

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.

SPECIAL BOARD MEETING MINUTES

Teleconference

February 25, 2021

The NEOCAA board meeting, via teleconference was called to order at 12:01 p.m. on February 25, 2021. Roll call determined the following members to be present: Gary Buchanan, Misty Bingham, Laura Garner, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Patsy Winn, Lona Hampton and Meagan Hamby. A quorum of nine was present. Ron Cambiano joined the call at 12:39 making the quorum 10.

Rebecca Jim conducted the meeting via teleconference.

January 25, 2021 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Patsy Winn made a motion to approve the January 25, 2021 regular board meeting minutes. Misty Bingham seconded the motion roll call was taken. Motion passed 9-0.

Management Report for January 2021

John Ann explained to the Board of Directors that the New Year began with zoom meetings concerning the eviction moratorium & addressing COVID concerns. John Ann attended the OKACAA Director's weekly & monthly meeting via zoom as well. John Ann explained that the agency is making every effort to keep employees and our children safe.

Financials Reports for January 2021

Tisha Nichols presented the financials to the NEOCAA Board via phone. She asked if there were any questions. Scott Van Hoose made a motion to approve the financial reports for January 2021. Kim Harnar seconded the motion and all were in favor. Roll Call was taken, motion passed 9-0.

Appointing Authorities for the Board of Directors

John Ann explained that the Governance Committee met to review & approve the following updates to the appointing authorities: Representative Bob Culver for the Public Sector in Cherokee County, Steve Bashore for the Public Sector in Ottawa County & the Home Of Hope/Friendship Homes to appoint for the Low-Income Sector in Delaware County. Patsy Winn made a motion to approve the appointing authorities to the NEOCAA Board of Directors. Kim Harnar seconded the motion and all were in favor. Motion passed 9-0.

Board Appointment for Public Sector in Ottawa County

John Ann related to the board of directors that Representative Steve Bashore is the new appointing authority to select a representative to represent the Public Sector in Ottawa County. Steve reappointed Kim Roblyer to the Board of Directors. Lona Hampton made

a motion to endorse the reappointment of Kim Roblyer to represent the Public Sector in Ottawa County. Patsy Winn seconded the motion, & motion passed 9-0.

Board appointment for the Low-Income Sector in Adair County

John Ann explained that this position remains vacant. We are continuing our efforts to search and reach out to find an appointing entity to elect a representative for the Low-Income Sector in Adair County. She adds that this has been more difficult due to COVID. Patsy Winn made a motion to table this item. Misty Bingham seconded the motion. Roll call was taken and motion passed 9-0.

Board appointment for the Low-Income Sector in Cherokee County

John Ann explained that the appointing authority for this position is the Hope House in Tahlequah. The Hope House plans to meet in March & will elect a representative at that time. Kim Harnar made a motion to table this item for the March Board of Directors meeting. Patsy Winn seconded the motion. Roll call vote was taken & motion passed 9-0.

Board appointment for the Public Sector in Cherokee County

John Ann explained that the appointing authority for this position is Representative Bob Culver. He has recommended the reappointment of Ron Cambiano to the NEOCAA Board of Directors, to represent the Public Sector in Cherokee County. Patsy Winn made a motion to approve the reappointment of Ron Cambiano to serve on the NEOCAA Board of Directors. Misty Bingham seconded the motion. Roll call vote was taken, motion passed 9-0.

Board appointment for the Public Sector in Craig County

John Ann explained that Tammy Malone is the appointing authority for our Board of Director's member representing the Public Sector in Craig County. She has reappointed Misty Bingham to serve another term on the NEOCAA Board of Directors. Kim Harnar made motion to approve the reappointment of Misty Bingham to serve as the representative representing the Public Sector in Craig County. Lona Hampton seconded the motion. Roll call vote was taken & motion passed 9-0.

Board appointment for the Low Income Sector in Delaware County

John Ann explained that The Home of Hope/Friendship Homes is the appointing entity for our Board of Directors' member representing the Low-Income Sector in Delaware County. They held a meeting on February 19, 2021 and elected Jeanie Reed to continue her services in the role. Lona Hampton made a motion to endorse the recommendation from Home of Hope/Friendship Homes for the Low-Income position in Delaware County to NEOCAA Board of Directors. Scott Van Hoose seconded the motion. Roll call was taken & motion passed 9-0.

