

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
January 25, 2021

The NEOCAA board meeting was called to order at 12:16 p.m. on January 25, 2021 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Jeanie Reed, Kim Roblyer, Scott Van Hoose, Kim Harnar, Bobbi Parris, Clark McKeon, Lona Hampton and Meagan Hamby. A quorum of 9 was present.

Gary Buchanan began the meeting with an introduction of the guests.

December 21, 2020 Board Meeting Minutes

Gary asked the Board if there were any additions or corrections to the minutes. Kim Harnar made a correction on the dates on the EHS Continuation Application item. Kim Harnar made a motion to approve the December 21, 2020 board meeting minutes. Bobbi Parris seconded the motion and all were in favor.

Management Report for November and December 2020

John Ann briefly went over the Management Report that was included in the packet.

NEOCAA Financial Reports for November and December 2020

Tisha explained the November and December financial reports for 2020.

Lona Hampton made a motion to approve, seconded by Jeanie Reed, and all approved. Motion passed 9-0

EHS & EHS-CCP Self Assessment

Suzie Powers explained that the Early Head Start Program & EHS-CCP partnership has completed the annual self assessment report for 2020. A review of program goals, analysis of progress, evaluation of strengths and areas that need improvement is conducted annually and a report is written to summarize the results. Jeanie Reed made a motion to approve the EHS/CCP self assessment report for 2020. Lona Hampton seconded the motion. Motion passed 9-0.

EHS & EHS-CCP

Suzie Powers explained that Early Head Start & EHS-CCP partnership has completed a Health & Safety screening at each center. Kim Harnar made a motion to approve the EHS-CCP certification of Health & Safety Screening for 2020. Bobbi Parris seconded the motion. Motion passed 9-0.

EHS Policy Council Business

Suzie Powers explained that policy council met on January 21, 2002. A quorum was established & all required operational reports including monthly credit card

expenditures, CACFP reports, enrollment, attendance, and disability reports. Scott Van Hoose made a motion to approve the required EHS/EHSCCP operational reports. Kim Roblyer seconded the motion and all were in favor. Motion passed 9-0

2021 Affirmative Action Plan

The Annual Affirmative Action Plan has been completed. Lindi Conover-Thompson presented a summary of the plan & a copy of the 2021 Affirmative Action Audit Plan was available to the board of directors for review. Kim Harnar made a motion to approve the Affirmative Action Plan dated January 2021. Jeanie Reed seconded the motion and all were in favor. Motion passed 9-0

2021-2026 Strategic Plan

Lindi Conover Thompson explained that NEOCAA is required to submit an updated strategic plan to ODOC every five years. To comply with this requirement and to support the agency's ongoing community-wide efforts, the Strategic Planning Committee has developed a five-year strategic plan for NEOCAA. The Plan outlines the four areas for planning and growth for the Northeast Oklahoma Community Action Agency over the next five years. Priority areas include the community garden, childcare expansion, access to rural public transportation, and a social re-entry program for young adults. Lona Hampton made a motion to approve the 2021-2026 Strategic Plan. Jeanie Reed seconded the motion. Motion passed 9-0

Addendum to Personnel Policies

Kristi Stout explained to the board of directors that in August the updated personnel policies were reviewed and approved. In October the agency amended the policies to reflect updates recommended by our attorney Kort BeSore, specifically the discipline and grievance policies. At that time we added a new policy on the FFCRA valid only through December 31, 2020 as specified by the Department of Labor. This policy allowed us to pay our employees up to 80 hours of leave due to COVID-19. To date the DOL has not put new hours in place for 2021 but have given the employer the option to extend any unused FFCRA leave through March 31, 2021. Clark McKeon made a motion to approve the addendum to the personnel policies effective January 25, 2021. Bobbi Parris seconded the motion. Motion passed 9-0.

