

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
SPECIAL BOARD MEETING MINUTES
November 7, 2023

The NEOCAA board meeting was called to order at 12:10 p.m. on November 7, 2023. Roll call determined the following members to be present: Ron Cambiano, Bobbi Parris, Sharon Walker, Sandye Berga, Mike Lillie, Scott Van Hoose, Rebecca Jim, Lona Hampton, Kathie Benson. A quorum of nine was present. Rebecca Jim conducted the meeting.

September 25, 2023 Board Minutes

At this time, Rebecca Jim asked the Board if there were any additions or corrections to the September, 2023 board minutes. Bobbi Parris made a motion to approve the minutes for September 25, 2023. Lona Hampton seconded the motion, and all were in favor. Motion passed 9-0

Management Report

John Ann went over the activities from September 2023. There were no questions or comments.

Financial Reports for September 2023

Elesa Graham reported September financial reports to the Board of Directors. Mike Lillie made a motion to approve the September financial reports. Lona Hampton seconded the motion. Motion passed 9-0.

Representative from the Public Sector in Delaware County

John Ann explained that the Delaware County Commissioners had been asked to re-appoint Gary Buchanan to the NEOCAA Board of Directors. The Delaware County Commissioners held a meeting on September 26, 2023 & voted to re-appoint Gary Buchanan to the NEOCAA Board of Director to represent the Public Sector in Delaware County. Kathie Benson made a motion to approve the re-appointment of Gary Buchanan. Bobbi Parris seconded the motion. Motion passed 9-0

The quorum changed to 10 after voting Gary Buchanan to the Board.

Representative from the low-income Sector in Cherokee County

John Ann explained that the Board of Directors approved Sam Bradshaw to serve as the representative for the low-income sector in Cherokee County in March 2023. Due to his work schedule, Sam was not able to fulfill his position. John Ann reached out the Tahlequah Men's Shelter as the appointing authority and asked them to elect a new representative. The Tahlequah Men's Shelter held a meeting on September 21, 2023 & elected Jake Stopp as the representative to the NEOCAA Board of Directors. Kathie Benson made a motion to approve Jake Stopp as the representative from the low-income sector in Cherokee County to the Board of Directors. Ron Cambiano seconded the motion. All were in favor, motion passed 10-0.

The quorum changed to 11-0 after approving Jake Stopp to the Board of Directors.

Election of Officers to the Board of Directors

John Ann explained that the Governance Committee met and suggested that the slate of officers stay the same. Ron Cambiano made a motion to approve the Governance Committee's recommendation to leave the officers the same. Bobbi Parris seconded the motion, and all were in favor. Motion passed 11-0 Officers re-elected were as follows:

Chairperson: Rebecca Jim

Vice Chair: Brian Wagnon

Secretary: Gary Buchanan

Treasurer: Meagan Hamby.

Amended ESG Policies & Procedures

John Ann Thompson related that the ESG Policies & Procedures was revised to meet all ODOC & HUD requirements related to the Violence Against Women Act (VAWA). Ron Cambiano made a motion to approve the updated ESG Policies & Procedures effective November 7, 2023. Mike Lillie seconded the motion. Motion passed 11-0.

DOE Budget & Grant

John Ann explained that the agency had not received the contract for this grant & the item would need to be tabled. Mike Lillie made a motion to table the DOE Budget, Grant & contract. Sharon Walker seconded the motion. All were in favor, motion passed 11-0.

RX for Oklahoma Grant

John Ann explained that the agency has been awarded the new RX for Oklahoma funds for Region 3 in the amount of \$150,554.00. A copy of the budget was included for the board to review. Lona Hampton made a motion to approve the RX for Oklahoma Grant Budget in the amount of \$150,554.00. Scott Van Hoose seconded the motion. Motion passed 11-0.

SAF/CAA Grant Budget

The agency was awarded the new State Appropriated funds for SAF/CAA in the amount of \$20,715. Scott Van Hoose made a motion to approve the SAF/CAA funds & budget in the amount of \$20,715. Sharon Walker seconded the motion & all approved. The motion passed 11-0.

SAF/CAA HS Grant Budget

The agency was awarded the new State Appropriated funds for SAF/CAA HS in the amount of \$126,261. The money is allocated to three agencies in the following amounts Green County HS (\$53,527), Jay PS HS (\$20,715), & NEOCAA EHS (\$14,431) Lona Hampton made a motion to approve the SAF/CAA HS funds & budget in the amount of \$126, 261. Ron Cambiano seconded the motion & all approved. The motion passed 11-0.

Early Head Start Child Care Partnership Grant

Suzie Powers stated that the EHS Continuation Application for budget period 2024-2025 has been completed & needs board review & approval. Ron Cambiano made motion to approve the EHS Continuation Application. Lona Hampton seconded the motion and all approved. Motion passed 11-0.

EHS/EHS-CCP Policy Council Business & Monthly Reports

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 for September. Lona Hampton made a motion to approve the Policy Council business and monthly reports including credit card expenditures. Mike Lillie seconded the motion. Motion passed 11-0.

Items over \$5000.00

- a. The agency's OKACAA dues for FY 2024 are due in the amount of \$8,276.00. Bobbi Parris made a motion to approve the purchase for the OKACAA dues. Mike Lillie seconded the motion. Motion passed 11-0.
- b. The Weatherization Program would like to purchase an HVAC 3 ½ ton mobile unit installed per manufacturer recommendation in the amount of \$7300. Scott Van Hoose made a motion to approve the purchase. Lona Hampton seconded the motion. Motion passed 11-0.
- c. The Weatherization Program would like to purchase an HVAC 3-ton mobile unit per manufacturer recommendation in the amount of \$6723. Kathie Benson made a motion to approve the purchase. Sandye Berga seconded the motion. Motion passed 11-0.
- d. The Weatherization Program would like to purchase a package gas unit & return in the amount of \$6994.00. Mike Lillie made a motion to approve the purchase. Bobbi Parris seconded the motion, motion passed 11-0.
- e. The Weatherization Program would like to purchase a Complete HVAC in the amount of \$5900. Mike Lillie made a motion to approve the purchase, seconded by Scott Van Hoose. Motion passed 11-0.
- f. The agency would like approval to renew our MIP contract for maintenance & support of our accounting software. The contract will be from November 2, 2023 through November 1, 2024. The estimated cost is \$9,582.63. Lona Hampton made a motion to approve the purchase, seconded by Sharon Walker. Motion passed 11-0.
- g. The EHS Program would like to purchase a three-day, on-site coaching session, for Conscious Discipline in the amount of \$10,200.00. Lona Hampton made a motion to approve the purchase, seconded by Sandye Berga. Motion passed 11-0.

Discussion

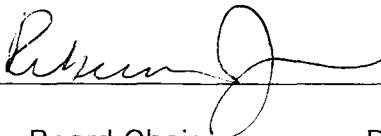
Amy Curry announced that the Salvation Army had not received any applications at this time for Christmas aid to inmate's children. We are actively looking for bell ringers for our Christmas campaign & that our annual Thanksgiving basket project is underway, we

are projecting to bless 250 families this year. John Ann announced that we will be closing the Discovery Depot childcare center.

John Ann gave a report on our RX monitoring results.


Adjournment

At this time Bobbi Parris made a motion to adjourn the meeting. Lona Hampton seconded. Motion passed 11-0. The meeting was adjourned at 1:45 p.m.

 12-11-23

Board Chair

Date

 12-11-23

Secretary

Date