

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**Board Minutes for**  
**April 12, 2010**

The Northeast Oklahoma Community Action Agency, Inc. Board of Directors met on April 12, 2010 at the Community Action Conference Center in Jay, Oklahoma. Chairperson Wesley Allison called the meeting to order at 12:25 p.m. Roll call determined the following members to be present: Wesley Allison, Gary Buchanan, Dave Deffenbaugh, Mike Payton, Nikki Payton, Jeanie Reed, Kim Roblyer, John Ann Thompson, Scott Van Hoose, and Donna Wofford. A quorum was present.

Jean Cooper introduced Mike Payton, who was recently appointed to the Board of Directors.

Dave Deffenbaugh made a motion to approve the March 8, 2010 board meeting minutes. Kim Roblyer seconded the motion. All approved.

Jean Cooper and staff presented the management report for March 2010. Jean went over the recent monitoring report for the stimulus CSBG program and announced that there were no findings. Mary Ann Overall went over the new management report format.

Seme Newlin presented the Financial Reports for February 2010. Jeanie Reed made a motion to approve the Financial Reports for February 2010 and check registers. Donna Wofford seconded the motion. All approved.

Kort Besore has served as the agency attorney for several years and was selected by the board to provide the legal advice required by the most recent Head Start Act. Jean informed the board that an engagement letter will be prepared describing activities for legal services, including attendance at agency board meetings, at a cost not to exceed \$5,000. Gary Buchanan made a motion to approve an engagement letter with Kort Besore as the agency's attorney at a cost not to exceed \$5,000 for duties described in the agreement. Donna Wofford seconded the motion. All approved.

Jean informed the board that the American Reinvestment and Recovery Act requires that the agency specify that the grant costs are tracked separately. New Head Start requirements specify that there be explicit policy that limits the compensation of employees to the federal cap. These amendments have been made to the agency Fiscal Policies. Dave Deffenbaugh made a motion to approve the amendments to the agency Fiscal Policies that spell out the new required policies.

Staff met with a computer consultant to review the agency's current technology and identify areas of fraud risk. Cheryl Barton outlined the list of proposed solutions which included speed and security upgrades, and backup and filter systems. Donna Wofford made a motion to approve the recommendations of staff concerning the fraud risk assessment. Dave Deffenbaugh seconded the motion. All approved.

Expenditures over \$5,000: Jean informed the board that additional funds have been provided to Head Start under the Consolidated Appropriation Act, 2010. This increase will be used to make

