

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
Teleconference  
March 30, 2020

The NEOCAA board meeting via teleconference was called to order at 12:00 p.m. on March 30, 2020. Roll call determined the following members to be present: Gary Buchanan, Ron Cambiano, Misty Bingham, Laura Garner, Bobbi Parris, Clark Mckeeon, Kim Roblyer, Mike Lillie, Brian Wagnon, Scott Van Hoose, Rebecca Jim, & Kim Harnar. A quorum of 12 was present on the teleconference.

Rebecca Jim conducted the meeting via teleconference.

**February 24, 2020 Regular Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Scott Van Hoose made a motion to approve the February 24, 2020 Regular board meeting minutes Bobbi Parris seconded the motion, roll call vote was taken.

**Management Report for February 2019**

John Ann explained that due to the circumstances that the management report was included in the packets & she would not elaborate unless there were questions.

**NEOCAA Financial Reports February 2020**

Tisha explained that due to the circumstances of the board meeting, she would like to table the February financials and present February and March next month along with the operating budget. I don't know how to get these out in time where the board can actually view them and I'm not comfortable with just "talking" about them, I feel like they need to have something tangible in front of them in order to meet the criteria of properly presenting financials. Brian Wagon made a motion to table the financial reports for February. Ron Cambiano seconded the motion, roll call vote was taken.

**Board Member Reappointment**

John Ann explained that the Westville Nutrition is the authority for the low-income sector in Adair County. Paula Walkingstick has is up for re-appointment. Westville Nutrition has not contacted us with a representative at this time. She asked the board of directors to table this item. Ron Cambiano made a motion to table the re-appointment or appointment for the low-income sector in Adair County. Clark Mckeeon second the motion, roll call vote was taken.

**Policy Council Representative & Alternate**

John Ann explained that the policy council has not been able to find a parent that can serve on the board & make the meetings. Kim Roblyer made a motion to table this item. Ron Cambiano seconded the motion, roll call vote was taken.



### **Amended Fiscal Policy**

Tisha Nichols explained that the agency has reviewed and recommends amending the Fiscal Policies to add a telework/ Emergency Preparedness policy. This will ensure that essential federal functions will continue during emergency situations. Clark Mckeon made a motion to approve the amended Fiscal Policy including the Telework/Emergency preparedness Policy. Kim Harnar seconded the motion, roll call vote was taken.

### **Amended Personnel Policy**

Kristi Helsel expressed that the agency has reviewed and recommends amending the Personnel Policies to create and add a telework policy, to ensure that essential federal functions continue during emergency situations. Misty Bingham made a motion to approve the amended Personnel Policy to include the telework/emergency preparedness policy. Brian Wagnon seconded the motion, roll call vote was taken.

### **Amended ESG Policy**

John Ann explained that the ESG policies have been reviewed and recommends amending the policy to reflect best practices for weather & safety leave or other catastrophic events that would prevent an employee or group of employees from safely traveling to or from or from safely performing work at an approved location. Mike Lillie made a motion to approve the amended ESG Policy. Misty Bingham seconded motion, roll call vote was taken.

### **Amended Client Services Policy**

John Ann explained that policies have been reviewed and recommends amending the policy to reflect best practices for weather & safety leave or other catastrophic events that would prevent an employee or group of employees from safely traveling to or from or from safely performing work at an approved location. Kim Harnar made motion to approve the amended Client Services Policy. Kim Roblyer seconded to motion, roll call vote was taken.

### **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.

### **Governance Committee Members**

Kim Roblyer made a motion to approve Patsy Winn, Brian Wagnon, and Scott Van Hoose for the Governance Committee. Mike Lillie seconded the motion, roll call vote was taken.

### **Budget & Finance Committee Members**

Mike Lillie made a motion to approve Scott Van Hoose, Kim Roblyer, and Kim Harner for the Budget & Finance Committee. Gary Buchanan seconded the motion, roll call vote was taken

### **Risk Assessment Committee Members**



Gary Buchanan made a motion to approve Scott Van Hoose and Kim Harner for the Risk Assessment Committee. Clark Mckeon seconded the motion roll call vote was taken.

#### **Strategic Plan Committee Members**

Scott Van Hoose made a motion to approve Brian Wagnon, Clark McKeon & Misty Bingham for the Strategic Plan Committee. Kim Harner seconded the motion roll call vote was taken

#### **Personnel/Affirmative Action Committee Members**

Clark Mckeon made a motion to approve Jeanie Reed, Rebecca Jim, Clark Mckeon, Bobbi Parris and Kim Roblyer for the Personnel/Affirmative Action Committee. Gary Buchanan seconded roll call vote was taken.