Board appointment for the At-Large Position

John Ann related to the Board of Directors that Senator Bergstrom is the appointing authority for this position. Kim Williams has resigned leaving a vacancy for the At-Large position. Senator Bergstrom was notified & was expected to appoint a representative,

but we were not notified of so, before our board meeting. Patsy Winn made a motion to table this item, to give Senator Bergstrom time to appoint someone. Kim Harnar seconded the motion and all were in favor. Roll call was taken & motion passed 9-0.

Appointment to the Head Start Policy Council

Jeanie Reed has previously represented the Board of Directors at the Head Start Policy Council. Jeanie's term limit is up, so another member must be appointed to serve. Lona Hampton volunteered to serve as the representative from the NEOCAA Board of Directors to the Head Start Policy Council. Kim Harnar made a motion to accept Lona Hampton as the representative. Misty Bingham seconded the motion. Roll call was taken, motion passed 9-0.

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. Kim Harnar made a motion to approve the process for orientation of new board members. Patsy Winn seconded the motion and all were in favor. Roll call was taken, motion passed 9-0.

FY 2021 Community Needs Assessment

Lindi Conover-Thompson explained that the 2021 CSBG application requires a Community Action Plan, which is derived from the Community Needs Assessment. The Community Needs Assessment is conducted at least once every 3 years. NEOCAA conducted its needs assessment in 2020. Approximately 140 responses were received. The top five needs were revealed. Along with remaining needs, this will form the agency's Community Action Plan. Patsy Winn made a motion to approve the 2021 Community Needs Assessment results. Lona Hampton seconded the motion. Roll call was taken & motion passed 9-0.

EHS Disabilities Waiver

Suzie related that EHS is requesting a disabilities waiver due to dropping below the requirement that at least 10% of our slots be enrolled by children with disabilities. Misty Bingham made a motion to approve the EHS Disabilities Waiver for grant year 2020-2021, grant. Patsy Winn seconded the motion. Roll call was taken and motion passed 9-0.

EHS & EHS-CCP Policy Council Business & Monthly Reports

Suzie Powers stated that the Policy Council monthly operational reports for January 2021, including monthly credit card expenditures CACFP, enrollment, attendance & disabilities reports were reviewed and approved by the Policy Council on February 22, 2021 and needs NEOCAA Board of Directors approval. After review, Patsy Winn made a motion to approve all EHS & EHS-CCP policy council reports. Kim Harnar seconded the motion. Roll call vote was taken & motion passed 9-0.

Expenditures over \$5000.00

- a. **Child Plus:** EHS & EHS-CCCP programs would like to purchase the Child Plus Premium Consulting Plan. This is used for training for the EHS center director, content area managers and data entry clerk. This training will help set up the EHS & EHS-CCP programs for the new year, set up PIR program to answer the PIR questions based on the data we input and enable us to teach the parents and teachers how to input required data into the Child Plus Program. This includes a consultant to guide us for 12 months, 4 personalized trainings and web based trainings will be available as well. This plan will cost approximately \$25,000. Patsy Winn made a motion to approve the expenditure over \$5000.00 for the Child plus Premium Consulting Plan. Misty Bingham seconded the motion. Roll Call vote was taken and motion passed 10-0.
- b. **CloroxPro Total 360 Electrostatic Sprayer:** EHS-CCP would like to purchase a Cloroxpro Total 360 Electrostatic Sprayer for each of our 5 partnership sites. The sprayer is to help disinfect our centers and protect our children & staff due to the COVID virus. The cost is \$5,799.99 each & the total expense would approximately \$34,799.94. COVID-19 funds will be utilized for this purchase. Ron Cambiano made a motion to approve the purchase of the CloroxPro Total 360 Electrostatic Sprayers. Lona Hampton seconded the motion. Roll call was taken, motion passed 10-0

Discussion

Every two years organizational standards require board training on Roles & Responsibilities. John Ann discussed the Board of Directors Roles & Responsibilities; she went over agency nepotism, and those employees that were related. She also explained the CSBG & CSBG Cares monitoring reports were good, & we had no findings


Tisha presented the Board of Director Fiscal Training.

Linda Conover-Thompson explained the Community Plan & Mission Statement. The mission statement must be reviewed with the board at least once every five years.

Adjournment

At this time Lona Hampton made a motion to adjourn. Patsy Winn seconded the motion. Roll call vote was taken and the motion passed 10-0. The meeting adjourned at 1:07 p.m.

 4-12-21
Board Chair Date

 04/12/21
Secretary Date