

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
April 29, 2019

The NEOCAA board meeting was called to order at 12:52 p.m. on April 29, 2019 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Laura Garner, Jeanie Reed, Mike Lillie, Scott Van Hoose, Rebecca Jim, Kim Williams, Kelly Hampton, Ciera Allen, Brian Wagnon and Kim Harner. A quorum of eleven was present.

Rebecca Jim conducted the meeting.

**March 25, 2019 Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Brian Wagnon made a motion to approve the March 25, 2019 board meeting minutes. Jeanie Reed seconded the motion and all were in favor.

**Management Report for March 2019**

John Ann explained to the Board of Directors that the agency had received the results for our CSBG Pre-Award Risk Assessment and the agency scored as thriving or safe risk agency. Our score was 52 and the low risk range was from 44-73. Rhonda announced the gardens opened full time on April 15<sup>th</sup>. She added that March was extremely busy with tons of transplanting, prepping garden beds and put a new bed at the Bearskin Health Clinic. Cindy Templeman related that the RX for Oklahoma served 3 new clients and the number of March claims was 62 with a savings of \$20,976.00. Natalie Sanders expressed that the Emergency Services department continues to serve those in need. During the month of March the VITA sites filed in Jay \$49,705.00, in Grove \$85,135.00 and \$46,673.00 in Miami in tax returns.

**Financials Reports for March 2019**

Tisha Nichols presented the financials on the monitor. Brian made a motion to approve the Financial Reports for the period ending March 31, 2019. Brian also asked if any payments had been received from Neosho Ridge and the answer was no. Kim Harner seconded the motion and all were in favor.

**Re-appointment**

John Ann explained that NEOCAA is the appointing authority for the private sector in Adair County and that Patsy Winn is currently the representative for this position. The Governance Committee met and recommended to re-appoint Patsy Winn to the Board of Directors. Jeanie Reed made a motion to accept the Governance Committee's recommendation and endorses the re-appointment of Patsy Winn to serve as the representative from the private sector of Adair County.

**Agency Operating Budget**

John Ann 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. The budget was handed out for the board of directors to review and Tisha gave an extensive explanation of the line items for each grant. Scott Van Hoose made a motion to approve the agency operating budget and performance measures for the fiscal year ending April 30, 2020. Brian Wagnon seconded the motion and all were in favor.

### **HUD COC Supportive Housing Program Renewal Grant Funds**

The agency has been approved to receive one-year HUD Homeless Continuum of Care grants as follows: 1) As the lead agency for the NE OK COC, the agency has been approved to receive a one-year HUD Homeless Continuum of Care: Supportive Housing Program grant in the amount \$29,683 to pay salary costs for Continuum planning costs conducted by NEOCAA's Planner. Funding will be used to pay a partial salary to provide staff support for COC planning activities; 2) Supportive Housing program grant in the amount of \$39,506 to continue operation and maintenance of the six HUD COC permanent supportive housing units location in North Miami, Grove, Miami and Tahlequah. This funding will be used for maintenance and repair, utilities, and insurance on the units to pay part of the salary of NEOCAA staff to manage the properties; 3) Supportive Housing Program Information System (HMIS) mandated by HUD in the amount of \$27,217. Funding will be used to purchase needed hardware, pay software licensing and support fees and provide end user training for new users and to pay computer system hosting and support fees, to provide technical support for all user agencies, and to pay partial salaries to provide staff support for project management and data entry. NEOCAA will act as the lead agency from HMIS system. Copies of the HUD COC supportive Housing Program grant budgets were available to the Board of Directors. Jeanie Reed made a motion to approve the HUD COC Supportive Housing Program Grant Budgets and approves the execution of a contract with HUD to receive the funds for one year. Scott Van Hoose seconded the motion and all were in favor.

### **Insurance**

The Philadelphia Insurance Company has presented their proposal for renewal of our liability insurance. A copy of the renewal was attached for the Boards review. Misty Bingham made a motion to approve the Philadelphia Insurance Company's liability Insurance renewal policy. Brian Wagnon seconded the motion and all were in favor.

