

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
Teleconference  
June 29, 2020

The NEOCAA board meeting via teleconference was called to order at 12:00 p.m. on June 29, 2020. Roll call determined the following members to be present: Gary Buchanan, Ron Cambiano, Misty Bingham, Bobbi Parris, Jeanie Reed, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Kim Harnar, Clark McKeon, Mike Lillie, Kim Roblyer and Lona Hampton. A quorum of thirteen was present.

Rebecca Jim conducted the meeting via teleconference.

**May 18, 2020 Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. Brian Wagnon made a motion to approve the May 18, 2020 board meeting minutes. Lona Hampton seconded the motion, roll call vote was taken. Motion passed 13-0.

**Management Report for April 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.

**April & May 2020 Financial Reports**

Tisha went over April & May 2020 financial reports with the board of directors. Ron Cambiano made a motion to approve the April 2020 financial reports. Bobbi Parris seconded the motion and roll call vote was taken. Motion passed 13-0.

Clark McKeon made a motion to approve the May 2020 financial reports. Mike Lillie seconded the motion and all were in favor. Roll call vote was taken, & motion passed 13-0.

**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. Jeanie Reed made a motion to table this item. Kim Roblyer seconded the motion, roll call vote was taken. Motion was passed 13-0.

**Policy Council Representative & Alternate**

John Ann related that the Policy Council had met on June 22, 2020 & selected a representative & alternate to the NEOCAA Board of Directors. Policy Council elected Meagan Hamby as the representative & Jacob Lindly as alternate to serve on the NEOCAA board of directors. Jeanie Reed made a motion to approve the election of Meagan Hamby & Jacob Lindly. Ron Cambiano seconded the motion, roll call vote was taken. Motion passed 13-0.

### **Line of Credit**

John Ann explained to the board that the agency has asked & received a revolving line of credit in the amount of \$125,100.00 with Grand Savings Bank. This line of credit is approved by the board of directors each year. The fee for processing is \$100.00. She added that the agency signatories are approved, as well, each year by the board of directors. Misty Bingham made a motion to approve the line of credit in the amount of \$125,100.00 with Grand Savings Bank & approves John Ann Thompson & Rebecca Jim as the signatories. Kim Roblyer seconded the motion. Roll call vote was taken & motion passed 13-0.

### **Audit Services Engagement Letter on year ending April 30, 2020**

John Ann explained to the board that the agency has received an engagement letter from Saunders & Associates to perform our fiscal yearend audit for April 30, 2020. A copy of the letter was attached for the board to review. Bobbi Parris made a motion to approve the engagement letter from Saunders & Associates to perform the agency audit for yearend April 30, 2020. Kim Harnar seconded the motion. Roll call vote was taken and motion passed 13-0

### **990 Engagement Letter on year ending April 30, 2020**

John Ann explained to the board that the agency has received an engagement letter from Saunders & Associates to prepare the Federal Form 990 for yearend April 30, 2020. A copy of the letter was attached for the board to review. Mike Lillie made a motion to approve the engagement letter from Saunders & Associates to prepare the Federal Form 990 for yearend April 30, 2020. Jeanie Reed seconded the motion. Roll call vote was taken and motion passed 13-0

### **Amended Community Action Plan**

Lindi Conover-Thompson related the Oklahoma Department of Commerce requires that the agency update its Community Action Plan every year. The CAP plan was approved in February 2020, but has been amended due to the COVID pandemic & the communities' needs. This again needs board approval. Mike Lillie made a motion to approve the amended Community Action Plan. Misty Bingham seconded the motion. Roll Call vote was taken & motion passed 13-0.

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

Suzie Powers stated that the Policy Council monthly operation reports for May 2020, 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 May 2020 including the credit card expenditures for May 2020. Lona Hampton seconded the motion and all were in favor. Motion was passed 13-0.

