

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
August 28, 2023

The NEOCAA board meeting was called to order at 12:10 p.m. on August 28, 2023. Roll call determined the following members to be present: Gary Buchanan, Bobbi Parris, Kathie Benson, Lona Hampton, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Kim Harnar, Mike Lillie and Meagan Hamby arrived at 12:15. A quorum of ten was present.

Rebecca Jim conducted the meeting. We had a guest, Sharon Walker, from Craig County.

May 2023 Board Meeting Minutes

Rebecca Jim asked the Board if there were any additions or corrections to the minutes. There were none. Bobbi Parris made a motion to approve the June 27, 2022 board meeting minutes. Scott Van Hoose seconded the motion. Motion passed 10-0.

Management Report for June & July 2021

John Ann briefly went over the NEOCAA management report for May, June & July 2023. There were no questions.

Financial Reports for April, May, June & July 2023

Tisha Nichols presented the Financial Reports to the Board of Directors via phone. Rebecca Jim asked if there were any questions or concerns about the Financial Reports. Bobbi Parris made a motion to approve the Financial Reports for April, May, June, and July 2023. Kathie Benson seconded the motion & all were in favor. Motion passed 10-0.

EEO/Affirmative Action Officer

John Ann stated the NEOCAA Board of Directors elects an agency EEO/Affirmative Action Officer each year. Mike Lillie made a motion to approve Lindi Conover as the EEO/Affirmative Action officer. Lona Hampton seconded the motion. Motion passed 10-0.

Appointment to Board of Directors

John Ann explained that Representative Steve Bashore is the appointing authority for the position representing the public sector in Ottawa County. Representative Bashore appointed Mayor Nick Bowers of Fairland, Oklahoma to represent Ottawa County. Scott Van Hoose made a motion to approve the representative appointed by Representative Steve Bashore to serve the public sector in Ottawa County. Kim Harnar seconded the motion. Motion passed 10-0.

Appointment to Board of Directors

John Ann explained that Tammy Malone, the Craig County Clerk is the appointing authority for the position representing the public sector in Craig County. Tammy Malone appointed Sharon Walker of Vinita, Oklahoma to represent Craig County. Brian Wagnon made a motion to approve the representative appointed by Tammy Malone to serve the public sector in Craig County. Bobbi Parris seconded the motion. Motion passed 10-0

Community Action Plan

Lindi Conover, agency Planner presented the NEOCAA Community Action Plan to the Board of Directors. Northeastern Oklahoma Community Action Agency's (NEOCAA) Community Action Plan describes how the agency will address the most critical needs of the communities it serves. These needs are prioritized by analyzing the results of the Community Needs Assessment

(CNA), which is conducted every three years throughout the agency's service area. The Community Action Plan (CAP) is **outcome focused** and describes the community-wide approach the agency will take when making decisions on the anti-poverty programs it will administer, using Results-Oriented Management and Accountability. The CAP is the annual operation plan for the strategic plan (which is usually 3-5 years) and gets into more of the nuts and bolts of how the agency will achieve the goals set in the strategic plan. The CAP includes everything that the agency plans to do.

The 2023 CAP reviewed 10 areas of NEOCAA services, as follows:

1. Intake, Assessment, Case Management, and Client Tracking
2. Emergency Services
3. Housing Service
4. Homeless Services
5. Financial Empowerment Center Services
6. Prescription Assistance Services
7. Economic Development and Jobs
8. Healthy Foods/Food Production Initiative
9. Adult Education/Literacy
10. Early Head Start

Kathie Benson made a motion to approve the Community Action Plan as presented. Brian Wagnon Seconded the motion. Motion passed 11-0.

EFSP Phase 40

John Ann announced that the agency had be awarded \$4,897.00 in Adair County Emergency Food & Shelter Program funds. John Ann explained that the funds will be used to provide emergency rent and utility payments to clients in Adair County. Kim Harnar made a motion to approve the budget obligating the funds for the purposes presented. Bobbi Parris seconded the motion. All were in favor & motion passed 11-0.

ODL 27 Literacy Contract

John Ann explained that the agency was awarded the Department of Libraries Funds in the amount of \$9,600.00 for the provision of instructional services for adult learners. The grand period is August 1, 2023 through June 30, 2024. Brian Wagnon made a motion to approve the contract & amount. Mike Lillie seconded the motion. Motion passed 11-0.

Agency By-Laws

John Ann explained that the annual review of the Agency By-Laws had been completed. The staff reviewed the By-Laws & no changes were needed. The Governance Committee met & approved the By-Laws. Scott Van Hoose made a motion to approve the agency By-Laws dated August 28, 2023. Mike Lillie seconded the motion & all were in favor. Motion passed 11-0.

