

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
October 31, 2022

The NEOCAA board meeting was called to order at 12:31 p.m. on October 31, 2022. Roll call determined the following members to be present: Gary Buchanan, Misty Bingham, Bobbi Parris, Jeanie Reed, Kim Roblyer, Mike Lillie, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Meagan Hamby & Kim Harnar. A quorum of eleven was present. Rebecca Jim conducted the meeting.

September 26, 2022 Board Minutes

At this time, Rebecca Jim asked the Board if there were any additions or corrections to the September 2022 board minutes. Bobbi Parris made a motion to approve the minutes for September 26, 2022. Misty Bingham seconded the motion and all were in favor. Motion passed 11-0

Management Report

John Ann went over the activities from September 2022. There were no questions or comments.

Financial Reports for September 2022

Elesa Graham reported September financial reports to the Board of Directors. Kim Harnar made a motion to approve the September financial reports. Kim Roblyer seconded the motion. Motion passed 11-0.

Representative from the private sector in Craig County

John Ann explained that the Governance committee had met & recommended that Rebecca Jim continue to fill this position on the NEOCAA Board of Directors. Scott Van Hoose made a motion to approve Rebecca Jim as the representative for the private sector in Craig County. Kim Harnar seconded the motion & all was in favor. Motion passed 11-0

At-Large Representative

John Ann explained that ROCMND Youth Services is the appointing authority for the At-Large position. Clark McKeon resigned from the Board of Directors, leaving an open position. ROCMND nominated Sandye Berga on September 28, 2022 to the NEOCAA Board of Directors. Bobbi Parris made a motion to approve the appointment of Sandye Berga to serve as At-Large representative. Misty Bingham seconded the motion. All were in favor, motion passed 11-0.

Policy Council Alternate Representative

Suzie Powers reported that the Head Start Policy Council met on October 6, 2022 and elected Rachel Mathews as its alternate representative to the Northeast Oklahoma Community Action Agency Board of Directors. Jeanie Reed made a motion to approve

Rachel Mathews as the alternate to the NEOCAA Board of Directors. Misty Bingham seconded the motion, motion passed 11-0.

Election of Officers to the Board of Directors

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

Chair Person: Rebecca Jim

Vice Chair: Brian Wagnon

Secretary: Gary Buchanan

Treasurer: Jeanie Reed.

Amended Client Services Policy

John Ann related to the board that the Client Services Policy was revised to meet all requirements from ODOC & HUD. (Violence Against Women Act, although the statutory name references for women VAWA rights and protection apply to all victims of domestic violence, dating violence, sexual assault, or stalking.) Brian Wagnon made a motion to approve the changes to the Client Services Policy as presented. Mike Lillie seconded the motion and all were in approved. Motion passed 11-0.

Amended Personnel Policies

Kristi Helsel revealed that the agency created a new position Administrative Assistant for the weatherization department & the agency has updated the Org Chart/Personnel Policies to reflect the changes. The Personnel Committee met & approved of the changes to the Organizational Chart. Jeanie Reed made a motion to approve the Org Chart/Personnel policy changes effective October 31, 2022. Kim Harnar seconded the motion. Motion passed 11-0

Amended ESG Policies & Procedures

John Ann Thompson related that the ESG Policies & Procedures was revised to meet all ODOC & HUD requirements. The changes include requirements: 700a, 700b, 7010c, 703f, 703g, 703k, 704d, 705m, 705n, 705o, 708d, 705k, 708l from the ESG implantation manual. Misty Bingham made a motion to approve the updated ESG Policies & Procedures effective October 31, 2022. Kim Roblyer seconded the motion. Motion passed 11-0.

