

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
March 25, 2018

The NEOCAA board meeting was called to order at 12:37 p.m. on March 25, 2019 at the NEOCAA Conference Room. Roll call determined the following members to be present: Ron Cambiano, Lorri Hardin, Clark McKeon, Jeanie Reed, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Kelly Hampton, Kim Harner, and Kim Williams. A quorum of 10 was present.

February 25, 2019 Regular 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 February 25, 2019 Regular board meeting minutes. Kim Harner seconded the motion and all were in favor.

Management Report for February 2019

John Ann went over the Management Report. Ernie Flagg explained the weatherization crew completed three houses for the month of February. Cameron Dozier expressed that he met with the City Administrator and City Code Enforcer about property in Commerce. The City has approved to donate two large lots to the agency to build 4 new three bedroom houses in the city of Commerce, the agency will write a new grant to OHFA for this project. He added that he is working with the Ministerial Alliance in Stilwell on getting property to build houses or duplexes there as well. Cindy Templeman stated that the RX for Oklahoma served seven new clients. Gail Sperry explained that attendance has been steady for the TANF program for February. John Ann added that Michael Jones from OKACAA presented Roles and Responsibilities and open meeting act training to the Board of Directors. Patty Wiese gave an overview on the Policy Council and Suzie Powers reported on Early Head Start and Education Station.

NEOCAA Financial Reports February 2019

Tisha presented the February financial reports for 2019. Ron Cambiano asked if we had received a payment from Neosho Ridge. Tisha responded that the agency had not received payment form Neosho Ridge. Brian Wagnon made a motion to approve, seconded by Clark Mckeon, and all approved.

Board Member Reappointment

John Ann explained that the NEOCAA is the authority for the Private Sector in Adair County. The Governance Committee was unable to meet due to quorum issues and did not approve the reappointment of Patsy Winn. John Ann asked the Board to table this item until next month. Jeanie Reed made a motion to table the reappointment. Scott Van Hoose seconded the motion and all were in favor.

Audit Service Contract April 30, 2019

Tisha explained that a request for proposals were sent to all Certified Public Accountants licensed to perform government audits in Oklahoma for the fiscal year ending April 30, 2019. The RFP's were due back to the Agency no later than February 28, 2019 at 4:00 p.m. and were opened by the Executive Director in the presence of the CFO and Administrative Assistant. Four firms provided bids in response to the request for proposals that were transmitted. Saunders & Associates submitted the proposal with the lowest bid and are also believed to be the most qualified. Tisha added that it is the recommendation of management to renew the audit service contract for fiscal year ending April 30, 2019 with Saunders & Associates, Inc. Kim Harner made a motion to renew the contract for audit series with Saunders & Associates, Inc. Brian Wagnon seconded the motion and all were in favor.

CSBG 2nd Allocation Funds

John Ann Thompson informed the board that the agency received notification of the 2nd allocation of funds for the FY 2019 CSBG contract, in the amount of \$110,096 which brings the total budget to date to \$220,192. A copy of the budget was attached for the board to review. Kim Harner made a motion to approve the FY 2019 CSBG budget revision. Brian Wagnon seconded the motion and all were in favor.

Board of Director's Committee Members

John Ann explained that pursuant to the agency By-Laws, the Board of Directors' committee members need to be elected each year.

Kim Harner made a motion to approve Patsy Winn, Brian Wagnon, and Scott Van Hoose for the Governance Committee. Kim Williams seconded the motion and all were in favor.

Brian Wagnon made a motion to approve Scott Van Hoose, Kim Roblyer, and Kim Harner for the Budget & Finance Committee. Clark McKeon seconded the motion and all were in favor.

Brian Wagon made a motion to approve Scott Van Hoose and Kim Harner for the Risk Assessment Committee. Jeanie Reed seconded the motion and all were in favor.

Scott Van Hoose made a motion to approve Brian Wagnon & Clark McKeon for the Strategic Plan Committee. Kim Harner seconded the motion and all were in favor.