Appointment to the Board of Directors for Low-Income Adair County

John Ann explained that this position remains vacant. The agency continues to search and reach out to find an appointing entity to elect a representative for the low-income sector in Adair County. This has been more difficult due to COVID, but we will continue in our efforts to fill this vacancy. Jean Reed made a motion to table this agenda item. Kim Harnar seconded the motion. Motion passed 9-0

Appointment to the Board of Directors

John Ann explained that Home of Hope is the appointing entity for our Board of Director's member representing the low-income sector in Delaware County. The Home of Hope only meets quarterly. This item will have to be tabled until they conduct their

next meeting to elect a representative. Kim Roblyer made a motion to table this agenda item. Clark McKeon seconded the motion. Motion passed 9-0.

NEOCAA Employee Family Members Emergency Assistance

John Ann explained that to be transparent we wanted to notify the Board of Directors that an employee's family was assisted with COVID ESG funds. Previously our ESG policy made no mention of assisting employees or family members of employees. We checked with our ODOC liaison and she approved the assistance. We are also modifying our current ESG policies to reflect the allowance to assist NEOCAA employees and employee family members using ESG COVID funds. Scott Van Hoose made a motion to approve the expenditures in assisting family member using ESG COVID funds. Kim Harnar seconded the motion & motion passed 9-0.

ESG Policy & Procedures

The policy and procedures for the ESG-CR and ESG 2020 grant period has been updated per the grant regulations. Kim Roblyer made a motion to approve the ESG-CR and ESG policy and procedures. Lona Hampton seconded the motion and motion passed 9-0.

2020 ESG Community Crisis Center Budget

The Northeast Oklahoma Continuum of Care has recommended to the Oklahoma Department of Commerce that it award the agency a new Emergency Solutions Grant. This Grant is in conjunction with Community Crisis Center in Miami for a total of \$42,464.67. \$15,023.54 will be spent for Rapid Re-housing, \$1962.88 for Homeless Prevention Services, and \$1592.00 in Administration funds will be expended by NEOCAA. The Emergency Shelter funds will be spending a total of \$23885.80 of grant funds and no funds will be spent on HMIS. A copy of the budget and the budget narrative was attached. Kim Roblyer made a motion to approve the new budget for the ESG, obligating the funds for these purposes and approves the execution of contracts with ODOC and with CCCI Shelter. Lona Hampton seconded the motion and motion passed 9-0.

2020 ESG ARK Shelter Budget

The Northeast Oklahoma Continuum of Care has recommended to the Oklahoma Department of Commerce that it award the agency a new Emergency Solutions Grant. This Grant is in conjunction with The ARK Shelter in Miami for a total of \$42,464.67. \$14,387.18 will be spent for Rapid Re-housing, \$2,598.69 for Homeless Prevention Services, and \$1592.00 in Administration funds will be expended by NEOCAA. The Emergency Shelter funds will be spending a total of \$23,886.80 of grant funds and no funds will be spent on HMIS. A copy of the budget and the budget narrative was attached. Kim Roblyer made a motion to approve the new budget for the ESG, obligating the funds for these purposes and approves the execution of contracts with ODOC and with The Ark Shelter. Jeanie Reed seconded the motion and motion passed 9-0.

Grove Rotary Foundation Grant

The agency has been requested grand funds through the Grove Rotary Foundation to build five beehives that will contribute to the success of NEOCAA's Community Garden. The grant funds in the amount of \$2,646.96 will be used to purchase supplies and material for this project. A detailed like item budget was attached. Jeanie Reed made a motion to approve the Grove Rotary Foundation Grant Funds to be used to build 5 beehives. Kim Roblyer seconded the motion and motion passed 9-0.

Approval of ED to run for Cherokee Tribal Council

John Ann explained that she has always felt a strong desire to help her community. She worked many years helping Native American students and served on the Oklahoma Council for Indian Education Board of Directors for six years. She added that she would like to continue helping tribal citizens by serving on the Cherokee Nation Tribal Council. This position, if elected, involves taking leave from the agency for one or two days a month. Jeanie Reed made a motion to approve the Executive Director candidacy for Cherokee Nation Tribal Council. Bobbie Parris seconded the motion. Motion passed 9-0.

