

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
December 11, 2023

The NEOCAA board meeting was called to order at 12:00 p.m. on December 11, 2023 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Bobbi Parris, Sharon Walker, Sandye Berga, Kim Harnar, Brian Wagnon, Scott Van Hoose, Lona Hampton, Jake Stopp, Kathie Benson, Rebecca Jim, and Chaise Burleson. A quorum of 12 was present.

Rebecca Jim, Board Chairperson, conducted the meeting.

November 7, 2023 Special Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Bobbi Parris made a motion to approve the November 7, 2023 Special board meeting minutes. Kathie Benson seconded the motion, and all were in favor. Motion Passed 12-0.

Audit for fiscal year ending April 30, 2023

John Ann announced that the agency has been notified by Gary Saunders that our agency Audit will not be ready to present to the Board of Directors until our January Board meeting. Kim Harnar made a motion to table this item until the January board meeting. Lona Hampton seconded the motion. Motion carried 12-0.

Federal Form 990 ending April 30, 2023

Saunders & Associates let us know that the Federal 990 will not be available to present to the Board of Directors until the January board meeting. Bobbi Parris made a motion to table this item until the January board meeting. Kim Harnar seconded the motion, motion carried 12-0.

Management Reports for October and November 2023

John Ann stated that the agency was very busy, she discussed outcomes for the month and discussed some activities of various programs.

NEOCAA Financial Reports for October 2023

Tisha explained the October financial reports with no further questions or comments. Brian Wagnon made a motion to approve the October Financial reports as presented, Chaise Burleson seconded the motion. All approved. Motion passed 12-0

EHS & EHS-CCP Policy Council Business

Suzie Powers gave a brief overview of the monthly credit card expenditures, CACFP reports, child enrollment, attendance and disability reports that have been approved by the Policy Council. Lona Hampton made a motion to approve the Policy Council business and monthly reports including credit card expenditures. Scott Van- Hoose seconded the motion. Motion passed 12-0.

ESG Tahlequah Men's Shelter FY23 Budget

John Ann stated that the Oklahoma Department of Commerce has awarded the Agency a new Emergency Shelter grant. This grant is in conjunction with Tahlequah Men's Shelter in Tahlequah for a total of \$62,388.00. New contracts have been executed between ODOC and NEOCAA and NEOCAA and the Tahlequah Men's Shelter. A copy of the budget was attached for the board to review. Brian Wagon made a motion to approve the new budget for the Emergency Shelter grant, obligating the funds for the purposes listed and approves the execution of contracts with ODOC and with the Tahlequah Men's Shelter. Kim Harnar seconded the motion, and all were in favor. Motion passed 12-0

ESG Community Crisis Center FY'23 Budget

John Ann stated that the Oklahoma Department of Commerce has awarded the Agency a new Emergency Shelter grant. This grant is in conjunction with the Community Crisis Center for a total of \$62,388.00. New contracts have been executed between ODOC and NEOCAA and NEOCAA and the Community Crisis Center. A copy of the budget was attached for the board to review. Kim Harnar made a motion to approve the new budget for the Emergency Shelter grant, obligating the funds for the purposes listed and approves the execution of contracts with ODOC and with the Community Crisis Center. Gary Buchanan seconded the motion, and all were in favor. Motion passed 12-0

FFATC (ARK) FY23 Budget

John Ann stated that the Oklahoma Department of Commerce has awarded the Agency a new Emergency Shelter grant. This grant is in conjunction with the FFATC for a total of \$62,388.00. New contracts have been executed between ODOC and NEOCAA and NEOCAA and the FFATC. A copy of the budget was attached for the board to review. Bobbi Parris made a motion to approve the new budget for the Emergency Shelter grant, obligating the funds for the purposes listed and approves the execution of contracts with ODOC and with FFATC. Kathie Benson seconded the motion, and all were in favor. Motion passed 12-0

ESG Policies & Procedures for the Tahlequah Men's Shelter

John Ann stated that pursuant to the requirement from the Oklahoma Department of Commerce ESG Implementation Manual, NEOCAA Board of Directors must approve the policies & procedures of the entities we sponsor. The NEOCAA Governance Committee met and recommended the approval on the policies & procedures. The Tahlequah Men's Shelter Policies were available for the board to review. Kathie Benson made a motion to approve the Community Crisis Center policies & procedures as presented for the program year beginning October 1, 2023 and approved December 11, 2023. Bobbie Parris seconded the motion, motion passed 12-0.

ESG Policies & Procedures for the Community Crisis Center

John Ann stated that pursuant to the requirement from the Oklahoma Department of Commerce ESG Implementation Manual, NEOCAA Board of Directors must approve the policies & procedures of the entities we sponsor. The NEOCAA Governance Committee met and recommended the approval on the policies & procedures. The Community Crisis Center Policies was available for the board to review. Kathie Benson made a motion to approve the Community Crisis Center policies & procedures as presented for the

program year beginning October 1, 2023 and approved December 11, 2023. Lona Hampton seconded the motion, motion passed 12-0.

ESG Policies & Procedures for FFATC (ARK)

John Ann stated that pursuant to the requirement from the Oklahoma Department of Commerce ESG Implementation Manual, NEOCAA Board of Directors must approve the policies & procedures of the entities we sponsor. The NEOCAA Governance Committee met and recommended the approval on the policies & procedures. The Freedom from Addiction Through Christ Policies was available for the board to review. Kathie Benson made a motion to approve the FFATC policies & procedures as presented for the program year beginning October 1, 2023 and approved December 11, 2023. Sandye Berga seconded the motion, motion passed 12-0.

ESG Policies & Procedures for NEOCAA

John Ann stated that the agency has reviewed the ESG Policies & Procedures to update the Department of Commerce revisions from the ESG Implementation Manual. Lona Hampton made a motion to approve the amended ESG Policies & Procedures as presented for the program year beginning October 1, 2023 and approved December 11, 2023. Brian Wagon seconded the motion. Motion passed 12-0.

DOE Weatherization Budget

John Ann stated that the agency had been recently awarded DOE Weatherization funds in the amount of \$820,113.00 by the Oklahoma Department of Commerce. Kathie Benson made a motion to approve the budget as prepared and to utilize the DOE funds for the Weatherization Assistance Program. Sandye Berga seconded the motion, and all were in favor. Motion passed 12-0.

Items over \$5000.00

- a. John Ann asked the Board of Directors to approve the payment to Saunders & Associates for the completion of our agency Audit for the fiscal year ending April 30, 2023. The estimated cost is \$11,560.00. Lona Hampton made a motion to approve the expenditure over \$5000.00 for the Audit & 990. Kim Harnar seconded the motion. Motion carried 12-0.

Discussion

John Ann went over agency nepotism.

Adjournment

At this time Kim Harnar made a motion to adjourn Kathie Benson seconded the motion and all were in favor, 12-0. The meeting was adjourned at 1:19 p.m.



Board Chair

Date



Secretary

Date