

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
Teleconference  
April 27, 2020

The NEOCAA board meeting via teleconference was called to order at 12:00 p.m. on April 27, 2020. Roll call determined the following members to be present: Gary Buchanan-Delaware County Ron Cambiano, Misty Bingham, Laura Garner, Bobbi Parris, Jeanie Reed, Kim Roblyer, Mike Lillie, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Kim Harnar, Kim Williams, Clark Mckeen, & Patsy Winn. A quorum of twelve was present.

Rebecca Jim conducted the meeting via teleconference

**March 30, 2020 Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. John Ann stated that we had found a mistake on the items over \$5000, on items E & F. Misty Bingham made a motion to approve the March 30, 2020 board meeting minutes with the change to items E & F from renal to rental. Jeanie Reed seconded the motion, roll call vote was taken.

**Management Report for March 2020**

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

**Financial Reports for February March 2020**

Tisha Nichols presented the financials via teleconference. Tisha explained that our attorney has sent a letter to Neosho Ridge for a payment. Ron Cambiano made a motion to approve the Financial Reports for February & March 2020. Bobbi Parris seconded the motion roll call vote was taken. Motion was passed 12-0

**Re-appointment low income sector in Adair County**

John Ann explained Westville Nutrition is the appointing authority for the low-income sector in Adair County & has not been able to conduct a meeting to elect a representative due to COVID-19. Scott Van Hoose made a motion to table this item. Jeanie Reed seconded the motion, roll call vote was taken. Motion was passed 12-0

**Policy Council Representative & Alternate**

John Ann explained that Policy Council has not found a representative & alternate for the NEOCAA board of directors. Scott Van Hoose made a motion to table this item. Jeanie Reed seconded the motion, roll call vote was taken. Motion was passed 12-0

**Appointment for the private sector in Delaware County**

John Ann explained that the Governance Committee had met & suggested that Lona Hampton serve as the representative for the private sector in Delaware County to finish

the term of Kelly Hampton. Jeanie Reed made a motion to approve Lona Hampton as the representative for the Private Sector in Delaware County. Mike Lillie seconded the motion, roll call vote was taken. Motion was passed 12-0

### **Agency Operating Budget**

Tisha Nichols related to the board of directors that the agency has prepared the annual operation budget that summarizes total expenditures expected for each grant for the coming fiscal year. Tisha gave an extensive explanation of the line items for each grant. Kim Roblyer made a motion to approve the agency operating budget and performance measures for the fiscal year ending April 30, 2021. Ron Cambiano seconded the motion and roll call vote was taken.

### **ESG Policy & Procedures**

Natalie related to the board that ESG Policy has been updates to reflect COVID-19 emergency funding changes. The modification will allow the agency to better serve those directly affected by the pandemic. The modification only applies to funding received by the agency that is intended to assist those affected by the COVID-19 pandemic and does not apply to the regular funding received for emergency assistance. This modification is effective April 1, 2020 through December 31, 2020. Jeanie Reed made a motion to approve the modifications to the ESG Policy & Procedures. Bobbi Parris seconded the motion and roll call vote was taken. Motion was passed 12-0

### **Client Services Policy**

Natalie related to the board that the Client Services Policy has been updates to reflect COVID-19 emergency funding changes. The modification will allow the agency to better serve those directly affected by the pandemic. The modification only applies to funding received by the agency that is intended to assist those affected by the COVID-19 pandemic and does not apply to the regular funding received for emergency assistance. This modification is effective April 1, 2020 through December 31, 2020. Jeanie Reed made a motion to approve the modifications to the Client Services Policy. Kim Roblyer seconded the motion and roll call vote was taken. Motion was passed 12-0

### **Amended Personnel Policies**

Kristi Helsel explained to the board that with the recent COVID-19 pandemic we have amended existing policies that would allow NEOCAA employees' families to receive assistance if eligibility is met. She added that these funds are specifically for COVID-19 and this policy will remain in effect through December 31, 2020. Kristi added that the EHS pay scale for 2020 was updated. Jeanie Reed made a motion to approve the amended Personnel Policies. Misty Bingham seconded the motion and a roll call vote was taken. Motion was passed 12-0

### **Community Services Block Grant Contract**

John Ann related that the agency has received & approved the final allocation of funds for the CSBG contract. We now have received the contract for the total amount of \$450,418.00. Kim Roblyer made a motion to approve the CSBG contract for FY'20. Kim Harnar seconded the motion and a roll call vote was taken. Motion was passed 12-0

### **Insurance**

John Ann stated that the agency met with Michael Boyd on April 23, 2020 via video conference to go over the agency's insurance renewal proposals. Our agent Michael Boyd representative with Gallaher Insurance, whose office in Miami, OK reached out to three companies. Care Providers quote was \$72,000.00 without DNO coverage; Guide One declined to quote & was not competitive on pricing or deductibles, & Philadelphia's quote was \$63,501.00. Philadelphia's quote was an anticipated 6% increase, which is \$3,403.00 more than last year. Bobbi Parris made a motion to approve the insurance renewal with Philadelphia Insurance. Scott Van Hoose seconded the motion and a roll call vote was taken. Motion was passed 12-0

