

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
ANNUAL BOARD MEETING MINUTES
September 26, 2022:

The NEOCAA board meeting was called to order at 12:53 p.m. on September 26, 2022 at Mid-America Outdoors in Jay, OK. Roll call determined the following members to be present: Misty Bingham, Bobbi Parris, Jeanie Reed, Kim Roblyer Brian, Mike Lillie, Wagnon, Scott Van Hoose, Rebecca Jim, Lona Hampton, & Meagan Hamby. A quorum of ten was present. Rebecca Jim conducted the meeting.

August 29, 2022 Board Minutes

At this time, Rebecca Jim asked the Board if there were any additions or corrections to the August 29, 2022 board minutes. Jeanie Reed made a motion to approve the minutes for August 29, 2022. Brian Wagnon 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 2022

Tisha Nichols reported July & August 2022 financial reports via phone to the Board of Directors. She indicated that the agency was in good standing financially at this time. Scott Van Hoose made a motion to approve the July & August financial reports for 2022. Lona Hampton seconded the motion. Motion passed 10-0.

CSBG Fourth Quarter Allocation

John Ann related that the agency has been awarded fourth allocation of funds for the CSBG contract in the amount of \$4,588. This brings the current CSBG budget total to \$463,998.01. Jeanie Reed made a motion to approve the CSBG fourth allocation & budget. Scott Van Hoose seconded the motion & motion passed 10-0.

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: Supportive Housing Program grant in the amount of \$27,330 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. Brian Wagon made a motion to approve the HUD COC Supportive Housing Program Planning grant budget. Mike Lillie seconded the motion & motion passed 10-0.

2023 Meeting Schedule

The calendar of meetings for the Board of Directors is posted for the entire year in advance & posted with the County Clerks 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 on these months. No meeting will be held during the months of July & November. Kim Roblyer

made a motion to approve the 2023 meeting schedule. Misty Bingham seconded the motion. Motion passed 10-0.

Amended Fiscal Policy

Tisha related to the Board of Directors that the following changes to the Agency Fiscal Policies need to be approved: Page 9 Updated acceptable gift rate from \$10 to \$25 to correspond with HR Policy. Page 50 Updated record retention for General Correspondence from 2 years to 3 years. The Budget & Finance Committee met and approved the recommended changes before the regular meeting. Jeanie Reed made a motion to approve the updated Fiscal Policy as presented dated September 26, 2022. Bobbi Parris seconded the motion. Motion passed 10-0.

Cost Allocation Plan

Tisha Nichols stated that no changes had been made to the Cost Allocation Plan, but that it needed annual approval from the Board of Directors. The Budget & Finance Committee met before the regular meeting and approved the Cost Allocation plan as presented. Kim Roblyer made a motion to approve the Cost Allocation Plan dated September 26, 2022. Brian Wagnon seconded the motion. Motion passed 10-0.

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. Lona Hampton made a motion to approve the PIR Report presented for the program year 2021-2022. Scott Van Hoose seconded the motion, motion passed 10-0.

EHS/EHS-CCP MOU

Suzie Powers explained that EHS/EHS-CCP program develops memorandums of understanding (MOU) with community partners in the coordination of a variety of services, which is required to meet the needs of the children and families we serve. A new MOU is required at the beginning of each new program year. EHS/EHS-CCP has completed an MOU with Spring Freeman, who will oversee the Health Manager to ensure the performance standards are being met in that content area for the EHS & EHS-CCP programs. Lona Hampton made a motion to approve the MOU with Spring Freeman. Jeanie Reed seconded the motion. Motion passed 10-0.

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. Misty Bingham made a motion to approve the Policy Council business and monthly reports including credit card expenditures. Lona Hampton seconded the motion. Motion passed 10-0.

Executive Session

1. At this time Bobbi Parris made a motion to go into executive session under the Open Meetings Act as authorized by 25 O.S. 307 (B)(1)(4) at 1:17 to discuss

the garnishment proceedings in Discover vs. Carroll. Scott Van Hoose seconded the motion and all were in favor. Motion passed e10-0.

Return from Executive Session

A 1:29 Scott Van Hoose made a motion to return from executive session under the Open Meetings Act. Rebecca stated that the only items discussed were the Discover vs. Carroll proceedings & settlement Meagan Hamby seconded the motion and all were in favor. Motion passed 10-0.

Items over \$5000.00

- a. Scott Van Hoose made a motion to approve the negotiated settlement amount of \$10,000 to Discover Card. Kim Roblyer seconded the motion. Motion passed 10-0.

Discussion

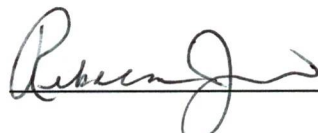
John Ann gave an overview of agency nepotism. Lisa Thorpe went over this year Annual Report. Lindi Conover Thompson gave an overview of the agency strategic plan Community Action Plan & Community Needs Assessment. Lindi updated on the successes & goals from 2021 & 2022 to date. John Ann presented & gave an overview of the monitoring report from ODOC on our DOE Weatherization Assistance Program. John Ann also updated the Board of our results from our CSBG/SAF monitoring report. John Ann went over an in depth on the analysis of the agency's outcomes and operational/strategic program adjustments & improvements. The Board Training was postponed until next month due to technical difficulties.

New Business

None

Adjournment

At this time Lona Hampton made a motion to adjourn the meeting. Brian Wagon seconded. Motion passed 9-0. Jeanie Reed left the meeting at 1:33. The meeting adjourned at 1:53 p.m.

 10-31-22

Board Chair

Date

 10/31/22

Secretary

Date