

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
January 27, 2020

The NEOCAA board meeting was called to order at 12:32 p.m. on January 27, 2020 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Jeanie Reed, Kim Williams, Kim Roblyer, Brian Wagon, Scott Van Hoose, Ron Cambiano, Kim Harnar, Misty Bingham, Rebecca Jim, Bobbi Parris, and Patsy Winn. A quorum of 12 was present. @ 1:26 p.m. Misty Bingham left the meeting leaving a quorum of 11 & @ 1:39 p.m. Patsy Winn left the meeting leaving a quorum of 10.

Rebecca Jim began the meeting with an introduction of the guests.

**December 2, 2019 Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Kim Williams made a motion to approve the December 2, 2019 board meeting minutes. Patsy Winn seconded the motion and all were in favor.

**Management Report for November and December 2018**

John Ann went over the Management Report. John Ann stated that the VITA Program will start preparing tax returns in February 2020. Gail Sperry went over the November and December highlights for the TANF program.

**NEOCAA Financial Reports for November and December 2018**

Tisha explained the November and December financial reports for 2019.

Ron Cambiano made a motion to approve, seconded by Patsy Winn, and all approved.

**EHS Non-Federal Share Waiver**

Suzie Powers explained that the Early Head Start Program is required to meet the goal of 20% non-federal share match of the total award amount granted each program year. Kim Harnar made motion to approve the 2019-2020 Non-Federal Share Waiver request for the Early Head Start Program. Kim Roblyer seconded the motion and all were in favor.

**EHS Disabilities Waiver**

Suzie Powers explained that Early Head Start is requesting a disabilities waiver due to dropping below the requirement that at least 10% of slots be enrolled by children with disabilities. Jeanie Reed made a motion to approve the Early Head Start disabilities waiver for grant year 2019-2020. Kim Roblyer seconded the motion and all were in favor.

### **EHS Policy Council Business**

Suzie Powers explained that policy council met on January 21, 2020; a quorum was met & all required operational reports were passed. Misty Bingham made a motion to approve the required EHS/EHSCCP operational reports. Kim Harnar seconded the motion and all were in favor.

### **2020 Affirmative Action Plan**

The Annual Affirmative Action Plan has been completed. The Personnel Committee met and reviewed the new plan. Lindi Conover-Thompson presented a summary of the plan & a copy of the 2020 Affirmative Action Audit Plan was available to the board of directors for review. Jeanie Reed made a motion to approve the Affirmative Action Plan dated January 2020. Brian Wagnon seconded the motion and all were in favor.

### **Appointment to the Board of Directors**

Cherokee Nation is the appointing authority for the private sector in Cherokee County. Brian Wagnon was up for re-appointment to serve as the member to represent the public sector in Cherokee County. Cherokee Nation recommended the re-appointment of Brian Wagnon to the board of directors. Patsy Winn made a motion to accept and endorse the re-appointment of Brian Wagnon to represent the private sector in Cherokee County. Ron Cambiano seconded the motion and all were in favor.

### **Head Start Policy Council Representative & Alternate**

Patty Wiese explained that policy council met on January 20, 2020, but had to table this item. At this time there is nobody to appoint to the board of directors. Patsy Winn made a motion to table this item, Brian Wagnon seconded the motion and all were in favor.

### **EHS-CCP Contract for Kelsie Kelley dba Kiddieville Childcare**

Suzie Powers explained that Early Head Start Partnership is requesting the approval of a new contract with Kelsie Kelley dba Kiddieville Childcare, LLC. located in Vinita, OK. Kim Roblyer made a motion to accept and approve the contract with Kelsie Kelley dba Kiddieville Childcare. Scott Van Hoose seconded the motion and all were in favor.

### **NEOCOA Garden Project Space**

John Ann informed the board of directors that Amy Hale presented a lease proposal Friday January 24<sup>th</sup> for our current garden location space. The proposal requested that NEOCAA pay \$500.00 per month to lease the space for the greenhouse and gardens including the water and trash service. Kim Harnar made a motion to decline the lease presented by Amy Hale for the NEOCAA garden space & does not approve the agreement. Patsy Winn seconded the motion and all were in favor.

### **2020 OADP VITA Tax Program Budget**

The agency has received an award for OADP Volunteer Income Tax Funding in the amount of \$10,377.00. These funds will be used to help pay staff salaries for the provision of Income Tax Services to low income families. A copy of the budget was



attached for the board to review. Patsy Winn made a motion to approve the 2020 OADP VITA tax program budget. Kim Roblyer seconded the motion and all were in favor.