### **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. Scott Van Hoose made a motion that the Board of Directors has reviewed and approves the policies as presented. Brian Wagnon seconded the motion and all were in favor.

### **EHS CCP Continuation Application & Non-Federal Share Waiver**

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 due May 1, 2019 for budget year August 1, 2019 through July 31, 2020. The Grant application

funding includes program operation funding of \$791,185, Training and Technical Assistance of \$18,750, and cost-of-living adjustment (COLA) of \$14,004 for a total of \$823,939. Brian Wagnon made a motion to approve EHS-CCP application that includes the Non-Federal Share Waiver for the budget year of August 2019 to July 2020, Scott Van Hoose seconded the motion and all approved.

### **Audit Services Engagement**

Tisha explained that the Agency entered into a contract with Saunders and Associates to perform the audit for the year ending April 30, 2019. The proposed engagement letter from Saunders and Associates was attached for the boards review. Jeanie Reed made a motion to approve the engagement letter from Saunders & Associates to prepare the Audit for period ending April 30, 2019. Brian Wagnon seconded the motion and all were in favor.

### **Federal 990 Engagement**

Tisha explained that the Agency entered into a contract with Saunders and Associates to perform the audit for the year ending April 30, 2019 and to prepare the Federal 990. The proposed engagement letter from Saunders and Associates was attached for the boards review. Brian Wagnon made a motion to approve the engagement letter from Saunders & Associates to prepare the 990 for period ending April 30, 2019. Scott Van Hoose seconded the motion and all were in favor.

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

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

The Philadelphia Insurance Company has presented their proposal for renewal of our liability insurance. A copy of the renewal was attached for the Boards review. Brian Wagnon made a motion to approve the Philadelphia Insurance Company's Liability Insurance renewal policy which will exceed \$5000.00. Kim Harner seconded the motion and all were in favor.

#### **b. Lakeland Copier Lease**

John Ann explained that the agency met with Lakeland to discuss our current copy machine and the option to upgrade. In the process it was decided that it would be best to enter a 60 month lease versus purchasing a new machine. Mike Lillie made a motion to approve the Lakeland Lease which will exceed \$5000.00. Misty Bingham seconded the motion and all were in favor.

### **Discussion Customer Satisfaction Survey**

Natalie Sanders explained that the agency staff developed a customer satisfaction survey to be utilized by all programs of the agency.

### **Discussion of Community Needs Assessment**

John Ann discussed the need for everyone to participate and try to get every county involved in the Community Needs Assessment. Every board member is encouraged to forward the information to the people in their community.

**Agency Outcomes & Programs Adjustments**

John Ann reported that agency outcomes are reported monthly with the management report. The evaluation of actual outcomes at this time would indicate no need for any change in the planned outcomes. John Ann noted that the planned outcomes are derived from the Community Needs Assessment and are contained in the Community Action Plan. The results of actual versus planned outcomes are reported to the board monthly.

**Agency 50<sup>th</sup> Anniversary Celebration**

John Ann asked for the Board of Directors input on the date for the celebration. She explained that we would meet and get back to the board with a date.

**Organizational Standards Self Assessment**

John Ann explained that CSBG requires that the agency complete a self assessment annually using Organizational Standards. The agency staff has been working to update the assessment.

**EHS Self Assessment**

Suzy explained that the EHS Self Assessment was coming up and asked for Board involvement. She said she would be getting with members to assist in one of our centers.

**New Business**

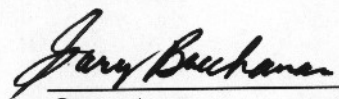
a. **Credit Card Authorized Contacts**

Elesa explained that we needed to update our Authorized contacts with our Credit Cards. Jean Cooper was removed and John Ann Thompson was added along with Tisha Nichols and Elesa Graham. Brain Wagnon made a motion to approve the changes made to the Authorized Contacts. Kim Harner seconded the motion and all were in favor.

**Adjournment**

At this time Jeanie Reed made a motion to adjourn. Kelly Hampton seconded the motion and all were in favor. Meeting adjourned at 1:37 p.m.

 7-22-19  
Board Chair Date

 7-22-19  
Secretary Date