Clark Mckeon made a motion to approve Jeanie Reed, Rebecca Jim, Clark Mckeon, and Kim Roblyer for the Personnel/Affirmative Action Committee. Kim Harner seconded the motion and all were in favor.

Fraud Risk Assessment

The agency staff met to consider items for review and analysis for this year's fraud risk assessment. The staff suggested oversight on the VITA Tax Program. It was recommended that the measures be implemented as follows:

1. Enhance Cyber Security

2. No Information is saved on agency computers
3. Propose background check for Tax Volunteers
4. Lock office doors where tax files are kept
5. Use three levels of verification before e-filed by tax coordinator

Scott Van Hoose made a motion to approve the recommendations from the agency staff. Brian Wagon seconded the motion and all were in favor.

EHSCCP Continuation Application/COLA

Suzy Powers explained the Early Head Start Child Care Partnership Grant must be completed and submitted each year. The grant period for this application is August 1, 2019-July 31, 2020. She added that this application also includes a cost of living adjustment of 1.77 percent, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs. Kim Harner made a motion to approve the EHS-CCP continuation application and COLA for period August 1, 2019-July 31, 2020. Brian Wagnon seconded the motion and all were in favor.

COLA for Agency Staff

John Ann informed the board that the agency will receive additional funds from the Office of Head Start to provide a 1.77% Cost of Living Adjustment for Early Head Start and Early Head Start /Child Care Partnership Staff. The agency proposes to provide the same COLA to the remainder of the NEOCAA staff. Tisha explained it is expected that the cost will not exceed \$14,954.62 for the remaining staff. These funds will be budgeted from other grants in the agency or unrestricted funds, if necessary. This increase will be included in the agency's operating budget for each grant. Kim Harner made a motion to approve a Cost of Living Adjustment for all employees for a 1.77% salary increase. Clark Mckeon seconded the motion and all were favor.

Fair Housing Month Proclamation

Cameron Dozier expressed that HUD regulation encourage all agencies to providing housing support using federal monies to actively assist clients to understand and advocate for Fair Housing practices for themselves. NEOCAA staff and Board of Directors actively promote Fair Housing throughout the year and highlight this support during the month of April which has been declared Fair Housing Month. Brian Wagnon made a motion to support efforts throughout the year that promote Fair Housing in the five county area the agency serves and declares a proclamation of April as Fair Housing Month. Jeanie Reed seconded the motion and all were in favor.

New Business

Phase 35 Emergency Food & Shelter Grant for Adair County

Janna Ragland informed the Board that the agency has been awarded \$8,426 in Adair County Emergency Food and Shelter Program funds. She explained that the funds will be used to provide emergency rent and utility payment to clients in Adair County. The first payment of \$4213 has been received. She added that due to the late receipt of funds, we have also received an extension to expend funds through May 31, 2019 from United Way. Ron Cambiano made a motion to approve the budget for the Phase 35 Emergency Food and Shelter Grant for Adair County and an extension of funds expenditure request. Brian Wagnon seconded the motion and all were in favor.

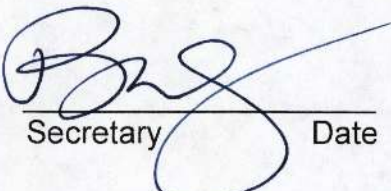
Discussion

- Cindy Templeman presented a quarterly report of the year long strategic plan innovative results with the Board of Directors
- Janna Ragland reiterated the Adair County Grant Funds.
- John Ann expressed that during the IRS VITA monitoring the State VITA Program was very pleased with the amount of returns and the excellent job that Lisa Thorpe was doing. We received 100% on the monitoring tool used.
- Suzie Powers indicated that the monitoring had been officially closed on the incident involving Melissa Huffman's Day Care.
- John Ann announced that NEOCAA will be celebrating 50 years of existence. She asked the board if a celebration should be held. The Board agreed and a committee of board members and staff will plan the festivities.

Adjournment

Brian Wagnon made a motion to adjourn the meeting at 1:30 p.m. Clark Mckeon seconded the motion and all were in favor.


Board Chair 4-29-19
Date


Secretary Date