DOE 2022 Budget & Grant

The agency was awarded Department of Energy Weatherization Round 2 PY'22 funds in the amount of \$218,857.00 by the Oklahoma Department of Commerce. The budget was included for the board to review. Brian Wagnon made a motion to approve the 2022 DOE Budget & funds as presented. Kim Harnar seconded the motion. 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. Jeanie Reed made a motion to approve the RX for Oklahoma Grant Budget in the amount of \$150,554.00. Kim Roblyer 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. Brian Wagnon made a motion to approve the SAF/CAA funds & budget in the amount of \$20,715. Scott Van Hoose 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 \$126,677. The money is allocated to three agencies in the following amounts Green County HS (\$53,021), Jay PS HS (\$59,225), & NEOCAA EHS (\$14,431) Kim Roblyer made a motion to approve the SAF/CAA HS funds & budget in the amount of \$126, 677. Misty Bingham seconded the motion & all approved. The motion passed 11-0.

EFSP Phase 39 Adair County

The agency has been awarded \$4,544 in Phase 39 Adair County Emergency Food & Shelter Program funds. John Ann explained that the funds will be used to provide emergency rent and utility payments to clients in Adair County. The agency has received the first payment of \$2, 272. Kim Harnar made a motion to approve the budget for the Phase 39 Emergency Food and Shelter Grant for Adair County. Kim Roblyer seconded the motion and all approved. Motion passed 11-0.

EFSP Phase ARPAP Adair County

The agency has been awarded \$15,781 in Adair County Emergency Food & Shelter Program ARPAP funds. John Ann explained that the funds will be used to provide emergency rent and utility payments to clients in Adair County. The agency has received the first payment of \$7, 890.50. Kim Harnar made a motion to approve the budget for the Phase ARPAP Emergency Food and Shelter Grant for Adair County. Bobbi Parris seconded the motion and all approved. Motion passed 11-0.

EFSP Phase 39 Craig County

The agency has been awarded \$2,800 in Phase 39 Craig County Emergency Food & Shelter Program funds. John Ann explained that the funds will be used to provide emergency rent and utility payments to clients in Craig County. The agency has received the first payment of \$1,400. Brian Wagnon made a motion to approve the budget for the Phase 39 Emergency Food and Shelter Grant for Craig County. Kim Harnar seconded the motion and all approved. Motion passed 11-0.

EFSP Phase ARPAP Craig County

The agency has been awarded \$6,902 in Craig County Emergency Food & Shelter Program ARPAP funds. John Ann explained that the funds will be used to provide emergency rent and utility payments to clients in Craig County. The agency has received the first payment of \$3,451. Scott Van Hoose made a motion to approve the budget for the Phase ARPAP Emergency Food and Shelter Grant for Craig County. Misty Bingham seconded the motion and all approved. Motion passed 11-0.

Weatherization Services

John Ann informed the board of directors that the agency has a policy in reference to the eligibility of employees and relatives for agency services. The agency has received two weatherization applications from Candy Curry, the aunt of a weatherization employee & Annette Robertson, a mother of a Head Start employee. The conflict of interest policy of ODOC indicates employees and their relatives are not eligible for services from ODOC funded programs. Exceptions may be considered by ODOC if the Board of Directors approves an exception & the applicant meets all guidelines. Jeanie Reed made motion to approve an exception to the conflict of interest policy, so the next steps can be attained for final approval for weatherization services for Candy Curry & Annette Robertson. Brian Wagnon seconded the motion and all were in favor. Motion passed 11-0.

Early Head Start Child Care Partnership Grant

Suzie Powers stated that the EHS Continuation Application for budget period 2023-2024 has been completed & needs board review & approval. Kim Harnar made motion to approve the EHS Continuation Application. Jeanie Reed seconded the motion and all approved. Motion passed 11-0.

Early Head Start Child Care Partnership Governance, Leadership & Oversight

Suzie Powers indicated that the EHS & EHS-CCP programs must complete a governance, leadership & oversight capacity screener for each 5 year grant cycle & that this has been completed. Kim Roblyer made a motion to approve the EHS & EHS-CCP governance, leadership, & oversight capacity screener. Kim Harnar 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. Misty Bingham 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

There was none

Discussion

Amy Curry announced that the Salvation Army had not received any application 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.

New Business

None to report

Adjournment

At this time Mike Lillie made a motion to adjourn the meeting. Kim Harnar seconded. Motion passed 11-0. The meeting adjourned at 1:37 p.m.

Board Chair

Date

Secretary

Date