Personnel Policies

Kristi Stout explained to the board that the annual review of the NEOCAA Personnel Policies was completed. The Personnel Committee met to review and propose revisions to the policies. The changes included adding that our polices are updated annually. We also removed the COVID language from the table of contents and all policies per the office of Head Start. Kim Harnar made a motion to approve the revisions to the Agency Personnel Policies effective August 28, 2023. Kathie Benson seconded the motion & all were in favor Motion passed 11-0.

Agency Organizational Chart

Kristi Stout explained that we updated new positions and current job titles on the Organizational Chart. The Personnel Committee met to approve the Organizational Chart before the board meeting. Mike Lillie made a motion to approve the Organizational Chart effective August 28, 2023. Kathie Benson seconded the motion, and all were in favor. Motion passed 11-0.

Agency Fiscal Policies

Tisha reported that the annual review of the Agency Fiscal Policies had been completed. No changes were made. The Budget & Finance Committee met to review and/or revise the policies. Lona Hampton made a motion to approve the Fiscal Policies dated August 28, 2023. Kim Harnar seconded the motion, and all were in favor. Motion passed 11-0.

Agency Cost Allocation Plan

Tisha explained that the Cost Allocation plan for NEOCAA was discussed, and no changes were noted. The budget & finance committee met & approved the policies as presented. Bobbie Parris made a motion approving the Cost Allocation Plan dated August 28, 2023. Kim Harnar seconded the motion, all were in favor. Motion passed 11-0.

Client Services Policy

The Client Services Policy has been reviewed by agency staff and no changes were made. The Governance Committee met and approved the Client Service Policy as presented. Brian Wagnon made a motion to approve the Client Serves Policy dated August 28, 2023. Kathie Benson seconded the motion & all were in favor. Motion passed 11-0.

ESG Program Policy & Procedures

John Ann explained that the agency has reviewed the ESG Policies & Procedures to update all regulatory requirements. John Ann explained that all COVID policies, requirements & stipulations were removed from the policies. Gary Buchanan made a motion to approve the changes to the ESG Policies & Procedures effective August 28, 2023. Meagan Hamby seconded the motion, and all were in favor. Motion passed 11-0.

RX Policies

John Ann informed the Board of Directors that we historically do not approve of the RX Policies & Procedures, but they were being presented for approval as well. The Governance Committee met & reviewed the policies. Kathie Benson made a motion to approve the RX Policies & Procedures as presented effective August 28, 2023. Brian Wagnon seconded the motion. Motion passed 11-0.

EHS/EHS-CCP Policy Council Business

Suzie Powers explained that the policy council met and approved the operational reports for May, June & July 2023. The reports for the board to review include credit card expenditures, CACFP reports, enrollment, attendance, and disability reports. Lona Hampton made a motion to approve the EHS/EHS-CCP policy council business and reports as mentioned. Scott Van Hoose seconded the motion & all were in favor. Motion passed 11-0.

EHS & EHS-CCP MOU with Wellness Co.

Suzie Powers, the EHS/EHS-CCP Director, explained to the Board of Directors that the EHS & EHS-CCP program has secured a memorandum of understanding with The Wellness Co., PLLC to provide hearing screenings and training as needed to all program children. Brian Wagnon made

a motion to approve the MOU with The Wellness Co. as presented. Kathie Benson seconded; motion passed 11-0.

EHS & EHS-CCP MOU with Samantha Chamberlain

Suzie Powers the EHS/EHS-CCP Director, explained to the Board of Directors that the EHS & EHS-CCP program has created a memorandum of understanding with Samantha Chamberlain, Physical Therapist to provide PT support to children and teaching staff. Kim Harnar made a motion to approve the MOU with Samantha Chamberlain, Physical Therapist. as presented. Megan Hamby seconded; motion passed 11-0.

EHS & EHS-CCP MOU with Grand Head Start

Suzie Powers the EHS/EHS-CCP Director, explained to the Board of Directors that the EHS & EHS-CCP program has renewed a memorandum of understanding with Grand Head Start for program year 23/24. The memorandum's purpose is to support continued development and school readiness. Lona Hampton made a motion to approve the MOU with Grand Head Start as presented. Gary Buchanan seconded; motion passed 11-0.

