

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

May 23, 2022

The NEOCAA board meeting via teleconference was called to order at 12:01 p.m. on May 23, 2022. Roll call determined the following members to be present: Gary Buchanan, Ron Cambiano, Misty Bingham, Bobbi Parris Jeanie Reed, Clark McKeon, Kim Roblyer, Mike Lillie, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Lona Hampton Patsy Winn, Meagan Hamby, Kim Harnar, Chase Burleson & Terrie Thomas. The initial quorum of fifteen was present; Patsy Winn was voted in at 12:34 making the quorum sixteen.

Rebecca Jim conducted the meeting.

March 28, 2022 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. Scott Van Hoose made a motion to approve the April 28, 2022 board meeting minutes Kim Roblyer seconded the motion, roll call vote was taken. Motion passed 15-0

Management Report for March & April, 2022

John Ann explained to the Board of Directors that we are still attending zoom meetings and conducting regular activities. There has not been a decline in clients or services.

Financial Reports for March, 2022

Tisha went over the financial reports for March with the Board of Directors via teleconference. She explained that the April financial reports were not complete & that we would need to table that until our June meeting. Brian Wagnon made a motion to approve the March financial reports as presented by Tisha & table the April financials for the June Board of Directors' Meeting. Kim Harner seconded the motion. Motion passed 15-0.

Agency Budget for Fiscal year May 1, 2022- April 30, 2023

The budget & finance committee met on April 25, 2022 & Tisha discussed the proposed FY23 agency budget. Tisha went over the budget, program activities, monthly budgets for each grant & expected client outcomes for each program via telephone with the Board of Directors. Lona Hampton made a motion to approve the agency budget. Brian Wagnon seconded the motion and motion passed 15-0.

Re-appointment for the Private sector in Adair County

John Ann explained NEOCAA is the appointing authority for the private sector in Adair County. The Governance Committee met on April 25, 2002 & voted to re-appoint Patsy Winn to this position. Jeanie Reed made a motion to accept the recommendation by the Governance committee & re-appoint Patsy Winn to serve on the Board of Directors. Ron Cambiano seconded the motion. Motion passed 15-0.

Addendum to Personnel Policies

Kristi Stout explained that EHS and EHS-CCP were awarded a 2.28% COLA adjustment & that the EHS salary scale needed to be updated in the personnel policies. The personnel committee met before the meeting to discuss & approve the policy changes. Lona Hampton made a motion to approve the amended personnel policies to include the updated salary scale for EHS/EHSCCP. Jeanie Reed seconded the motion. Motion passed 16-0.

Updated Organizational Chart

Kristie Stout related to the Board of Directors that with some recent changes to management, the agency organizational chart needed updated. The personnel committee met before the meeting to discuss the changes & approve the changes. Kim Roblyer made a motion to approve the updated organizational chart as presented & approve by the personnel committee. Patsy Winn seconded the motion and motion passed 16-0.

Insurance renewal Proposal

John Ann explained to the board that the staff had met with Philadelphia Insurance to discuss our recent renewal. Agency staff made some changes to the policy including increasing our rental dwellings coverage. There was an increase in the rate summary from last year. The projected amount will not exceed \$85,000.00 Kim Roblyer made a motion to approve the Philadelphia Insurance renewal policy as presented. Kim Harnar seconded the motion and motion passed 16-0.

Audit Services Contract for year ending April 30, 2022

John Ann related that the agency has received an engagement letter from Saunders & Associates to perform the fiscal year-end audit for April 30, 2022. Kim Harnar made a motion to approve the engagement letter from Saunders & Associates to perform the agency audit for year ending April 30, 2022. Kim Roblyer seconded the motion. Motion passed 16-0.

990 Contract for year ending April 30, 2022

The agency has received an engagement letter from Saunders & Associates to prepare the Federal Form 990 for year-end April 30, 2022. Kim Roblyer made a motion to approve the engagement letter from Saunders & Associates to prepare the Federal Form 990 for year ending April 30, 2022. Scott Van Hoose seconded the motion. Motion passed 16-0.

Board of Directors Policies

The CSBG Organizational Standards require that we meet all oversight for rolls & responsibilities, CEO Succession plan, and the process for Selection of Board Members. The board went over all policies & plans Jeanie Reed made motion to approve the policies as presented. Brian Wagnon seconded the motion. Motion passed 16-0.

