

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
June 27, 2022

The NEOCAA board meeting was called to order at 12:41 p.m. on June 27, 2021. Roll call determined the following members to be present: Gary Buchanan, Ron Cambiano, Bobbi Parris, Clark McKeon, Jeanie Reed, Kim Roblyer, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Meagan Hamby & Chase Burleson. A quorum of eleven was present.

Rebecca Jim conducted the meeting.

May 23, 2022 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 23, 2022, board meeting minutes. Clark McKeon seconded the motion, Motion passed 11-0

Management Report for May 2021

John Ann went over the May, 2022, planned & actual outcomes. She discussed the new housing in Miami & the houses in Commerce. She encouraged the board to go look at the new Adult Educational sign that was installed.

April & May 2022 Financial Reports

Tisha went over April, 2022, financial reports via phone with the Board of Directors & staff. Ron Cambiano asked about the status on the Neosho Ridge payment or lack of. Jeanie Reed made a motion to approve the April 2022, financial reports. Brian Wagnon seconded the motion and roll call vote was taken. Motion passed 11-0.

Tisha asked that we table the May, 2022, Financial Reports until the next board meeting. Jeanie Reed made a motion to table the May, 2022, financial reports. Brian Wagnon seconded the motion and all were in favor. Motion passed 11-0.

EEO Affirmative Action Officer

John Ann explained to the board that the agency EEO/Affirmative Action Officer is our planner, Lindi Conover-Thompson. Kim Roblyer made a motion to approve Lindi Conover-Thompson as the NEOCA EEO/Affirmative Action Officer. Scott Van Hoose seconded the motion. Motion passed 11-0.

CSBG 3rd & 4th Allocation of Funds

John Ann explained to the board that the agency has received notification of the 3rd and 4th allocation of CSBG funds in the amount of \$346,041.01. This brings the total budget to \$459,410.01 Brian Wagnon made a motion to approve the 3rd & 4th allocation of funds for the 2022 CSBG grant & budget. Clark McKeon seconded the motion. Motion passed 11-0.

DOE Weatherization Assistance Funds & Budget

John Ann informed the Board of Directors that the Oklahoma Department of Commerce has awarded the Agency partial funds in the amount of \$37,298. These funds will be

utilized to provide weatherization services to two units in the agency's five-county service area. Kim Roblyer made a motion to approve the budget for the 2022 DOE Weatherization assistance program obligating funds for the purposes shown in the budget. Jeanie Reed seconded the motion. Motion passed 11-0.

Action to enter Executive Session

At 12:56 a motion was made by Ron Cambiano and seconded by Brian Wagnon to go into Executive Session under the Open Meetings Act, Section 25, 307, (B)(1)(4)., to discuss garnishment proceedings in Discover vs Carroll.

Return to Regular Meeting

At 1:46 a motion was made by Brian Wagnon and seconded by Chase Burleson to return to the regular board meeting.

Rebecca Jim stated upon returning to the regular session that only the garnishment proceedings was discussed in the executive session and no vote was taken.

Board members suggested that the agency negotiate to reduce the amount listed by Discover Card. If no agreement is reached an appeal will be filed. Our attorney, Kort Besore will handle the negotiations.

EHS & EHS-CCP Policy Council Reports

Suzie Powers stated that the Policy Council monthly operation reports for May, 2022, including monthly credit card expenditures, CACFP, enrollment, attendance & disabilities reports were attached for the Board of Directors to review. Chase Burleson made a motion to approve monthly operational reports for May, 2022, including the credit card expenditures for May, 2022. Brian Wagnon seconded the motion and all were in favor. Motion was passed 11-0.

Revised Agency By-Laws

John Ann explained to the Board of Directors that due to having difficulties reaching a quorum to conduct business, the agency recommends changing our by-laws to meet the required number of meetings recommended by ODOC. John Ann added that this would change our meeting requirement to six instead of eight meetings per calendar year. Brian Wagnon made a motion to approve the proposed changes to the agency by-laws. Clark McKeon seconded the motion. Motion passed 11-0.

Items over \$5000.00

None at the time of filing

Discussion Items

Suzie Powers presented EHS Governance Training to the Board of Directors

Announcements

None

New Business

The city of Miami requested documentation listing John Ann Thompson & Rebecca Jim as signatories for a document. The document is in regards to permitting 500 square feet adjacent to the alley of the property at 1120 I Street NW to be an easement for the City of Miami Utilities Department. She added that the City of Miami agrees to pay NEOCAA \$375.00 one time fee for this easement privilege. Clark McKeon made a motion to approve John Ann Thompson & Rebecca Jim as signatories & to sign the agreement with the City of Miami. Brian Wagnon seconded the motion and all were in favor. Motion passed 11-0.

Jeremy Scott explained that after an evaluation of a client's heating and air unit, it was determined that it could not be repaired & that a new unit would need to be purchased. He added that the expense should not exceed \$6000.00 & the vendor would be Air Wise Heat & Air. Scott Van Hoose made a motion to approve the purchase for a new heating and air unit for client. Clark McKeon seconded the motion. Motion passed 11-0.

Adjournment

At this time Brian Wagnon made a motion to adjourn. Jeanie Reed seconded the motion. Meeting adjourned at 2:09 p.m. Motion passed 11-0.

 8-29-22
Board Chair Date

 8/29/22
Secretary Date