

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**

May 22, 2023

The NEOCAA board meeting was called to order at 12:07 p.m. on May 22, 2023. Roll call determined the following members to be present: Gary Buchanan, Sandy Berga, Bobbi Parris, Kathie Benson, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Lona Hampton, Meagan Hamby, Kim Harnar, Chase Burleson. Ron Cambiano, Mike Lillie, Patsy winn & Sam Bradshaw was absent. The initial quorum of ten was present; Rebecca Jim arrived at 12:13 making the quorum eleven.

John Ann introduced our guest Amanda Ewing, Executive Director from OKACAA

Brian Wagnon called the meeting to order; after Rebecca Jim arrived, she conducted the meeting.

**March 2023 Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. Bobbi Parris made a motion to approve the March 27, 2023 board meeting minutes Lona Hampton the motion, all were in favor. Motion passed 11-0

**Management Report for March & April, 2023**

John Ann explained to the Board of Directors that the agency was carrying on & preparing for upcoming monitorings.

**Financial Reports for March 2023**

Tisha went over the financial reports for March with the Board of Directors via phone. Brian Wagnon made a motion to approve the March financial reports as presented by Tisha. Kathie Benson seconded the motion. Motion passed 11-0.

**Agency Budget for Fiscal year May 1, 2023- April 30, 2024**

The budget & finance committee met on May 18, 2023 & Tisha discussed the proposed FY24 agency budget. Tisha went over the budget, program activities, monthly budgets for each grant & expected client outcomes for each program via telephone with the Board of Directors. Scott Van Hoose made a motion to approve the agency budget as presented. Brian Wagnon seconded the motion and motion passed 11-0.

**Insurance renewal Proposal**

John Ann explained to the board that the staff had met with Philadelphia Insurance to discuss our recent renewal. There was an increase of 7.2% in the rate summary from last year. The projected amount will not exceed \$93,354. Kim Harnar made a motion to approve the Philadelphia Insurance renewal policy as presented. Kathie Benson seconded the motion and motion passed 11-0.

**Board of Directors Policies**

The CSBG Organizational Standards require that we meet all oversight for rolls & responsibilities, CEO Succession plan, and the process for Selection of Board Members.

The board went over all policies & plans. Lona Hampton made motion to approve the policies as presented. Scott Van Hoose seconded the motion. Motion passed 11-0

### **Disaster Contingency & Recovery Plan**

John Ann explained to the Board of Directors that in effort to minimize injury & interruption of business that may occur because of a specific disaster, the agency has prepared a contingency and recovery plan. The primary focus of the plan is to provide safety of all employees and clients, the safety of client files and records, the safety of business records and files & the safety of agency furniture and equipment. Bobbi Parris made a motion to approve the Disaster Contingency & Recovery Plan. Brian Wagnon seconded the motion. Motion carried 11-0.

### **Risk Assessment Results**

John Ann stated that the Risk Assessment Committee met via conference call on May 15, 2023 at 9:05 a.m. The members present were Kim Harnar, Cameron Dozier, Tisha Davis, and Susie Powers. Brian Wagnon joined later. Scott Van Hoose was absent. The agency conducts a formal risk assessment every two years. This year, an informal discussion of areas possibly vulnerable to risk was conducted. Those areas of discussion included contracts, clients, volunteers, staff, facilities, and business protections i.e. financial, insurance, and IT services. Issues involving risk to be explored included phishing, cyber security breaches, background checks, sex offender restrictions, and a refresher safety training for staff. With the new WX program being implemented in the future, subcontractor certification will be a concern. Scott Van Hoose made a motion to approve the Risk Assessment results as presented. Kathie Benson seconded the motion. All were in favor, motion carried 11-0.

### **Board of Director's Committee Members**

John Ann explained that pursuant to the agency By-Laws, the Board of Directors' committee members need to be elected each year. She added that the Governance Committee met before the meeting & requested adding alternates to each committee in case someone cannot make the committee meetings.

