NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
December 2, 2019

The NEOCAA board meeting was called to order at 1:02 p.m. on December 2, 2019 at the NEOCAA Conference Room. Roll call determined the following members to be present: Bobbi Parris Jeanie Reed, Patsy Winn, Clark McKeon, Ron Cambiano, Kim Harnar, Mike Lillie, Kim Williams, and Rebecca Jim. A quorum of 9 was present. Policy Council representative & alternate resigned.

Rebecca conducted the meeting.

October 28, 2019 Board Meeting Minutes
Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Clark McKeon made a motion to approve the October 28, 2019 board meeting minutes. Ron Cambiano seconded the motion and all were in favor.

Audit for fiscal year ending April 30, 2019
We received a phone call from Gary Saunders, our auditor, and put him on the speaker phone for all to hear. He gave a detailed explanation of our recent audit and the agency was in good standing on all areas. The Audit was available for the board to review. Motion was made by Patsy Winn to approve the audit for fiscal year ending April 30, 2019, seconded by Ron Cambiano and all approved.

Federal Form 990 ending April 30, 2019
Saunders & Associates completed the 990 for the past fiscal year. Gary Saunders gave a detailed report to the board via phone. The 990 was available for the board to review. There were no questions concerning the 990. A copy was included for the board of directors to review. Patsy Winn made a motion to accept, seconded by Ron Cambiano, all approved.

Management Report for October and November, 2017
John Ann stated that the agency had our annual visit from Saunders & Associates to complete the field work for our Audit. Gail Sperry gave a report on the Delaware County TANF Literacy Program. During the month of October Weatherization completed one DOE house. Natalie Sanders states that the Emergency Services department continues to serve those in need. RX for Oklahoma served 3 new clients from Delaware County. The number of October RX claims was 67 and the amount of savings was $25,194.00. Suzie Powers gave a brief report for Early Head Start, Education Station and the Early Head Start Partnership.

NEOCAA Financial Reports for October, 2017
Tisha explained the October financial reports with no further questions or comments. Patsy Winn made a motion to approve, seconded by Clark McKeon, all approved.

EHS Policy Council Business

John Ann explained that this is a requirement for EHS and EHSCCP to show all credit card expenditures and policy council business. A copy of the credit card activity and expenditures was provided. Jeanie Reed made a motion to approve the EHS and EHS - CCP Policy Council business, including the credit card expenditures. Patsy Winn seconded the motion and all were in favor.

Early Head Start Continuation Application

Suzie Powers explained that EHS is requesting approval for the EHS Continuation Application for the period of April 1, 2020 thru March 31, 2021. The grant period is for 5 years starting April, 2019 thru March 31, 2024. The initial application is a Non-competitive Continuation application for year 19-20 and for the next 4 years the application is a continuation application. Ron Cambiano made a motion to approve the EHS Continuation Application 2020-2021.

Contract for Henry Lee Doublehead

Suzie Powers requests consideration and action on the new EHSCCP contract for Henry Lee Doublehead Child Care Center. This will be for 8 partnership slots. Mike Lillie made a motion to approve the EHSCCP contract for Henry Lee Doublehead Child Care Center for grant year 2019-2020. Bobbi Parris seconded the motion and all were in favor.

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LIHEAP-DHS FUNDS

The Oklahoma Department of Commerce has awarded the new 2019 DHS LIHEAP Weatherization grant in the amount of $115,395.00. A copy of the new budget was attached. Jeanie Reed made a motion to approve the new DHS LIHEAP Weatherization grant budget for 2019. Kim Harnar seconded the motion and all approved.

Community Needs Assessment

A copy of the Community Needs Assessment Overview was available at the meeting and was explained in further detail by John Ann Thompson. Kim Harnar made a motion to accept, seconded by Patsy Winn, all approved.

Disaster Recovery Plan

John Ann explained that the agency staff met and updated the Agency Disaster Recovery Plan. A copy of the updated plan was included for the board of directors to review. Patsy Winn made a motion to approve the Disaster Recovery Plan. Jeanie Reed seconded the motion and all were favor.

ESG Policy & Procedures

The Policy & Procedures for the ESG 2019-2020 grant period has been updated per the grant regulations. A copy showing changes was providing for the board to review. Mike Lillie made a motion to approve the new ESG policy & Procedures. Patsy Winn seconded the motion and all were in favor.

ESG Hope House Budget

John Ann stated that the Oklahoma Department of Commerce has awarded the Agency a new Emergency Shelter grant. This Grant is in conjunction with the Hope House Shelter in Tahlequah for a total of $63,459.00. New contracts with be executed between ODOC and NEOCAA and NEOCAA and the Hope House. A copy of the budget was attached for the board to review. Mike Lillie made a motion to approve the new budget for the Emergency Shelter grant, obligating the funds for the purposes and approves the execution of contracts with ODOC and with the Hope House. Jeanie Reed seconded the motion and all were in favor.

ESG Community Crisis Center, Inc.

John Ann stated that the Oklahoma Department of Commerce has awarded the Agency a new Emergency Shelter grant. This Grant is in conjunction with the Community Crisis Center, Inc. in Miami for a total of $63,459.00. New contracts will be executed between ODOC and NEOCAA and NEOCAA and the Community Crisis Center, Inc. A copy of the budget was attached for the board to review. Jeanie Reed made a motion to approve the new budget for the Emergency Shelter grant, obligating the funds for the purposes and approves the execution of contracts with ODOC and with the Community Crisis Center, Inc. Bobbi Parris seconded the motion and all were in favor.

ESG Grand Nation Budget

John Ann stated that the Oklahoma Department of Commerce has awarded the Agency a new Emergency Shelter grant. This grant is in conjunction with Grand Nation and its shelter for a total of $63,459. New contracts will be executed between ODOC and NEOCAA and NEOCAA and Grand Nation. A copy of the budget was attached for the board to review. Patsy Winn made a motion to approve the budget for the Emergency Shelter grant, obligating the funds for these purposes and approves the execution of contracts with ODOC and with Grand Nation. Kim Harnar seconded the motion and all were favor.

Items over $5000.00

a. NEOCAA is requesting consideration to approve the purchase of a camera system which was damaged in the storms. This will include 32 channel DVR system, 8 port switch, 22 cameras, and Cat 5e cable. Patsy Winn made a motion to approve the camera expenses of $8396.00, Kim Harnar seconded the motion and all approved.
b. NEOCAA/EHS-CCP is requesting to approve expenses on Child plus Training for

EHS and EHS-CCP staff. Patsy Winn made a motion to approve the EHS & EHS-CCP expenditures over $5000.00 for the Child Plus Training. Mike Lillie seconded the motion and all approved.

Discussion

a. John Ann gave an overview of the Community Action Plan and progress toward meeting the goals. There were no questions or concerns.
b. John Ann discussed the progress on the Agency Strategic Plan.
c. John Ann explained that the budget & finance committee had met to discuss the Garden Project. She added that both garden employees had resigned. Kim Harnar gave an overview of the discussion. She stated that the committee voted that a complete inventory be done & the agency decides what items were purchased with grant funds.

New Business

Announcements

None

Adjourn

At this time Patsy Winn made a motion to adjourn, Kim Harnar seconded the motion and all were in favor. The meeting was adjourned at 2:25 p.m.

Gary Buchanan 1-27-2020

1-27-2020