### **Board of Directors Policies**

John Ann related to the Board of Directors that the new organizational standards require that the Board of Directors and the agency meet all oversight for roles and responsibilities, CEO succession plan, and the process for selection of board members, including the democratic process for selecting low-income board members. Misty Bingham made a motion that the Board of Directors has reviewed and approves the policies as presented. Jeanie Reed seconded the motion and a roll vote was taken. Motion was passed 12-0

### **EHS Quality Improvement Application**

Suzie Hemphill explained that EHS QI application is for the use of funds in the amount of \$35,000 to make quality improvement to the program. Jeanie Reed made a motion to approve the EHS Quality Improvement Application. Scott Van Hoose seconded the motion and a roll call vote was taken. Motion was passed 12-0

### **EHS-CCP Quality Improvement Application**

Suzie Hemphill explained that EHS-CCP QI application is for the use of funds in the amount of \$35,000 to make quality improvement to the program. Jeanie Reed made a motion to approve the EHS-CCP Quality Improvement Application. Scott Van Hoose seconded the motion and a roll call vote was taken. Motion was passed 12-0

### **EHS-CCP Continuation Application**

EHS-CCP grant application must be completed each year for the upcoming budget period. The application for the Early Head Start Child Care Partnership grant is for budget year August 1, 2020 through July 31, 2021 in the amount of \$823,939 for program operations. Gary Buchanan made a motion to approve EHS-CCP application for the budget year of August 2020 to July 2021, Jeanie Reed seconded the motion and a roll call vote was taken.

### **Risk Assessment Results**

John Ann explained that agency staff met to go over current risks within the agency The Risk Assessment Results was including in the packets for the board to review. Patsy Winn made a motion to approve the Risk Assessment Results. Lona Hampton seconded the motion and a roll call vote was taken.

### **EHS EHS-CCP Policy Council By Laws**

EHS & EHS-CCP asked for consideration to amend the By-laws to include teleconference/video conference meetings. Patsy Winn made a motion to approve the amendment to the Policy Council By-laws to include teleconference/video conference meetings. Clark Mckeen seconded the motion and a roll call vote was taken. Motion was passed 12-0

### **EHS Cost of Living**

EHS asked for consideration on the EHS COLA application for the FY'20 grant period in the amount of \$7,229. This would be for a 2% COLA increase in employee salaries. Lona Hampton made a motion to approve the 2% COLA for EHS. Patsy Winn seconded the motion and a roll call vote was taken. Motion was passed 12-0

### **EHS-CCP Cost of Living**

EHS-CCP asked for consideration on EHS-CCP COLA application for the FY'20 grant period in the amount of \$16,104. This would be for a 2% COLA increase in employee salaries. Patsy Winn made a motion to approve the 2% COLA for EHS-CCP. Kim Harnar seconded the motion and a roll call vote was taken. Motion was passed 12-0

### **COLA for Agency Staff**

John Ann explained that the agency will receive additional funds from the Office of Head Start to provide a 2% 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 remaining staff. It is expected that the cost will not exceed \$19,503.85 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 Harnar made a motion to approve the COLA adjustment for all employees to receive a 2% salary increase. Patsy Winn seconded the motion and a roll call vote was taken. Motion was passed 12-0

### **Items Over \$5000.00**

#### **a. Insurance Renewal**

The Philadelphia Insurance Company has presented their proposal for renewal of our liability & property insurance. A copy of the renewal was attached for the Boards review. Patsy Winn made a motion to approve the Philadelphia Insurance Company's Liability Insurance renewal policy which will exceed \$5000.00. Bobbi Parris seconded the motion and a roll call vote was taken. Motion was passed 12-0

### **Discussion Items**

#### **Strategic Plan**

Lindi spoke to the board about the new Strategic Plan for 2020-2021. Areas of emphasis included the gardens project, additional child care, area transportation, and

re-integration of youth 18-24 into independent living. Members of the community, agency staff, and board members are working on the strategic plan under the direction of Julia Teska, a nationally certified ROMA trainer.

### **Community Needs Assessment**

Lindi discussed the current needs assessment and emphasized the need to reach out to various community organizations and clients to get an accurate measure of the most pressing needs. She asked the board members to assist in making sure that the communities that they represent are given the opportunity to voice their views on the most pressing issues they face

### **Customer Satisfaction Survey**

John Ann discussed the latest results of the customer satisfaction survey that is given to each client that is served by NEOCAA. She mentioned that not all clients choose to complete them or they do a partial survey. Tax preparation had the most responses.

### **COVID-19 Loans**

Tisha explained the loan programs to the board of directors, John Ann emphasized that at this time, we were waiting to see if we needed the PPP loan since we are funded extensively through grants.

### **Announcements**

There were no announcements.

### **New Business**

There was no new business

### **Adjournment**

At this time Kim Roblyer made a motion to adjourn. Lona Hampton seconded the motion and roll call vote was taken. Meeting adjourned at 1:37 p.m.

 5-28-2020  
Board Chair Date

 05/28/20  
Secretary Date