### **Governance Committee Members**

Lona Hampton made a motion to approve Rebecca Jim, Gary Buchanan, Patsy Winn, Brian Wagnon, Scott Van Hoose for the Governance Committee & Meagan Hamby as the Alternate. Brian Wagnon seconded the motion. motion passed 11-0

### **Budget & Finance Committee Members**

Kim Harnar made a motion to approve Meagan Hamby, Rebecca Jim, Kim Harnar, Scott Van Hoose, & Bobbi Parris to the Budget & Finance Committee & Kathie Benson as the Alternate. Lona Hampton seconded; the motion passed 11-0.

### **Risk Assessment Committee Members**

Brian Wagnon made a motion to approve Scott Van Hoose and Kim Harnar for the Risk Assessment Committee & Brian Wagnon as the alternate. Scott Van Hoose seconded the motion. The motion passed 11-0.

### **Strategic Plan Committee Members**

Kathie Benson made a motion to approve Brian Wagnon, Mike Lillie & Rebecca Jim as representatives to the Strategic Plan Committee & Ron Cambiano as the alternate. Kim Harnar seconded the motion. Motion was approved 11-0.

### **Personnel/Affirmative Action Committee Members**

Brian Wagnon made a motion to approve Rebecca Jim, Brian Wagnon, Kathie Benson, Sandye Berga, & Bobbie Parris for the Personnel/Affirmative Action Committee & Kim Harnar as the alternate. Scott Van Hoose seconded. Motion passed 11-0.

### **Phase 40 EFSP Cherokee County Grant**

John Ann explained that the Agency was awarded \$2,819 in Cherokee County Emergency Food & Shelter Program funds. These Funds will be used to provide emergency rent & utility assistance to clients in Cherokee County. The funds will be used by December 31, 2023. Kathie Benson made a motion to approve the budget for the Phase 40 EFSP grant for Cherokee County. Brian Wagnon seconded the motion. Motion passed 11-0.

### **Phase 40 EFSP Delaware County Grant**

John Ann explained that the Agency was awarded \$11,157 in Delaware County Emergency Food & Shelter Program funds. These Funds will be used to provide emergency rent & utility assistance to clients in Delaware County. Scott Van Hoose made a motion to approve the budget for the Phase 40 grant for Delaware County. Kim Harnar seconded the motion. Motion passed 11-0.

### **Phase 40 EFSP Ottawa County Grant**

John Ann explained that the Agency was awarded \$2,668 in Ottawa County Emergency Food & Shelter Program funds. These Funds will be used to provide emergency rent & utility assistance to clients in Ottawa County. Brian Wagnon made a motion to approve the budget for the Phase 40 grant for Ottawa County. Scott Van Hoose seconded the motion. Motion passed 11-0.

### **Phase 40 EFSP Craig County Grant**

John Ann explained that the Agency was awarded \$2,800 in Craig County Emergency Food & Shelter Program funds. These Funds will be used to provide emergency rent & utility assistance to clients in Craig County. Kim Harnar made a motion to approve the budget for the Phase 40 grant for Craig County. Brian Wagnon seconded the motion. Motion passed 11-0.

Bobbi Parris asked about Adair County EFSP. John Ann explained that the grant had been submitted later and NEOCAA hadn't received notice of funding at this time.

### **DHS LIHEAP Budget**

John Ann explained that the Agency was recently awarded DHS Weatherization Program funds in the amount \$236,451.02 by the Oklahoma Department of Commerce. Lona

Hampton made a motion to approve the budget as prepared to utilize the 2023 DHS funds for the Weatherization Assistance Program. Kathie Benson seconded the motion, motion carried 11-0.

