

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**Board Minutes for**  
**January 11, 2010**

The Northeast Oklahoma Community Action Agency, Inc. Board of Directors met on January 11, 2010 at the Community Action Conference Center in Jay, Oklahoma. Chairperson Wesley Allison called the meeting to order at 12:24 p.m. Roll call determined the following members to be present: Wesley Allison, Gary Buchanan, Rebecca Jim, Nikki Payton, Kate Randall, Jeanie Reed, Sherri Sherwood, Marvin Stockton, Scott Van Hoose, and Donna Wofford. A quorum was present.

Kate Randall made a motion to approve the December 14, 2009 board meeting minutes. Donna Wofford seconded the motion. All approved.

Jean Cooper and staff presented the management report for December 2009. Jean mentioned that the agency has agreed to serve as a pilot agency to refer tax clients for DHS services. She discussed an upcoming meeting on the federally qualified health clinic project and invited board members to attend. Mary Ann Overall updated the board on the extension of two OHFA contracts. Cheryl Barton informed the board that tax season would begin on January 19. Jean announced that Head Start staff is attending an Early Head Start conference in Washington D.C.

Jean Cooper presented the Financial Reports for September, October and November 2009. Jeanie Reed made a motion to approve the Financial Reports for September, October and November 2009 and check registers. Donna Wofford seconded the motion. All approved.

Terry Schroeder presented the revised agency Affirmative Action Plan. Kate Randall made a motion to approve the Affirmative Action Plan dated January 2010. Marvin Stockton seconded the motion. All approved.

The agency budget for FYE April 30, 2010 has been finalized. Jean presented the final version to the board and went over some additions in the ARRA and Head Start programs. Final budget notebooks were distributed. Donna Wofford made a motion to approve the final Agency Budget for May 1, 2009 and ending April 30, 2010. Sherri Sherwood seconded the motion. All approved.

Jean discussed the completed agency strategic plan, agency goals and activities. Kate Randall made a motion to approve the 2009-2014 Programs and Services Strategic Plan. Jeanie Reed seconded the motion. All approved.

Jean informed the board that Security BankCard Visa requires that the agency provide a Not-For-Profit Visa Corporate Borrowing Resolution authorizing the board officers and Executive Director to act as agents for the board in establishing and maintaining a Corporate VISA Card Account. Donna Wofford made a motion to approve the Security BankCard Visa Corporate Borrowing Resolution. Kate Randall seconded the motion. All approved.

The agency line of credit that is maintained with Grand Savings Bank is due for renewal. Jeanie Reed made a motion to approve the extension of the agency line of credit at 7%. Kate Randall seconded the motion. All approved.

The agency continues to contract with DeBruler, Inc. to provide consultation in a variety of areas on an as needed basis. A new contract has been drawn up for January 1 through December 31, 2010, not to exceed \$4,500 to provide research, program design, regulatory and other assistance. Donna Wofford made a motion to approve the new contract with DeBruler, Inc. Marvin Stockton seconded the motion. All approved.

Jean discussed the completed Head Start Continuation Application with board members. Marvin Stockton made a motion to approve the May 2010—April 2011 Head Start Continuation Application. Donna Wofford seconded the motion. All approved.

Kate Randall made a motion at 12:43 p.m. to go into Executive Session to discuss the Annual Review of the Executive Director. Rebecca Jim seconded the motion. All approved.

Kate Randall made a motion to go out of Executive Session at 12:49. Marvin Stockton seconded the motion. All approved.

Gary Buchanan made a motion to adjourn. Wesley Allison seconded the motion. All approved. The meeting was adjourned at 12:50 p.m.

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Board Chair

Date

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Secretary

Date