

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
SPECIAL BOARD MEETING MINUTES
Teleconference
October 23, 2020

The NEOCAA board meeting, via teleconference was called to order at 12:00 p.m. on October 23, 2020. Roll call determined the following members to be present: Gary Buchanan, Misty Bingham, Laura Garner, Clark McKeon Jeanie Reed, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Patsy Winn, Mike Lillie, Lona Hampton and Meagan Hamby. A quorum of twelve was present. Laura Garner joined the call at 12:10; Lona Hampton joined the call at 12:14. Rebecca Jim left the meeting at 12:30.

Rebecca Jim conducted the meeting via teleconference.

September 28, 2020 Board Minutes

At this time, Rebecca Jim asked the Board if there were any additions or corrections to the September 28, 2020 board minutes. Patsy Winn made a motion to approve the minutes of September 28, 2020. Jeanie Reed seconded the motion and all were in favor. Roll Call vote was taken, motion passed 10-0

Management Report

John Ann related to the board that the activities during September included the OKACAA weekly meeting with Executive Directors. Our agency continued to distribute food boxes to the community in Kansas & Jay. She added that the management report was included for further program news & updates.

Financial Reports for September 2020

Tisha Nichols explained that due to the short turn around time, she did not get the financial reports completed to present to the board of directors. Jeanie Reed made a motion to table this item until December board meeting. Clark McKeon seconded the motion. Roll call vote was taken, motion passed 10-0.

Election of Officers to the Board of Directors

John Ann explained that the Governance Committee met and suggested that the officers remain the same. Misty Bingham made a motion to approve the Governance Committee's recommendation to leave the officers the same. Patsy Winn seconded the motion and all were in favor. Roll call vote was taken and motion passed 10-0 Officers re-elected were as follows:

President: Rebecca Jim

Vice Chair: Brian Wagnon

Secretary: Gary Buchanan

Treasurer: Jeanie Reed.

Amended Personnel Policies & Organization Chart

Kristi Helsel explained that in August the Agency did our annual review to update the policies. Our attorney Kort Besore wanted to spend more time reviewing our discipline and grievance policies, however time did not allow. The policy has been reviewed and revised to reflect the changes and we added the FFCRA policy. Jeanie Reed reviewed and made a motion to approve the addendum to the personnel policies effective October 23, 2020. Clark McKeon seconded the motion. Roll call vote was taken and motion passed 12-0

RX for Oklahoma Grant

John Ann explained that the agency has been awarded the new RX for Oklahoma funds in the amount of \$129,795.00. A copy of the budget was included for the board to review. Mike Lillie made a motion to approve the RX for Oklahoma Grant Budget in the amount of \$129,795.00. Scott Van Hoose seconded the motion. Roll call vote was taken and motion passed 12-0

WX DOE Grant

John Ann related that the agency has been awarded Department of Energy Weatherization Program additional funds in the amount of \$63,610.48 by the Oklahoma Department of Commerce. A copy of the budget was included for the board to review. Patsy Winn made a motion to approve the Budget modification DOE funds for the Weatherization Assistance Program in the amount of \$63,610.48. Jeanie Reed seconded the motion. Roll call vote was taken and motion passed 12-0.

EHS/EHS-CCP Policy Council Business & Monthly Reports

Suzie Powers gave a brief overview of the monthly credit card expenditures, CACFP reports, child enrollment, attendance and disability reports that have been approved by the Policy Council. Jeanie Reed made a motion to approve the Policy Council business and monthly reports including credit card expenditures. Patsy Winn seconded the motion. Roll call vote was taken and motion passed 12-0.

Representative from the low income sector in Adair County

John Ann explained that we have been in contact with some non-profits in Adair County about serving as the Appointing Authority, but the position has not been filled. She asked that we table this item. Patsy Winn made a motion to table this agenda item. Jeanie Reed seconded the motion. Roll call vote was taken. Motion passed 12-0

Items Over \$5000.00

a. Air Conditioner unit for EHS

Early Head start requested consideration and action on purchasing & replacing the Heat & air conditioner unit. Bids were retained and ABJ will be replacing the unit for \$6,750.00. Patsy Winn made a motion to approve the purchase over \$5000.00 to replace the heat & air unit for EHS. Jeanie Reed seconded the motion. Roll call vote was taken and motion passed 12-0.

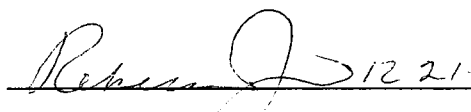
- b. John Ann explained that the agency would like to purchase a 2020 F150 regular cab truck for the Housing Program. She added that the vehicle would be used in the day to day operations of doing inspections on the 46 low income rental homes and several new rehab homes in our 5 county service area. The purchase is \$26,445.00. Clark McKeon made a motion to approve the purchase of a 2020 F150 truck in the amount of \$26,445.00. Misty Bingham seconded the motion. Roll call vote was taken and motion passed 12-0.
- c. John Ann asked the board to consider approval to purchase a 2020 Kubota 4x4 tractor with cab & a loader with implements. The implements will include pallet forks, field cultivator, disc and a quick hitch. She added that the implements for the tractor will be used to maintain the land we have leased and own. This will help keep the ground worked up for the garden & building of more beds. It will also be used to take out to jobs where we build the raised beds for community gardens throughout our coverage area. Jeanie Reed made a motion to approve the purchase of a tractor & implements for the Garden Project in the amount of \$42,045.93. Clark McKeon seconded the motion. Roll call vote was taken, motion passed 12-0.
- d. John Ann related to the board that the agency would like to purchase a 2021 Ford F350 4x4 Crew Cab Truck for the Produce & Posies Garden Program. She added the purpose for the truck would be to haul the tractor and media to communities to build raised beds. Mike Lillie made a motion to approve the purchase of a 2021 Ford F350 4x4 Crew Cab Truck for the Garden Program in the amount of \$51,954.00. Clark McKeon seconded the motion. Roll call vote was taken. Motion passed 12-0
- e. John Ann explained that agency would like to purchase a 2020 25' Starlite gooseneck trailer for the Produce & Posies Garden Program. The purpose of the trailer would be to haul tractor and media to communities to build raised beds. Mike Lillie made a motion to approve the purchase of a 2020 25' gooseneck trailer for the NEOCAA garden Program in the amount of \$6,500.00. Patsy Winn seconded the motion. Roll call vote was taken and motion passed 11-0

Discussion

Lindi Conover Thompson gave an overview of the agency strategic plan update and the 4 general areas of focus. She also added that the Community Needs Assessment was coming along and that we were waiting on approval of ODOC. After approval the agency will upload the assessment & distribute the community.

Adjournment

At this time Misty Bingham made a motion to adjourn the meeting. Mike Lillie seconded. Roll call vote was taken and motion passed 11-0. The meeting adjourned at 12:48 p.m.

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Board Chair Date

Steve Buchanan 12/21/20
Secretary Date