#### **CHDO Grant Budget**

The agency has been awarded a new Community Housing Development Organization Operating grant in the amount of \$50,000. The grant, awarded through the Oklahoma Housing Finance Agency, will pay a portion of the salaries and benefits of Agency staff. A copy of the budget was attached for the board to review. Scott Van Hoose made a motion to approve the new CHDO operating grant budget and authorizes the execution of a contract with OHFA to accept these funds. Kim Harnar seconded the motion and all were in favor.

#### **OHFA Home Grant Budget**

The agency was approved to receive an OHFA Home Grant in the amount of \$500,000 to be used for the construction of (4) three-bedroom, two-bathroom single-family rental units in Commerce, OK. A copy of the budget was attached for the board to review. Brian Wagon made a motion to approve the OHFA Home grant budget for the construction of four single-family rental units in Commerce, OK and authorizes the agency's Executive Director to execute a contract with OHFA for the project. Patsy Winn seconded the motion and all were in favor.

#### **Expenditures over \$5,000**

##### **RX for Oklahoma Supplies**

John Ann explained that NEOCAA is the lead agency for the RX regional area and needs to purchase marketing supplies. The anticipated cost is approximately \$8000.00. Scott Van Hoose made a motion to approve the purchase of RX supplies, Kim Harnar seconded the motion and all were in favor.

##### **Planting Medium**

John Ann explained that NEOCAA would like to purchase more planting medium for the garden project to continue to fulfill garden bed purchases. She added this would be for 18 pallets and will be delivered from New Castle. The cost will be approximately \$9,500.00. Scott Van Hoose made a motion to approve the purchase of planting medium for the garden project. Kim Harnar seconded the motion and all were in favor.

##### **Down Payment to Purchase Property**

The Board approved a payment of \$5,900.00 to Laramy O'Leary for the down payment on the purchase of property discussed under new business, providing that an agreement can be made with Mr. O'Leary for the terms provided and approval of Agency's legal counsel as to form and procedure of the acquisition. Patsy Winn made a motion to approve the payment of \$5,900.00 to Laramy O'Leary for the down payment to purchase property. Gary Buchanan seconded the motion and all were in favor.

#### **Executive Session**

At this time Patsy Winn made a motion to go into executive session under the Open Meeting Act at 1:39 to discuss the evaluation and compensation of the Executive Director. Kim Roblyer seconded the motion and all were in favor.

**Return from Executive Session**

A 2:05 Gary Buchanan made a motion to return from executive session under the Open Meetings Act. Rebecca Jim 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.

**Discussion Items:**

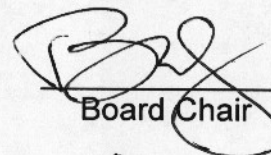
Lindi Conover-Thompson discussed the Community Action plan in depth with the Board of Directors. John Ann Thompson reported on Agency Nepotism. Tisha Nichols performed cross training with Agency Staff and the board of directors. She covered Agency Finance Fiscal Status training and Board oversight procedures. Patty Wiese resented program governance training on the Head Start Program Leadership in regards to required operational reports. She also explained that Head Start correspondence must be presented when it is released. ACF-IM-HS-19-05 was reviewed with the board during training.

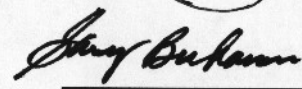
**New Business**

A proposal to the Board was made regarding the purchase of property owned by Laramy O'Leary that could potentially be utilized for an extension of the Agency's childcare program and the Garden program. This proposal was a lease purchase agreement for a building and approximately 1 acre of land that would be acquired through a lease purchase agreement with an original amount of \$59,000.00, a fixed interest rate of 6.0% for a term of 9 years. The Board, after rejecting the lease agreement proposed by Amy Hale, agreed to pursue the acquisition of the property owned by Mr. O'Leary. Scott Van Hoose made motion to approve the lease purchase agreement for a building and the land. Jeanie Reed seconded the motion and all were in favor.

**Adjournment**

At 2:16 p.m. Brian Wagnon made a motion to adjourn, seconded by Kim Harnar, all approved.

  
Board Chair      2/24/2020  
Date

  
Secretary      2/24/2020  
Date