#### **Fraud Risk Assessment**

The agency Fraud Risk Committee met to consider items for review and analysis for this year's fraud risk assessment. The staff suggested oversight on the gardens & greenhouse project. It was recommended that gardens be selected due to the re-location, new business practices, and new management.

Kim Roblyer made a motion to approve the recommendations from the agency staff. Bobbi Parris seconded the motion, roll call vote was taken.

#### **CSBG Revised Budget & Funds**

John Ann revealed that the agency has received notification of the final allocation of funds for the CSBG contract for FY 20, in the amount of \$386,151.00. This brings the total to \$450,418.00. A copy of the budget was attached for the board of directors to review. Mike Lillie made a motion to approve the revised CSBG budget, Kim Harnar seconded the motion, and roll call vote was taken.

#### **EHS & EHS-CCP Policy Council Reports**

Suzie Powers stated that the Policy Council monthly operational reports for February 2020, including monthly cred card expenditures, CACFP, enrollment, attendance & disabilities reports were attached for board review and approval. Clark Mckeon made a motion to approve monthly operational reports for February 2020. Gary Buchanan seconded the motion, and roll call vote was taken.

#### **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. Kim Roblyer 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. Scott Van Hoose seconded the motion and roll call vote was taken.



## Items Over \$5000.00

### **a. Kids Company Repairs**

EHS-CCP is requesting approval for floor repair to a classroom at Kids Company, as a beam under the floor broke and needs repaired. Kim Harnar made a motion to approve the expenditure over \$5000.00 to for floor repair at Kids Company. Clark Mckeon seconded the motion, and roll call vote was taken.

### **b. Teaching Strategies Gold**

EHS and EHS-CCP is requesting approval for the subscription and renewal of Teaching Strategies Gold, to ensure that teachers can continue to monitor the children's development and document progress. Kim Harner made a motion to approve the expenditure over \$5000.00 to renew the subscription of Teaching Strategies Gold. Clark Mckeon seconded the motion, and roll call vote was taken.

### **c. Classroom Laptops**

EHS and EHS-CCP is requesting approval to purchase lap tops for partnership classrooms. The computers will assist teachers in documenting observations and other required documentation for EHS-CCP program. Kim Harnar made a motion to approve the expenditure over \$5000.00 to purchase lap top computers. Clark Mckeon seconded the motion and roll call vote was taken.

### **d. EHS Classroom Supplies**

EHS is requesting approval to purchase classroom supplies. The supplies will be used by the teachers in the classrooms and on the play ground to enhance the development of the children in the EHS program. Kim Harnar made a motion to approve the expenditure over \$5000.00 to purchase classroom supplies for EHS. Clark Mckeon seconded the motion and roll call vote was taken.

### **e. Flooring for Rental Property at 325 A Street Miami, OK**

The agency is requesting approval for repairing flooring at 325 A street in Miami, Ok. The expense will be approximately \$5,530.00. Kim Harnar made a motion to approve the expenditure over \$5000.00 to repair or replace the flooring at rental property 325 A Street in Miami, OK. Clark McKeon seconded the motion and roll call vote was taken.

### **f. Flooring for Rental Property at 322 Ave. Colcord, OK**

The agency is requesting approval for repairing flooring at 322 Ave t in Colcord, Ok. The expense will be approximately \$5,200.00. Kim Harnar made a motion to approve the expenditure over \$5000.00 to repair or replace the flooring at rental property 322 Ave in Colcord, OK. Clark McKeon seconded the motion and roll call vote was taken.

## New Business

John Ann explained that the agency attorney will be sending Neosho Ridge a letter requesting a payment, as their financial statements showed a profit for 2019.



**Discussion**

- Lisa Thorpe presented a quarterly report of the year long strategic plan innovative results with the Board of Directors
- Suzie Powers indicated that the monitoring level 1 was conducted. Our region 6 liaison came to the office & met staff and observed some of the EHS-CCP partners
- Lindi Conover-Thompson gave brief report on the agency APR.

**Adjournment**

Kim Roblyer made a motion to adjourn the teleconference meeting at 1:44 p.m Bobbi Parris seconded the motion and roll call vote was taken

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Board Chair                      Date

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Secretary                      Date