

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
ANNUAL BOARD MEETING MINUTES
September 25, 2023

The NEOCAA board meeting was called to order at 12:06 p.m. on September 25, 2023 at The Cherokee Nation Ann Mitchell Cultural & Welcome Center in Vinita, OK, by Brian Wagnon. Roll call determined the following members to be present: Sharon Walker, Bobbi Parris, Kathie Benson, Brian Wagnon, Mike Lillie, Scott Van Hoose, Lona Hampton, Meagan Hamby & Chaise Burleson. A quorum of 9 was present. Rebecca Jim arrived at 12:12 making the quorum 10. After Sandy Berga was approved our quorum was 11.

Rebecca Jim conducted the meeting.

August 28, 2023 Board Minutes

At this time, Rebecca Jim asked the Board if there were any additions or corrections to the August 28, 2023 board minutes. Mike Lillie made a motion to approve the minutes for August 28, 2023. Kathie Benson seconded the motion, and all were in favor. Motion passed 10-0

Management Report

John Ann went over the activities from August.

Financial Reports for July & August 2023

Tisha Nichols reported August 2023 financial reports via phone to the Board of Directors. She indicated that the agency was in good standing financially at this time. Brian Wagnon made a motion to approve the August financial reports for 2023. Scott Van Hoose seconded the motion. Motion passed 10-0.

Appointment to the Board of Directors

John Ann stated that Sandye Berga filled the unexpired term of Clark McKeon. ROCMND Youth Services has now appointed Sandye to a new Three-year term on the NEOCAA Board of Directors. Bobbi Parris made a motion to approve the appointment of Sandye Berga. Brian Wagnon seconded the motion, motion passed 10-0.

CSBG third Quarter Allocation

John Ann related that the agency has been awarded a third allocation of funds for the CSBG contract in the amount of \$4,676. This brings the current CSBG budget total to \$472,888. Kathie Benson made a motion to approve the CSBG third allocation & budget. Bobbi Parris seconded the motion & motion passed 11-0.

HUD COC Planning Grant

John Ann related as the lead agency for the NE OK Continuum of Care, the agency has been approved to receive a one-year Homeless Continuum of Care Housing Program grant in the amount of \$20,870 to pay salary costs of Continuum planning costs conducted by NEOCAA's Planner. Funding will be used to pay partial salary to provide staff support for CODC planning activities. Mike Lillie made a motion to approve the

HUD COC Housing Program Planning grant budget. Brian Wagnon seconded the motion & motion passed 11-0.

HUD COC HMIS Grant

John Ann related the agency has been approved to receive a one-year HUD Homeless Continuum of Care Housing Program grant in the amount of \$8,745 to continue operation of the Homeless Management Information System (HMIS) mandated by HUD. Funding will be used to purchase needed hardware, pay software licensing, and support fees and provide end user training for new users and to pay computer system hosting and support fees, to provide technical support for all user agencies, and to pay partial salaries to provide staff support for project management and data entry. Mike Lillie made a motion to approve the HUD COC Supportive Housing Program HMIS grant budget. Brian Wagnon seconded the motion & motion passed 11-0.

HUD COC Permanent Supportive Housing

John Ann related as the lead agency for the NE OK Continuum of Care, the agency has been approved to receive a one-year Homeless Continuum of Care: Supportive Housing Program grant in the amount of \$41,399 to continue operation and maintenance of (6) HUD COC permanent supportive housing units located in North Miami, Grove, Miami, and Tahlequah. This funding will be used for maintenance and repair, utilities, and insurance on the units and to pay part of the salary of NEOCA staff to manage the properties. Brian Wagnon made a motion to approve the HUD Continuum of Care Supportive Housing Program Renewal Grant Permanent Support Housing Operations budgets and approves the execution of a contract with HUD to receive the funds to operate and maintain the HUD COC properties for one year. Sandye Berga seconded the motion & motion passed 11-0.

ODL Consulting Contract

The agency has made a service agreement with Gail Sperry. The purpose of this agreement will be for Gail to conduct literacy classes, recruitment, assessments, and outreach to clients. She will comply with Quality Standards for Oklahoma Literacy Programs and submit reports as required. Brian Wagnon made a motion to approve the service agreement as presented with Gail Sperry that will expire on June 30, 2024. Kathie Benson seconded the motion, all approve, motion passed 11-0.

2024 Meeting Schedule

The calendar of meetings for the Board of Directors is posted for the entire year in advance & posted with the County Clerk's Office. John Ann explained the schedule was attached for the board to review. She added that the meeting would be on the last Monday of each month except for May & December, to avoid the holidays in these months. No meeting will be held during the months of July & November. Scott Van Hoose made a motion to approve the 2024 meeting schedule. Bobbi Parris seconded the motion. Motion passed 11-0.

Agency Mission Statement

John Ann presented the NEOCAA Board of Directors with the agency Mission. Pursuant to Organizational Standard 4.1 our Mission addresses poverty and NEOCAA's programs and services are in alignment with the mission statement. Bobbi Parris made a motion to approve the agency mission statement. Kathie Benson seconded the motion, motion passed 11-0.

EHS & EHS-CCP PIR

Suzie Powers stated that the EHS & EHS-CCP programs must complete the PIR each year in August. The PIR is a data collection report generated for the Office of Head Start. Brian Wagnon made a motion to approve the PIR Report presented for the program year 2022-2023. Lona Hampton seconded the motion, motion passed 11-0.

EHS/EHS-CCP Self-Assessment

Suzie Powers explained that EHS/EHS-CCP program is required to complete a Self-Assessment at the end of each program year to analyze program data and determine areas of strength and needed improvement. EHS/EHS-CCP staff met to discuss & compile the report that is attached for approval. Mike Lillie made a motion to approve the Self-Assessment report as presented. Megan Hamby seconded the motion, motion passed 11-0.

EHS/EHS-CCP Eligibility Selection Criteria

Suzie Powers informed the Board of Directors that the Eligibility Selection Criteria has been updated to reflect the current ranking system for program eligibility. She stated that each application for program services is ranked in order of most need using the Eligibility Selection Criteria. Brian Wagnon made a motion to approve the Eligibility Selection Criteria for program year 23-24 for the EHS & EHS-CCP programs. Mike Lillie seconded the motion. All were in favor & 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. Meagan Hamby 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. John Ann related to the Board of Directors that the weatherization department would like approval to purchase a 3-ton gas package unit with duct work labor and materials and city permit for Nowata. The total estimated cost is \$7,622. Brian Wagnon made a motion to approve the purchase. Mike Lillie seconded. The motion passed 11-0.
- b. John Ann related to the Board of Directors that the weatherization department would like approval to purchase a 3-ton high performance mobile system with new copper line set labor and materials. The estimated cost is \$6,391. Brian

Wagnon made a motion to approve the purchase. Meagan Hamby seconded the motion. Motion passed 11-0.

Discussion

John Ann gave an overview of agency nepotism. Lisa Thorpe went over this year's Annual Report. Lindi Conover Thompson gave an overview of the agency strategic plan & Community Needs Assessment. Lindi updated on the successes & goals from 2021 & to date. John Ann went over the OHFA monitoring report with the Board of Directors. Suzie Powers presented Governing Board & Policy Council Governance Training.

Meagan Hamby left the meeting at 1:40 making the quorum 10.

Sandy Berga left the meeting at 1:43 making the quorum 9.

New Business

None

Adjournment

At 1:53 Kathie Benson made a motion to adjourn the meeting. Lona Hampton seconded. Motion passed 9-0.

Katherine J. Wagnon 11-7-23

Board Chair

Date

Gary Buckner 11-7-23

Secretary

Date