#### **CSBG Second Allocation of Funds & Budget**

John Ann explained that the agency has received notification of the seconded allocation of funds for the FY' 23 CSBG contract. This allocation covers the second, third, & fourth quarters. The new allocation amount is \$350,088 which brings the current budget total to \$468,212. Brian Wagnon made a motion to approve the second allocation of funds for the CSBG grant & contract. Scott Van Hoose seconded the motion, motion passed 11-0.

#### **ODOC Weatherization WAPBIL**

John Ann explained that the Agency was awarded DOE Weatherization Program funds in the amount of \$1,343,598 by the Oklahoma Department of Commerce. Lona Hampton made a motion to approve the budget as prepared to utilize the DOE funds for the Weatherization Assistance Program Bipartisan Infrastructure Law from the Oklahoma Department of Commerce. Kim Harnar seconded the motion. Motion passed 11-0.

#### **Lease Agreement with Team W Real Estate**

Suzie explained that NEOCAA/Early Head Start would like consideration to approve the Lease agreement with Team W Real Estate as presented for the property location at 1315 S Main Street, Jay, Oklahoma 74346. This property is the location of our EHS-CCP offices & Discovery Depot Preschool and aftercare. Brian Wagnon made a motion to approve the Lease agreement with Team W Real Estate. Scott Van Hoose seconded the motion & motion passed 11-0.

#### **Early Head Start & Early Head Start Child Care Partnership Health Consultant MOU**

Suzie related Early Head Start would like consideration to approve the EHS & EHS-CCP Memorandum of Understanding for a new Health Consultant. The new Health Consultant is Samantha Knight, RN. Lona Hampton made a motion to approve the MOU with Samantha Knight. Gary Buchanan seconded the motion. Motion carried 11-0.

#### **Early Head Start Child Care Partnership Disabilities Waiver**

Suzie related Early Head Start Child Care Partnership Program would like consideration to approve the EHS-CCP Disabilities Waiver for program year 2022-2023- FY22 for grant #06-HP-000295. Kim Harnar made a motion to approve the EHS-CCP disabilities waiver for Program year 2022-2023-FY22. Brian Wagnon seconded the motion. Motion passed 11-0.

Chaise Burleson left at 1:17 making the quorum 10

#### **Early Head Start Child Care Partnership Non-Federal Share Waiver**

Suzie related Early Head Start Child Care Partnership Program would like consideration to approve the EHS-CCP Non-Federal Share Waiver for program year 2022-2023- FY22 for grant #06-HP-000295. Scott Van Hoose made a motion to approve the EHS-CCP

Non-Federal Share waiver for program year 2022-2023-FY22. Kim Harnar seconded the motion. Motion passed 10-0.

### **EHS Corrective Action Plan**

Suzie related that in response to the phase two monitoring by the Regional Head Start office she was required to complete a corrective action plan to correct three areas of non-compliance and one area of concern. The corrective action plan presented has been updated and created policies & procedures that outline the steps we are actively taking to correct the area on non -compliance and area of concern. All policies and procedures have been developed and approved by the policy council. Lona Hampton made a motion to approve the Corrective Action Plan for EHS as presented. Kathie Benson seconded the motion. All approved. Motion carried 10-0

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

Suzie Hemphill stated that the Policy Council monthly operation reports for March & April 2023, including monthly credit card expenditures, CACFP, enrollment, attendance & disabilities reports were attached for the board of directors to review. Bobbi Parris made a motion to approve monthly operational reports for April including the credit card expenditures for March & April 2023. Brian Wagnon seconded the motion and all were in favor. Motion passed 10-0

### **Items Over \$5000.00**

- a. John Ann explained that Philadelphia Insurance Company has presented their proposal for renewal of our policy not to exceed \$93,354 Brian Wagnon made a motion to approve the Insurance Renewal from Philadelphia as presented. Kim Harnar seconded the motion. Motion passed 10-0.
- b. Cameron Dozier explained that the agency is required by HUD to have a utility allowance for rental contracts. The agency contracted with Zapping to ensure that we are following the utility allowance requirements. The invoice amount is \$6,594 for the expense. Kathie Benson made a motion to approve the Utility Allowance expense as presented. Brian Wagnon seconded the motion. Motion carried 10-0.
- c. Suzie Powers informed the Board that Education Station is using all four classrooms & there is not enough room for an office and food storage. She explained that they would like to purchase a storage building for additional space.