EHS & EHS-CCP MOU with Soonerstart

Suzie explained to the Board of Directors that the EHS & EHS-CCP program develops MOU's with community partners in the coordination of a variety of services required to meet the needs of the children & families. EHS & EHS-CCP has completed an MOU with Sooner Start to collaborate to & provide services to eligible children and their families. Kim Harnar made a motion to approve the MOU with Soonerstart. Kathie Benson seconded the motion & all were in favor. Motion passed 11-0.

EHS & EHS-CCP MOU with Jill McAbee

Suzie related to the Board of Directors that the EHS & EHS-CCP program develops MOU's with community partners in the coordination of a variety of services required to meet the needs of the children & families. She added that we have completed an MOU with Jill McAbee, to serve as a Mental Health Professional for EHS & EHSCCP. Meagan Hamby made a motion to approve the MOU with Jill McAbee. Scott Van Hoose seconded the motion, and all were in favor. Motion passed 11-0.

EHS & EHS-CCP Corrective Action Plan

Suzie Powers the EHS/EHS-CCP Director, explained to the Board of Directors that the EHS & EHS-CCP program is needing board approval of the final corrective plan that was created after meeting with technical assistance & our regional liaison concerning our monitoring. Meagan Hamby made a motion to approve the Corrective Action Plan as presented. Brian Wagnon seconded the motion. Motion passed 11-0.

EHS-CCP Partnership Contracts

Suzie explained to the Board of Directors that the Early Head Start partnership is a grant funded program partnering with existing childcare centers to improve services provided children and families. NEOCAA added a new partner beginning August 1, 2023, Downing Home Childcare. The other partners are Education Station Childcare Center, NEOCAA, Inc., Itty Bitty City, Jennifer Trease, Hannah's House, Rosann Haynes, Kiddieville Childcare, LLC., Kelsey Kelley, and Krayola Kids Childcare Center, Rachel Rider. Each program year NEOCAA renews the contract with each partner making changes and adjustments as needed. Kathie Benson made a motion to approve the 2023-2024 program year contracts for the Early Head Start Child Care Partners. Brian Wagnon seconded the motion & all were in favor. Motion passed 11-0.

Items over \$5000.00

- a. The weatherization department asked for consideration regarding the purchase of two heat & air units for clients. One in the amount of \$6,431.00 for a home in Jay & the second in the amount of \$7,087.00 for a home in Broken Arrow. Brian Wagnon made a motion to approve the expenditure over \$5000 for the purchase of two heat & air units for weatherization clients. Kathie Benson seconded the motion. Motion passed 11-0.
- b. EHS and EHS-CCP is asking for consideration on the purchase of items from Lakeshore for Conscious Discipline Training & additional play items for partnership centers. The expected cost is \$15,500.00. Scott Van Hoose made a motion to approve the expenditure over \$5000.00 from Lakeshore Learning. Kim Harnar seconded the motion. Motion passed 11-0.
- c. EHS and EHS-CCP centers have requested supplies to repair, replace and update privacy fencing. They each have a volunteer to install the fencing which will then be counted as In-kind hours for each center. There will be approximately four separate locations for the purchases because each center is in a different town. Kim Harnar made a motion to approve the purchase of privacy fencing supplies for four partnership sites. The estimated cost is \$35, 000. Meagan Hamby seconded the motion. Motion passed 11-0.
- d. The EHS-CCP program is welcoming a new partner beginning August 1, 2023 for program year 2023/2024. Downing Childcare is owned by Tiffany Downing and is a large family home childcare. EHS-CCP would like to request start up funds to assist with any additional costs associated with beginning the program such as additional liability insurance & program support items that fall under the partnership sites responsibility to provide. The estimated cost is \$7,500.00. Brian Wagnon made a motion to approve the start up funds for the purpose presented & the amount. Scott Van Hoose seconded the motion. Motion passed 11-0.

New Business

None to be approved.

Discussion Items Included


John Ann discussed the ESG program monitoring, OHFA monitoring, CSBG, SAF, DOE, and EHS/EHS-CCP monitoring's with the board of directors. She explained that the RX monitoring report had not been received at the time of the meeting.

Announcements

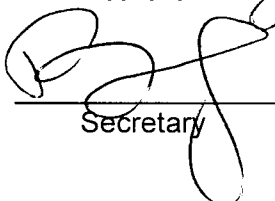
John Ann announced that the next meeting will be our Annual Meeting & asked for recommendations on venue.

Adjournment

At 1:39 Kim Harnar made a motion to adjourn. Garu Buchanan seconded the motion & all were in favor. Motion passed 11-0.

 9-25-23

Board Chair Date

 9/25/23

Secretary Date