Revised Agency By-Laws

John Ann explained to the Board of Directors that due to not being able to reach a quorum to conduct business the agency recommends changing our by-laws to meet the required number of meetings from ODOC which is six instead of eight. Chase Burleson made a motion to approve the proposed changes to the agency by-Laws. Kim Roblyer seconded the motion and motion passed 16-0.

CSBG Contract

John Ann stated that the agency has been awarded the initial CSBG Program funds & budget in the amount of \$226, 738 by the Oklahoma Department of Commerce. NEOCAA would like to obligate the funds for the purposes shown in the budget & execute a contract with the Oklahoma Department of Commerce for utilization of funds. Patsy Winn made a motion to approve the CSBG budget & contract with the Oklahoma Department of Commerce for utilization of funds, Jeanie Reed seconded the motion. Motion passed 16-0.

OADP Budget

The Oklahoma Association of Community Action Agencies partners with the Oklahoma Department of Commerce, the IRS and the Oklahoma Community Network to provide asset development programs for Oklahomans. OKACAA has provided a new contract for funding in the amount of \$12,416 in funds for January 1, 2022 through October 31, 2022. These funds will subsidize a portion of the agency's cost for free tax preparation assistance. Kim Roblyer made a motion to approve the OADP budget & funds. Patsy Winn seconded the motion. Motion passed 16-0.

Risk Assessment Results

John Ann went over the Agency risk assessment results with the Board of Directors. Patsy Winn made a motion to approve the results as presented. Kim Roblyer seconded the motion and all were in favor. Motion passed 16-0.

ESG CR 2021 Tahlequah Men's Shelter Budget Revision

John Ann explained that the Oklahoma Department of Commerce has granted the Agency additional Emergency Solutions funds. This grant & funds are in conjunction with Tahlequah Men's Shelter in Tahlequah for a total of \$386,660.50. The Homeless Prevention Services funds (\$12,914.50) the Rapid Re-Housing Funds (\$11,914.50) and the Administrative funds (\$9,234.08) will be expended by NEOCAA. The Operations funds (\$352,597.42) expended by the Tahlequah Men's Shelter. Mike Lillie made a motion to approve the new budget for the Emergency Solutions Grant, obligating the funds for these purposes. Kim Roblyer seconded the motion & motion passed 16-0.

ESG CR 2021 Hope House Budget Revision

John Ann explained that the Oklahoma Department of Commerce has approved de-obligated funds for the Emergency Solutions grant. The grant & funds is in conjunction the Hope House shelter for a total of (\$137,734.64) The Homeless Prevention Services funds (\$44,645.98), the Rapid Re-Housing funds (\$18,427.55), the HMIS funds (\$1,200)

and the Administration funds (\$9,234.08) will be expended by NEOCAA. The Operations funds (\$64,227.03) will be expended by the Hope House. Bobbi Parris made a motion to approve the new budget for the Emergency Solutions Grant, obligating the funds for these purposes & approves the budget modification with ODOC and Hope House. Patsy Winn seconded the motion & motion passed 16-0.

ESG CR 2021 Community Crisis Center, Inc. Budget Revision

John Ann explained that the Oklahoma Department of Commerce has granted the Agency additional Emergency Solutions funds. This grant & funds are in conjunction with Community Crisis Center Inc. in Miami for a total of \$326,060.50. The Homeless Prevention Services funds (\$31,630.16), the Rapid Re-Housing Funds (\$14,306.17), the HMIS funds (\$13,092.60) and the Administrative funds (\$9,234.08) will be expended by NEOCAA. The Operations funds (\$257,797.49) expended by CCCI. Jeanie Reed made a motion to approve the new budget for the Emergency Solutions Grant, obligating the funds for these purposes. Kim Harnar seconded the motion & motion passed 16-0.

EFSP ARPAP Cherokee County Salvation Army Grant

John Ann explained that the Agency was awarded \$2,412.50 in Cherokee County Emergency Food & Shelter Program funds. These Funds will be used to provide emergency rent & utility assistance to clients in Cherokee County. Kim Harnar made a motion to approve the budget for the ARPAP grant for Cherokee County Salvation Army. Kim Roblyer seconded the motion. Motion passed 16-0.

EFSP ARPAP Cherokee County NEOCAA Grant

John Ann explained that the Agency was awarded \$2,412.00 in Cherokee County Salvation Army Emergency Food & Shelter Program funds. These Funds will be used to provide emergency rent & utility assistance to clients in Cherokee County. Kim Roblyer made a motion to approve the budget for the ARPAP grant for Cherokee County. Lona Hampton seconded the motion. Motion passed 16-0.