### **EHS EHS-CCP Enrollment Selection Criteria**

Suzie Powers explained that EHS & EHS-CCP is requesting consideration and action on the Enrollment Selection Criteria. Kim Harnar made a motion to approve the EHS

and EHS-CCP Enrollment Selection Criteria. Ron Cambiano seconded the motion. Roll call vote was taken and motion passed 13-0

#### **EHS & EHS-CCP Mental Health Services Contract**

Suzie Powers explained that Jill McAbee provides Mental Health Services to the children and families in the program. The 2020-2021 individual Contractor Agreement with Jill McAbee needs approval. Jeanie Reed made a motion to approve the EHS & EHS-CCP individual contractor agreement with Jill McAbee to provide mental health services to children & families. Kim Roblyer seconded the motion. Roll call vote was taken and motion passed 13-0

#### **EEO Affirmative Action Officer**

John Ann explained to the board that the agency EEO/Affirmative Action Officer is our planner, Lindi Conover-Thompson. Ron Cambiano made a motion to approve Lindi Conover-Thompson as the NEOCA EEO/Affirmative Action Officer. Kim Harnar seconded the motion. Roll call vote was taken & motion passed 13-0.

#### **Phase 37 EFSP Delaware County**

John Ann explained to the board that the agency has been awarded \$13,625.00 in Delaware County Emergency Food & Shelter Program funds. The funds will be used to provide emergency rent & utility payments to clients in Delaware County. Clark McKeon made a motion to approve the budget for the Phase 37 EFSP grant for Delaware County. Kim Roblyer seconded the motion. Roll call vote was taken and motion passed 13-0

#### **EFSP Delaware County CARES**

John Ann explained to the board that due to COVID the agency has been awarded additional CARES funding in the amount of \$19,426.00. These funds will be used to provide emergency rent and utility payment to clients in Delaware County. She added that approximately \$2000.00 has been allocated for food vouchers & 2% for PPE. The first half of the award \$9,713.00 was received on 6/19/2020. The second and final payment will be requested when approximately one half of the first payment has been spent out. Clark McKeon made a motion to approve the budget for the CARES EFSP grant for Delaware County. Kim Harnar seconded the motion. Roll call vote was taken & motion passed 13-0

#### **EFSP Adair County CARES**

John Ann explained to the board that due to COVID the agency has been awarded additional CARES funding in the amount of \$9,564.00. These funds will be used to provide emergency rent and utility payment to clients in Adair County. The first half of the award \$4,782.00, was received on 6/19/2020. The second and final payment will be requested when approximately one half of the first payment has been spent out. Kim Roblyer made a motion to approve the budget for the CARES EFSP grant for Adair County. Bobbi Parris seconded the motion. Roll call vote was taken & motion passed 13-0

### **Contract for Garden Space**

John Ann Thompson & Jeff Stout explained that they would like to utilize space from the veterinarian across from the gardens. Jeff related that Ritchie Stover has property that he is not using & was more than willing to allow NEOCAA garden project to till it up build, maintain & harvest a community garden. The contract agreement/license was attached for the board's review was for \$1.00 per year as well as being responsible for the water bill during gardening season. Jeanie Reed made a motion to approve the contract with Ritchie Stover for \$1.00 per year & the water bill during gardening season. Kim Roblyer seconded the motion. A roll call vote was taken & motion passed 13-0

### **Items over \$5000.00**

None

### **Discussion Items**

### **Office Re-Opening COVID**

John Ann expressed that she had thought about opening our office back up on July 15<sup>th</sup>, but with a spike in COVID cases in Jay, she has decided it is still not a good idea. NEOCAA will remain closed. The Board of Directors suggested that we utilize our safety committee.

### **Garden Update**

Jeff Stout gave a report on the status of the gardens & reports that the profit for May was approximately \$4,073.97.

### **Food Distribution**

John Ann reported that NEOCAA has been working with Grand Nation in Vinita to get food boxes. Jay Public Schools & Kansas Schools allowed us to utilize their parking lots to distribute the food to families.

### **Announcements**

Amy let the board know that Patsy Winn's husband had passed away & we would let them know of funeral arrangements as we are notified. Amy reminded the board that we would not meet in July & the next scheduled board meeting was August 31, 2020

Ron Cambiano left the meeting and the quorum was twelve.

### **New Business**

John Ann related that the agency just received notification from the Oklahoma Department of Commerce that the 2020 OADP grant was increased from \$10,377.00 to \$10,911.00 for tax preparation services. The increased amount will be added to the salaries budget line item. Scott Van Hoose made a motion to approve the OADP grant

budget modification under new business. Clark McKeon seconded the motion. Roll call vote was taken and the motion passed 12-0

**Adjournment**

At this time Mike Lille made a motion to adjourn. Kim Harnar seconded the motion and roll call vote was taken. Meeting adjourned at 1:32 p.m. Motion passed 12-0

 4-12-21  
Board Chair Date

 04/12/21  
Secretary Date