families. NEOCAA is currently partnered with 3 child care centers: Hannah's House, Education Station, & Kids Company. Each program year NEOCAA renews the contract with each partner making changes and adjustments as needed. Jeanie Reed a motion to approve the 2019-2020 program year contracts for the Early Head Start Child Care Partners. Clark Mckeon seconded the motion and all were in favor.

EHS Child Care Partnership Grant

EHS-CCP is requesting Consideration and Action on the EHS-CCP Partnership grant for year 2019-2020. Scott Van Hoose made a motion to approve the EHSCCP Grant for year 2019-2020. Brian Wagnon seconded the motion and all were in favor.

Expenditures over 5,000.00

Lake Shore for Kids Company

Suzie Powers explained that EHSCCP would like to purchase supplies for Kids Company from Lake Shore. The purchase would be approximately \$8,024.09

Desktop Computers for EHSCCP Managers

Suzie Powers related the EHSCCP would like to purchase desktop computers for EHS-CCP Managers. The purchase would cost approximately \$11,488.88

Child Plus Training for EHSCCP Managers

Suzie Powers explained that EHSCCP would like to purchase Child Plus Training for the EHSCCP managers. The purchase would be approximately \$7,434.00

Scott Van Hoose made a motion to approve all expenditure items over \$5000.00. Mike Lillie seconded the motion and all were in favor.

Discussion Items Included

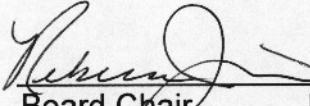
- A. Amy Curry & Lisa Thorpe expressed that NEOCAA/Salvation Army & Wal-Mart partnered to make our 1st Stuff the Bus campaign happen and it was a success.
- B. Suzie Powers explained that Henry Lee Doublehead decided not to partner with NEOCAA/ EHSCCP
- C. John Ann announced that NEOCAA had received the final monitoring report from the Oklahoma Department of Commerce from the monitoring that was conducted

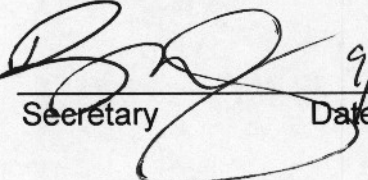
June 18-21, 2019. ODOC stated that the Agency continues to be high-performance & innovative & that our programs are thriving & well managed.

- D. John Ann went over the final outcomes for the year ending April 2019
- E. Rebecca Jim & Kim Harnar gave report on the Garden project goals
- F. John Ann gave a brief report on our 50th Celebration for September

Adjournment

At this time Jeanie Reed made a motion to adjourn. Brian Wagon seconded the motion and all were in favor. Meeting adjourned at 1:43 p.m.

 9-30-19
Board Chair Date

 9/30/19
Secretary Date