

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
February 25, 2019

The NEOCAA board meeting was called to order at 12:27 p.m. on February 25, 2019 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Ron Cambiano, Misty Bingham, Lorri Hardin, Jeanie Reed, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Patsy Winn, Kim Harner, Paula Walkingstick, and Kim Williams. A quorum of 12 was present until the Board of Directors elected Philip Manes to the board from the EHS Policy Council, at this time we had a quorum of 13.

Rebecca Jim conducted the meeting.

January 28, 2019 Board Meeting Minutes

Rebecca Jim asked the Board if there were any additions or corrections to the minutes. There were none. Ron Cambiano made a motion to approve the January 28, 2019 regular board meeting minutes. Jeanie Reed seconded the motion and all were in favor.

EHS Representative to NEOCAA Board

John Ann advised that the Policy Council met on February 18, 2019 and elected Philip Manes as its representative to the Northeast Oklahoma Community Action Agency Board of Directors and voted to keep Ciera Allen as the alternate. Jeanie Reed made a motion to approve Philip Manes as the representative and Ciera Allen as the alternate to serve on the NEOCAA Board of Directors. Rebecca Jim seconded the motion and all were in favor.

Financials Reports for January 2019

Tisha Nichols presented the financials to the NEOCAA Board on the t.v. monitor as asked by the Board of Directors. She asked if there were any questions. Ron Cambiano asked if there had been any payments from Neosho Ridge, Tisha explained that no payments had been made at this time. Patsy Winn made a motion to approve the Financial Reports for the period ending January, 2019. Kim Harner seconded the motion and all were in favor.

Management Report for January

John Ann explained to the Board of Directors that the New Year started with closing on our new storage building and the housing and weatherization crew worked diligently to move all of our surplus items. John Ann reported that the agency had written a discretionary grant to purchase new computers for our tax preparation program. Ernie stated that the weatherization crew completed three houses for the month of January for the DOE grant. Rx for Oklahoma served 5 new clients and 55 total claims with a savings of \$18,924.00. Suzie Hemphill stated that the EHS program was fully enrolled with 24 children.

CSBG OADP VITA Discretionary Funds

The agency has received an award for CSBG Discretionary funding in the amount of \$7,462.97. These funds will be used to upgrade our tax preparation program by purchasing new computers, cases, and supplies for our volunteer tax preparers. Scott Van Hoose made a motion to approve the CSBG Discretionary Funds OADP Volunteer Income Tax Project Budget. Patsy Winn seconded the motion and all were in favor.

Board Orientation of New Board Members

John Ann related to the board that the CSBG Organizational Standards require a process to provide a structured orientation for governing board members within 6 months of being seated. Misty Bingham made a motion to approve the process for orientation of new board members. Patsy Winn seconded the motion and all were in favor.

EHS Non-Federal Share Waiver

Suzie Hemphill explained to the board of directors that NEOCAA EHS was unable to reach the Non-Federal Share amount of \$88,624 which is 20% of the total awarded amount of \$354,495.00. She added that we are requesting a waiver in the amount of \$60,483. Jeanie Reed made a motion to approve the 2018-2019 Non-Federal Share Waiver request for the NEOCAA Early Head Start Program. Brian Wagnon seconded the motion and all were in favor.

EHS COLA

John Ann reported that the NEOCAA EHS Grant received notification from the Department of Defense and Labor, Health and Human Services and Education, containing an increase of approximately \$200 Million for programs under the Head Start Act for Fiscal year 2019. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.77 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operation costs. The COLA for EHS is \$6,287.00. Brian Wagnon made a motion to approve the FY 2019 cost-of-living adjustment for Early Head Start. Kim Harner seconded the motion and all were in favor.

FY 2019 CSBG Budget

John Ann explained the 2019 Community Services Block Grant Application is due Thursday February 28, 2019. She added that the Agency has received notification of the 1st quarter allocation of funds for the FY 2019 CSBG contract, in the amount of \$110,096.00. A copy of the application and budget were attached for the boards review. Jeanie Reed made a motion to approve the FY 2019 CSBG application and budget for the 1st quarter allocation of funds. Patsy Winn seconded the motion and all were in favor.

FY 2019 Community Action Plan

John Ann explained that the Oklahoma Department of Commerce requires that the agency update its Community Action Plan every year and beginning in FY 2019 it now requires Board approval to meet Organizational Standards. The NEOCAA Community

Action Plan was available for board review. Misty Bingham made a motion after review to approve the FY 2019 NEOCAA Community Action Plan. Kim Harner seconded the motion and all were in favor.

ESG Policy and Procedures

John Ann advised that ODOC now requires that the Emergency Solutions Grant Policies and Procedures be approved annually by the Board of Directors. A revision was made to include Prevention Services in the policy. The Policies and Procedures were available for board to review along with the revision. Kim Harner made a motion to approve the revision to the ESG Policy and Procedures. Misty Bingham seconded the motion and all were in favor.

DOE Weatherization Budget Modification

John Ann explained that originally the Oklahoma Department of Commerce awarded the agency \$205,537.00 in DOE Weatherization Assistance Program funds to provide weatherization services to 23 units in the agency's five county service area. Notice has been received that ODOC had additional funds available and will award the \$9,536.20 in DOE Weatherization funds, increasing the budget total to approximately \$215,073.20. These funds will be used to cover labor and supply costs. Brian Wagnon made a motion to approve the budget modification for the 2018 DOE Weatherization Assistance Program, accepting the additional funds and obligating the funds for the purpose shown in the budget and approves the execution of a contract modification with the Oklahoma Department of Commerce. Philip Manes seconded the motion and all were in favor.

Expenditures over \$5000.00


Brian Wagnon made a motion to approve the purchase of new computers, cases and supplies for our volunteer tax preparers with the CSBG Discretionary funding. Philip Manes seconded the motion and all were in favor.

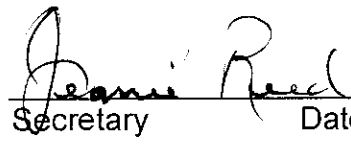
Executive Session

At 12:59 p.m. Ron Cambiano made a motion to go into executive session for the annual compensation of John Ann Thompson. Kim Harner seconded the motion and all were in favor. At 1:18 p.m. Kim Harner made a motion to return from executive session and explained that an evaluation of John Ann Thompson, Executive Director Compensation was conducted. Philip Manes seconded the motion and all were in favor. Scott Van Hoose made a motion to approve the current compensation of John Ann Thompson, and when the COLA was approved to give her increase of 1.77%. Kim Harner seconded the motion and all were in favor. Ron Cambiano further stated that during executive session the compensation of the Executive Director was all that was discussed.

Adjournment

At this time Brian Wagnon made a motion to adjourn. Ron Cambiano seconded the motion and all were in favor. Meeting adjourned at 1:22 p.m.

 3-25-19
Board Chair Date

 3/25/19
Secretary Date