

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**SPECIAL BOARD MEETING MINUTES**  
December 21, 2020

The NEOCAA board meeting was called to order at 12:21 p.m. on December 21, 2020 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Bobbi Parris, Clark McKeon, Kim Harnar, Scott Van Hoose, Misty Bingham, John Jacob Lindly, Lona Hampton and Rebecca Jim. A quorum of 9 was present. The Adair County position Low-income position is still vacant & Kim Williams resigned from NEOCAA Board of Directors.

Rebecca Jim, Board Chair person, conducted the meeting.

**October 26, 2020 Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Kim Harnar made a motion to approve the October 26, 2020 board meeting minutes. Clark McKeon seconded the motion and all were in favor. Motion Passed 9-0

**Audit for fiscal year ending April 30, 2020**

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 Clark McKeon to approve the audit for fiscal year ending April 30, 2020, seconded by Kim Harnar and all approved. Motion passed 9-0

**Federal Form 990 ending April 30, 2020**

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. Clark McKeon made a motion to accept, seconded by Gary Buchanan, all approved. Motion passed 9-0

**Management Report for October and November, 2020**

John Ann stated that the agency was still closed to the public. NEOCAA business continues to be virtual, as far as assisting clients with Emergency assistance & RX assistance. The Weatherization crews have started going out to homes for work & inspections, but taking the proper precautions. The managers elaborated more on each department in the reports.

**NEOCAA Financial Reports for September & October 2020**

Tisha explained the September & October financial reports with no further questions or comments. Scott Van Hoose made a motion to approve the September & October Financial reports as presented, Gary Buchanan seconded the motion. All approved. Motion passed 9-0

### **Early Head Start Continuation Application**

John Ann explained that EHS is requesting approval for the EHS Continuation Application for the period of April 1, 2021 thru March 31, 2022. Grant Number 06CH011453. The grant period is for 5 years starting April 1, 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. Bobby Parris made a motion to approve the EHS Continuation Application 2021-2022. Kim Harnar seconded the motion and all were in favor. Motion passed 9-0

### **DHS 19 Weatherization Budget Revision**

The Oklahoma Department of Commerce has awarded the agency an increase in funds totaling \$135,030.90. These funds will be utilized to provide weatherization services in the agency's six county service area. Lona Hampton made a motion to approve the Weatherization Assistance program budget, obligating the funds for the purposes shown in the revised budget and approves the execution of a contract with ODOC for the utilization of the funds. Misty Bingham seconded the motion and all approved. Motion passed 9-0

### **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 \$42,464.68. New contracts will be executed between ODOC and NEOCAA and NEOCAA and the Hope House. A copy of the budget was attached for the board to review. Lona Hampton 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. Gary Buchanan seconded the motion and all were in favor. Motion passed 9-0

### **Low-income Adair County**

John Ann explained to the board that we are still working diligently to fill this open position, but it remains vacant at this time. Scott Van Hoose made a motion to table this item. Bobbi Parris seconded the motion. Motion passed 9-0

### **Items over \$5000.00**

- a. NEOCAA is requesting consideration to approve the purchase of planting medium for the Garden project. Kim Harnar made a motion to approve the planting medium expenses of \$10,620, Misty Bingham seconded the motion and all approved. Motion passed 9-0.

- b. NEOCAA is requesting to approve expenses of (3) Ford Escapes to be used for NEOCAA day to day operations. One of them is for EHS travel to our partnership sites. Gary Buchanan made a motion to approve (3) Ford Escapes. Each is \$22,123 totaling \$66,369. Misty Bingham seconded the motion and all approved. Motion passed 9-0
- c. NEOCAA is requesting to purchase a 2021 Van for our VITA Tax Program. The vehicle will be used during tax preparation season to go to outlying sites. Kim Harnar made a motion to approve the purchase of a 2021 Van in the amount of \$26,715. Clark McKeon seconded the motion. Motion passed 9-0

### **Announcements**


John Ann explained that we had just received notice that we did not get approved for the Federal Home Loan Bank application that was submitted by the Villa Apartments Project.

John Ann also revealed that Kim Williams had resigned her position on the board.

### **Adjourn**

At this time Kim Harnar made a motion to adjourn Jacob Lindly seconded the motion and all were in favor. The meeting was adjourned at 1:20 p.m.

 01-25-21  
Board Chair Date

 01/25/2021  
Secretary Date