

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
Teleconference
May 24, 2021

The NEOCAA board meeting via teleconference was called to order at 12:01 p.m. on May 24, 2021. Roll call determined the following members to be present: Gary Buchanan, Ron Cambiano, Misty Bingham, Jeanie Reed, Clark McKeon, Kim Roblyer, Scott Van Hoose, Rebecca Jim, Patsy Winn, Meagan Hamby, Kim Harnar, and Jacob Lindly. The initial quorum of twelve was present; Bobbi Harris joined the meeting at 12:06 making the quorum thirteen.

Rebecca Jim conducted the meeting via teleconference.

April 26, 2021 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. Jeanie Reed made a motion to approve the April 26, 2021 board meeting minutes Patsy Winn seconded the motion, roll call vote was taken. Motion passed 12-0

Management Report for April 2020

John Ann explained to the Board of Directors that the Rx monitoring was conducted this month. The Emergency Services Grant program has been closely monitoring all CAA's to ensure that the grant money is spend in a timely manner as per the ESG Implementation guidelines. Staff has attended bi-weekly roundtable discussions to stay current on any changes in ESG. OHFA monitored our houses in Miami, Grove, and Bluejacket this month. Tax preparation is continuing and our EHS and child care programs are getting much needed improvements in their playgrounds.

Financial Reports for April 2021

Tisha explained to the Board of Directors that she was unable to get the financial reports completed for the board meeting & asked to table this item until June. Ron Cambiano made a motion to table the approval of the financial reports for April 2021. Kim Harnar seconded the motion, roll call vote was taken. Motion passed 13-0

Re-appointment low income sector in Adair County

John Ann explained The Safe House Foundation is the appointing authority for the low-income sector in Adair County & conducted a meeting on April 25, 2021 to elect a representative. Ron Cambiano made a motion to approve Sarah Garrett to the Board of Directors for the low-income sector in Adair County. Kim Harnar seconded the motion, roll call vote was taken. Motion was passed 13-0

HUD COC HMIS Grant

John Ann explained to the board that the agency had been approved to receive a one-year HUD Homeless Continuum of Care grant. The HMIS renewal grant in the amount of \$27,217 will be to continue operation of the Homeless Management Information System mandated by HUD. Funding will be used to purchase needed hardware, pay software licensing and support fees and provide user training for new users and to pay

computer system hosting and support. NEOCAA will act as the lead agency for the HMIS System. Kim Roblyer made a motion to approve the HUD HMIS grant funds. Ron Cambiano seconded the motion and a roll call vote was taken. Motion passed 13-0

HUD COC Permanent Supportive Housing Grant

John Ann explained to the board that the agency had been approved to receive a one-year HUD Homeless Continuum of Care Permanent Supportive Housing grant. The Supportive Housing Program renewal grant in the amount of \$40,628 will be to continue operations and maintenance of the six HUD COC permanent supportive housing units located in North Miami, Grove Miami and Tahlequah. The funding will be used for maintenance and repair, utilities, and insurance of the units and to pay part of the salary on NEOCAA staff to manage properties. Jeanie Reed made a motion to approve the HUD COC Permanent Supportive Housing funds. Kim Harnar seconded the motion and a roll call vote was taken. Motion passed 13-0

CSBG Contract

John Ann stated that the agency has been awarded CSBG Program funds in the amount of \$450,007 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. Jacob Lindly made a motion to approve the CSBG contract with the Oklahoma Department of Commerce for utilization of funds, Misty Bingham seconded the motion and a roll call vote was taken. Motion passed 13-0

EHS & EHS-CCP Policy Council Reports

Suzie Hemphill stated that the Policy Council monthly operation reports for April 2021, including monthly credit card expenditures, CACFP, enrollment, attendance & disabilities reports were attached for the board of directors to review. Jeanie Reed made a motion to approve monthly operational reports for April including the credit card expenditures for April 2021. Bobbi Parris seconded the motion and all were in favor. Motion was passed 13-0

Audit Services Contract for year ending April 30, 2021

John Ann related that the agency has received an engagement letter from Saunders & Associates to perform the fiscal yearend audit for April 30, 2021. Jeanie Reed made a motion to approve the engagement letter from Saunders & Associates to perform the agency audit for yearend April 30, 2021. Jacob Lindly seconded the motion. Roll call vote was taken. Motion passed 12-0 due to Patsy not being present on the call.

990 Contract for year ending April 30, 2021

The agency has received an engagement letter from Saunders & Associates to prepare the Federal Form 990 for yearend April 30, 2021. Kim Harnar made a motion to approve the engagement letter from Saunders & Associates to prepare the Federal Form 990 for yearend April 30, 2021. Jacob Lindly seconded the motion. Roll call vote was taken & motion passed 12-0.

Items Over \$5000.00

Suzie Powers informed the Board of Directors that the new preschool, Discovery Depot will need a fence around the playground area for safety and around the parking lot for additional security for the property and playground. The estimated cost of the fencing installation is \$10, 244.00. Gary Buchanan made a motion to approve the fencing installation for the Education Station preschool, Discovery Depot at an estimated cost of \$10,244. Jeanie Reed seconded the motion. Roll call vote was taken and passed 13-0. Patsy Winn joined the call at 12:29.

Discussion Items

Agency Nepotism

John Ann explained to the board of directors who was related within the agency and added that one staff or relative member was not 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.

Annual Policy Council Governance Training

Suzie Powers presented the board of directors with board of directors/policy council governance cross training.

RX Monitoring Report

John Ann reported that the monitoring report stated that as the primary contractor for region 3, our RX program is maintained very well. The program was timely with their quarterly and financial reports to ODOC & no problems requiring corrective action were identified during the review.

OHFA Monitoring

John Ann explained that the Oklahoma Housing & Finance Agency conducted on site monitoring for our houses in Grove, Miami & Bluejacket & the final report found that there were no programmatic compliance issues that required corrective action at this time.

Strategic Plan Update

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

New Business

John Ann explained that our request for a line of credit at GSB has been extended until January 2022. Jeanie Reed made a motion to approve the extension on the agency's

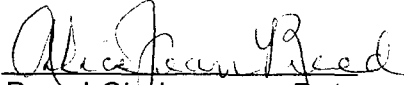
line of credit at Grand Savings Bank. Gary Buchanan seconded the motion. Roll call vote was taken. Motion passed 12-0. Scott Van Hoose was dropped from the call.

Announcements

There were no announcements.

Adjournment

At this time Kim Harnar made a motion to adjourn. Patsy Winn seconded the motion and roll call vote was taken. Meeting adjourned at 1:03 p.m. Motion passed 13-0, Scott joined the call.


Board Chair Date 06/29/21


Secretary Date 6/29/21