Cost of Living Adjustment for Agency Staff

John Ann explained that the Agency will receive additional funds from the Office of Head Start to provide a 2.28% Cost of living for Early Head Start & Early Head Start/Child Care Partnership staff. The agency proposes to provide the same COLA to the remainder of the NEOCAA staff. It is expected that the cost will not exceed \$25,054.48 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. Chase Burleson made a motion to approve a cost of living adjustment for all NEOCAA employees for 2.28% salary increase. Kim Harnar seconded the motion and motion passed 16-0.

EHS 2.28 COLA & Quality Improvement Application

Suzie related that EHS will receive additional funds from the Office of Head Start for a 2.28% cost of living adjustment. EHS is requesting approval for the EHS 2.28% COLA & Quality Improvement Application for FY22. Lona Hampton made a motion to approve

the EHS COLA & Quality Improvement Application for FY22. Jeanie Reed seconded the motion and motion passed 16-0.

EHS-CCP 2.28 COLA & Quality Improvement Application

Suzie related that EHS/EHS-CCP will receive additional funds from the Office of Head Start for a 2.28% cost of living adjustment. EHS-CCP is requesting approval for the EHS-CCP 2.28% COLA & Quality Improvement Application for FY22. Brian Wagnon made a motion to approve the EHS-CCP COLA & Quality Improvement Application for FY22. Kim Harnar seconded the motion and motion passed 16-0.

Early Head Start Child Care Partnership Disabilities Waiver

Suzie related Early Head Start Child Care Partnership Program would like consideration to approve the EHS-CCP Disabilities Waiver for program year 2021-2022- FY22 for grant #06-HP-000295. Kim Roblyer made a motion to approve the EHS-CCP disabilities waiver for Program year 2021-2022-FY22. Kim Harnar seconded the motion. Motion passed 16-0.

Early Head Start Child Care Partnership Non-Federal Share Waiver

Suzie related Early Head Start Child Care Partnership Program would like consideration to approve the EHS-CCP Non-Federal Share Waiver for program year 2021-2022-FY22 for grant #06-HP-000295. Scott Van Hoose made a motion to approve the EHS-CCP Non-Federal Share waiver for program year 2021-2022-FY22. Patsy Winn seconded the motion. Motion passed 16-0.

Early Head Start & Early Head Start Child Care partnership Selection Criteria

Suzie related Early Head Start would like consideration to approve the EHS & EHS-CCP Selection Criteria The selection criteria is being updated following the IM issued April 21, 2022 making families eligible for the Supplemental Nutrition Assistance Program categorically eligible for Early Head Start Program Services. Patsy Winn made a motion to approve the EHS & EHSCCP Selection Criteria update. Bobbi Parris seconded the motion. Motion passed 16-0.

Security Bank Card Credit Limit

John Ann reported to the Board of Directors that with the additional funds we have received from our funding sources, we have increased our purchases as well. She added that the agency would like to increase our credit limit from \$100,000 to \$200,000 to be able to sustain our purchases. Discussion followed concerning the programs being affected. John Ann disclosed that different programs will use the increase at different times of the year. Program credit card limits can be increased/decreased as needed. Patsy Winn made a motion to approve the increase in our SBC credit limit to \$200,000. Clark McKeon seconded the motion and motion passed 16-0.

Lease Agreement with Team W Real Estate

Suzie explained that NEOCAA/Early Head Start would like consideration to approve the Lease agreement with Team W Real Estate as presented. Jeanie Reed made motion to approve the Lease agreement with Team W Real Estate. Patsy Winn seconded the motion & motion passed 16-0.

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. She added that the Governance Committee met before the meeting & requested adding alternates to each committee in the case someone can not make the committee meetings.

Governance Committee Members

Patsy made a motion to approve Patsy Winn, Brian Wagnon, and Scott Van Hoose for the Governance Committee & Meagan Hamby as the Alternate. Lona Hampton seconded the motion. Vote was taken and the motion passed 16-0

Budget & Finance Committee Members

Brian Wagnon made a motion to approve Scott Van Hoose, Kim Roblyer, & Kim Harnar for the Budget & Finance Committee & Bobbi Parris as the Alternate. Patsy Winn seconded the motion Vote was taken and the motion passed 16-0.