FY 2021 Community Services Block Grant Budget

The agency has received notification of the 1st allocation of funds for the FY 2021 CSBG contract, in the amount of \$113,602. Kim Harnar made a motion to approve the FY 2021 CSBG budget for the 1st allocation of funds. Kim Roblyer seconded the motion and motion passed 9-0

TANF Contracts

NEOCAA contracts with the Oklahoma Department of Libraries as a pass through for the TANF Project to provide basic literacy instruction to TANF client referred by DHS. The contracting parties are NEOCAA and Gail Sperry as the TANF Project Coordinator, and Shay Sperry as the TANF Project Aide. Jeanie Reed made a motion to approve the TANF contracts for Gail Sperry and Shay Sperry as TANF Project Coordinator and TANF Project AIDE. Lona Hampton seconded the motion and motion passed 9-0.

Line of Credit Renewal

The Northeast Oklahoma Community Action Agency has a revolving Line of Credit in the amount of \$125,100.00 with the Grand Savings Bank. The agency has used \$75,000 plus interest of the line of credit. The agency is asking for an extension of the line of credit for 6 months. Kim Harnar made a motion to approve the extension of the Line of Credit in the amount of \$125,100.00 with the Grand Savings Bank & the processing fee of \$100.00. Kim Roblyer seconded the motion and motion passed 9-0.

Expenditures over \$5,000

Playground Upgrades

The EHS & EHS-CCP programs requested consideration to upgrade playgrounds at each site. The estimated cost for adding a Pour in Place to a playground is \$24,000.

Kim Harnar made a motion to approve the expenditure over \$5000.00 to upgrade playgrounds at each site. Lona Hampton seconded the motion and motion passed 9-0.

EHS Roof Repair

The EHS Program would like to pay for roof repair that is leaking water into a classroom. The interior room repair has been completed. The cost should be approximately \$19,400.00 and the grant will be utilizing Quality Improvement funds to pay for the roof repair. Clark McKeon made a motion to approve the expenditures over \$5000.00 to repair the EHS roof. Kim Harnar seconded the motion and motion passed 9-0.

Refrigeration Trailer

The NEOCAA Garden Project would like to purchase a refrigeration trailer. This trailer will be helpful to keep the USDA Farmers to Families food cold while delivering to our different locations across the county. This will also be useful as a mobile market. This purchase should not exceed \$35,000. Jeanie Reed made a motion to approve the purchase of a refrigeration trailer. Kim Roblyer seconded the motion. Motion passed 9-0. The Board of Directors asked for an expense sheet vs income or revenue for the NEOCAA Garden Project.

Update for Tulsa Connect Server

Cameron Dozier explained the need to upgrade our server due to reaching our full capacity. The purchase should not exceed \$6000.00. Lona Hampton made a motion to approve the updates to the server.

Executive Session

At this time Kim Harnar made a motion to go into executive session under the Open Meeting Act at 1:15 to discuss the evaluation and compensation of the Executive Director. Lona Hampton seconded the motion and all were in favor.

Return from Executive Session

A 1:35 Kim Harnar made a motion to return from executive session under the Open Meetings Act. Gary Buchanan stated that the only items discussed were the Evaluation and Compensation of John Ann Thompson, Executive Director. Kim Harnar seconded the motion and all were in favor.

Accept Evaluation of Executive Director

Kim Harnar made a motion to accept and approve the evaluation of the Executive Director that was discussed in Executive Session. Clark McKeon seconded the motion and motion passed 9-0.

Accept Compensation of Executive Director

Kim Harnar made motion to accept and approve the compensation of the Executive Director with an increase of \$5000.00 to her salary. Lona Hampton seconded the motion and motion passed 9-0.

Discussion Items:

We will discuss agenda discussion items at the next meeting


New Business

None

Adjournment

At 1:47 p.m. Kim Harnar made a motion to adjourn, seconded by Lona Hampton, all approved.

 4-12-21
Board Chair Date

 04/12/21
Secretary Date