Brian Wagon made a motion to approve the purchase of a storage building for Education Station. Kathie Benson seconded the motion. Motion carried 10-0.

### **Discussion Items**

- a. Lindi Conover-Thompson went over the Community Action plan & described how the agency will address the most critical needs of the community it serves. She added that these needs are prioritized by analyzing the results of the Community Needs Assessment which is conducted every three years throughout the agency's service area. Lindi explained that the CAP is the annual operation plan for the strategic plan.
- b. John Ann went over the results from the agency's customer Satisfaction Survey, which is our systematic approach for collecting, analyzing, and reporting customer satisfaction data by each program.
- c. Lind informed the Board of Directors that the CSBG Annual Performance Report is what we use to tell the state how we're doing with our CSBG funded programs. The critical issue that we have is collecting the data on all our programs and reporting them in a centralized location so that we can accurately tell our story and showcase all the great things we're doing as an agency. She further added that the entire reporting system is being overhauled & we had a successful annual performance report and will continue to be funded for 2023-24.
- d. Amanda Ewing, Executive Director from OKACAA was present and trained the governing board members on their duties and responsibilities. Focusing on their oversight of board minutes and their importance.
- e. Lindi explained that the Community Action Plan was developed by assessing various aspects of its service delivery. Some elements of the assessment include the CNA survey, customer satisfaction survey, EHS Program Options Questionnaire, and the PIT count. Surveys are distributed in-person to agency clients, primarily as they're signing up for services. NEOCAA continuously accepts additional responses throughout the year. The agency identified programs/services important to the community through analyzing the Community Needs Assessment and customer satisfaction surveys. The top identified needs, as reported by respondents to the agency's Community Needs Assessment are: Dental Insurance & Affordable Care, Utility Assistance, & Home Repair.
- f. John Ann gave a report on the agencies final outcomes for supportive services, homeless services, housing services, & special projects for the fiscal year.
- g. John Ann informed the Board of Directors who were related within the agency to be transparent & cover nepotism.
- h. John Ann stated that CHP, accompanied by Josiah May, completed a Quality Assurance Inspection on January 26, 2023. Based on the observations made during the inspection the CHP QI report listed one finding and three concerns were found. There was no action required.
- i. Lindi explained that the Strategic Plan is the agency's 3–5 year plan for CSBG. The agency began our strategic plan for 2021-2026 in 2020. Lindi went over the four major programs that we set out to accomplish & their progress.

### **New Business**


John Ann explained that the ODOC monitor overseeing our ESG program has indicated that NEOCAA does not have a statement in their ESG policies and procedures stating that the Board of Directors will review and approve the Policies and Procedures annually. She asked the Board to approve a revision to our ESG Policies and Procedures stating that the board will review and approve the policies and procedures annually so that we can send the statement to the ODOC monitor. Bobbie Parris made a motion to approve the revision to send to the ODOC monitor. Scott Van Hoose seconded the motion. Motion carried 10-0.


### **Announcements**

John Ann announced that Rebecca Jim, chairperson would be featured in a segment on OSIYO, voices of the Cherokee people TV series. John Ann also mentioned that Gail Sperry was named outstanding Adult Literacy Instructor by the Oklahoma Department of Libraries. She lastly added that NEOCAA was recently recognized as the outstanding Non-Profit at the Jay Chamber banquet in April, 2023.

### **Adjournment**

At this time Kim Harnar made a motion to adjourn. Kathie Benson seconded the motion Meeting adjourned at 2:07 p.m. Motion passed 10-0.

 8-28-23  
Board Chair Date

 8/28/2023  
Secretary Date