Risk Assessment Committee Members

Kim Roblyer made a motion to approve Scott Van Hoose and Kim Harnar for the Risk Assessment Committee & Brian Wagnon as the alternate. Patsy Winn seconded the motion. Vote was taken and the motion passed 16-0.

Strategic Plan Committee Members

Kim Harnar made a motion to approve Brian Wagnon, Clark McKeon & Misty Bingham for the Strategic Plan Committee & Rebecca Jim as the alternate. Kim Roblyer seconded the motion. Vote was taken and the motion was approved 16-0.

Personnel/Affirmative Action Committee Members

Patsy Winn made a motion to approve Jeanie Reed, Rebecca Jim, Clark McKeon, Bobbi Parris and Kim Roblyer for the Personnel/Affirmative Action Committee & Brian Wagnon as the alternate. Kim Harnar seconded. Vote was taken and the motion passed 16-0.

EHS & EHS-CCP Policy Council Reports

Suzie Hemphill stated that the Policy Council monthly operation reports for March & April 2022, including monthly credit card expenditures, CACFP, enrollment, attendance & disabilities reports were attached for the board of directors to review. Lona Hampton made a motion to approve monthly operational reports for April including the credit card expenditures for March & April 2022. Patsy Winn seconded the motion and all were in favor. Motion passed 16-0

Items Over \$5000.00

John Ann explained that Philadelphia Insurance Company has presented their proposal for renewal of our policy not to exceed \$85,000.00 Clark McKeon made a motion to approve the Insurance Renewal from Philadelphia as presented. Jeanie Reed seconded the motion. Motion passed 16-0.

Suzie Powers stated that with staff traveling to the partnership sites on a regular basis, the program currently uses vehicles that were purchased by NEOCAA. Suzie added that as a result of being under reenrolled in the partnership program the program will be unable to spend all the contractual funds set aside for enhancement payments during program year 2021-2022. She explained that they would like to purchase a vehicle with the funds for travel to & from the partnership sites & to and from trainings. The purchase should not exceed \$25,000. Kim Roblyer made a motion to approve the purchase of a vehicle with EHS-CCP grant funds to not exceed \$25,000. Lona Hampton seconded the motion. Motion passed 16-0.

Jeff Stout asked the Board of Directors for approval to purchase woven ground cover from BWI and the cost is \$5,496.46. Patsy Winn made a motion to approve the purchase for ground cover not to exceed \$5,496.46. Clark McKeon seconded the motion. Motion passed 16-0.

John Ann related that per ODOC the Weatherization Program would like to purchase an HVAC unit for a client. The vendor will be Air Wise Heat & Air & the estimated cost is \$6000.00. Jeanie Reed made a motion to approve the purchase of an HVAC unit for a WX client. Kim Harnar seconded the motion and motion passed 16-0.

Discussion Items

Disabilities Waiver

Suzie Powers explained that the EHS Disabilities Waiver was approved by the Office of Head Start.

Customer Satisfaction Survey

John Ann Thompson presented the Customer Satisfaction Survey to the Board of Directors for discussion. The survey gives feedback on agency services and notification of services offered.

APR Report

Lindi Thompson discussed the Annual Performance Report & the Community Action Plan with the Board of Directors for discussion. She highlighted the importance of outcomes to the direction of services to our community.

Strategic Plan Update

Lindi spoke to the board about the 2021-2026 Strategic Plan including the four goals and the progress towards reaching them.

CNA

Lindi spoke to the board about the Community Needs Assessment in relation to the Community Action Plan & explained the importance of all reports.

Agency Nepotism

John Ann explained to the board of directors who was related within the agency and added that no staff member or relative was directly supervised by another staff member or family member.

Final Outcomes Reports

John Ann gave a report on the agency final outcomes for supportive services, homeless services, housing services & special projects for the fiscal year.

New Business


John Ann explained that the EFSP Phase 39 for Cherokee County Grant award came in after our agenda & packets went out. She added the agency would like approval from the Board of Directors to accept the \$1530.00 to be used for rent and utilities in Cherokee county. Patsy Winn made a motion to approve the EFSP grant & budget. Clark McKeon seconded the motion and motion passed 16-0.

Announcements

There were no announcements.

Adjournment

At this time Patsy Winn made a motion to adjourn. Clark McKeon seconded the motion Meeting adjourned at 1:49 p.m. Motion passed 16-0.

 6-27-22
Board Chair Date

 6/27/22
Secretary Date