

Northeast Oklahoma Community Action Agency, Inc.
Annual Board Meeting Minutes
September 30, 2019

The NEOCAA annual board meeting was called to order at 12:45 p.m. on September 30, 2019 in the NEOCAA conference room. Roll Call determined the following members to be present: Bobbi Parris, Rebecca Jim, Jeanie Reed, Scott Van Hoose, Brian Wagon, Kim Roblyer, Jessica Hall, Kim Williams, Clark McKeon, Kim Harnar, and Patsy Winn. A quorum of 11 was present. Members absent were Gary Buchanan, Ron Cambiano, Misty Bingham, Laura Garner, Mike Lillie, Kelly Hampton, and Paula Walkingstick.

Chairperson Rebecca Jim conducted the meeting.

Management Report for August 2018

Cindy Templeman & the RX for Oklahoma staff served five new clients in the month of August. There were 36 claims and the amount of savings was \$12,654.00. The Emergency Services department continues to serve those in need and those who can provide documentation of an unexpected emergency. During August our VITA program assisted with one tax return and helped one with financial literacy. Jessica Hall gave a report for EHS and EHSCCP.

August 26, 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 August 26, 2019 board minutes. Brian Wagon seconded the motion and all approved.

Financial Reports August 2019

Tisha Nichols presented the financial reports. Patsy Winn made a motion to approve the financial reports for August, 2019. Kim Harnar seconded the motion and all approved. Motion passed 9-0

EHS Alternate to Board

John Ann explained that the Policy Council met on September 9, 2019 and elected Jessica Hall as its alternate representative to the NEOCAA Board of Directors. Kim Roblyer made a motion to approve Jessica Hall to serve as the alternate representative to the board of directors. Jeanie Reed seconded the motion and all were in favor.

2020 Board Meeting Schedule

John Ann went over the meeting schedule with the Board of Directors and asked if there any changes. The board requested we correct the schedule and add April to the

schedule. Brian Wagnon made a motion to approve the 2020 Meeting Schedule with the correction made. Jessica Hall seconded the motion and all were in favor.

Exception to Personnel Policies

Kristi Helsel asked the board for a one time exception to our holiday schedule for 2019-2020 due to Christmas Day being on a Wednesday. The results of our staff poll indicated that eliminating MLK day and adding the extra day to the Christmas Holiday was preferred. She further added that this would mean the staff would use the three days we are given at Christmas and use our MLK holiday typically taken in January. Jessica Hall made a motion to approve the one time exception to the current personnel policies. Patsy Winn seconded the motion and all were in favor.

CSBG Captain Project Discretionary Funds Budget

The agency has received an award for CSBG discretionary funding in the amount of \$5,644.00. These funds will be used to provide the agency with computer support to maintain client demographic, service and outcome information. John Ann explained that this information is used to track all programs and maintain good information about successes of the clients and programs. Kim Roblyer made a motion to approve the CSBG Discretionary Funds Captain Project Budget. Jeanie Reed seconded the motion and all approved.

SAF/HS/CAA

The agency has received notification of the new State Appropriated Funds Community Action Agency Head Start allocation in the amount of \$114,822.00. A copy of the budget was attached for the board to review. Kim Roblyer made a motion to approve the State appropriated funds for Grand Head Start, Green Country Behavioral Services, Head Start, Early Head Start and NEOCAA's Early Head Start. Jeanie Reed seconded the motion and all were in favor.

SAF/CAA

The agency has received notification of the new State Appropriated Funds Community Action Agency allocation in the amount of \$19,616.00. A copy of the budget was attached for the board to review. Clark Mckeeon made a motion to approve the State appropriated funds for the new SAF/CAA. Brian Wagnon seconded the motion and all were in favor.

Thanksgiving Baskets

John Ann related to the Board that NEOCAA has historically supplied food baskets to low-income families in the agency's five counties at Thanksgiving. The agency donates 20 baskets to each of the DHS offices in our five counties, our Early Head Start parents, Education Station parents, & Jay Senior Housing. This will be approximately 150 baskets. Kim Roblyer made a motion to approve the purchase of Thanksgiving baskets. Brian Wagnon seconded the motion and all were in favor.

