

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**Board Minutes for**  
**March 8, 2010**

The Northeast Oklahoma Community Action Agency, Inc. Board of Directors met on March 8, 2010 at the Community Action Conference Center in Jay, Oklahoma. Chairperson Wesley Allison called the meeting to order at 12:22 p.m. Roll call determined the following members to be present: Wesley Allison, Garry Brewster, Gary Buchanan, Dave Deffenbaugh, Rebecca Jim, Kate Randall, Jeanie Reed, Kim Roblyer, Sherri Sherwood, Marvin Stockton, Scott Van Hoose, and Donna Wofford. A quorum was present.

Jean Cooper introduced guest Ashley Woodruff from Northeastern State University. Jean informed the board that Representative Chuck Hoskin has reappointed Rebecca Jim and the Ottawa County Commissioners have appointed Mike Payton to the board of directors. Scott Van Hoose made a motion to endorse the reappointment of Rebecca Jim to represent the public sector in Craig County, and to endorse the appointment of Mike Payton to represent the public sector in Ottawa County. Dave Deffenbaugh seconded the motion. All approved.

Kate Randall made a motion to approve the January 11, 2010 board meeting minutes. Jeanie Reed seconded the motion. All approved.

Jean Cooper and staff presented the management report for January and February 2010. Jean went over a new form entitled Planned and Actual Outcomes. This form will demonstrate outcomes of agency programs and will be a part of each month's management report.

Jean presented the Financial Reports for November, December 2009 and January 2010. She introduced Seme Newlin, CPA, who is currently producing the monthly financial reports. Jeanie Reed made a motion to approve the Financial Reports for November and December 2009 and January 2010 and check registers. Sherri Sherwood seconded the motion. All approved.

Jean informed the board that the agency Fiscal Policies dated March 2009 will need to be extended to June 2010. At that time, revisions will be completed, and the revised policies can be voted on at the June 14, 2010 board meeting. Kate Randall made a motion to approve extending the agency Fiscal Policies to June 14, 2010. Marvin Stockton seconded the motion. All approved.

Jean informed the board that the Tax Return of Organization Exempt From Income Tax (Federal Form 990) must be approved by the board of directors. She reviewed the draft copy which will be filed upon board approval. Dave Deffenbaugh made a motion to approve the agency Federal Form 990 as presented. Rebecca Jim seconded the motion. All approved.

Jean discussed the agency fraud risk assessment plan. The Budget & Finance Committee met and identified data security as the item to be studied this year. The agency will revisit data security as related to the financial system and establish ways to improve security and internal controls. Jeanie Reed made a motion to approve data security as this year's fraud risk assessment issue. Donna Wofford seconded the motion. All approved.

The agency has received notification of the first, second and third allocation of funds for the new Community Services Block Grant (CSBG) contract and a budget has been prepared. Kate Randall made a motion to approve the new CSBG grant budget. Kim Roblyer seconded the motion. All approved.

The agency has been awarded Community Services Block Grant Discretionary funds. Jean informed the board that these funds will be used for a five-agency pilot program to establish a case management data and benefits eligibility/service referral system. Donna Wofford made a motion to approve the new CSBG Discretionary grant budget. Marvin Stockton seconded the motion. All approved.

The Oklahoma Department of Commerce has recently awarded the agency funds for the 2010 Public Service Company Weatherization Program. Dave Deffenbaugh made a motion to approve the budget for the ODOC-PSO Weatherization Program. Garry Brewster seconded the motion. All approved.

The agency and Public Service Company will partner in another joint weatherization pilot program for approved homes served by PSO. A contract has been prepared. Dave Deffenbaugh made a motion to approve the PSO Weatherization Pilot Program contract. Rebecca Jim seconded the motion. All approved.

The Oklahoma Association of Community Action Agencies partners with the Oklahoma Department of Commerce, the IRS and the Oklahoma Community Action network to provide asset development programs for Oklahomans. The agency has been awarded two contracts providing funds and budgets have been prepared. These funds will subsidize a portion of costs for the agency's tax preparation assistance program. Kate Randall made a motion to approve the Oklahoma Asset Development Program budgets. Kim Roblyer seconded the motion. All approved.

In addition, the agency has received funds from the IRS Volunteer Income Tax Assistance (VITA) Grant Program to help with costs for the tax preparation assistance program. Jeanie Reed made a motion to approve the IRS VITA grant budget. Donna Wofford seconded the motion. All approved.

Doug Spillman informed the board that the annual Head Start self-assessment will take place in April. Head Start would like to use the 2010 Office of Head Start Monitoring Protocol as the self-assessment guide. He invited all board members interested in volunteering to attend the upcoming training session. Sherri Sherwood made a motion to approve using the 2010 Monitoring Protocol for the Head Start Self-Assessment. Marvin Stockton seconded the motion. All approved.

Doug announced that B & R Plumbing and Electric of Commerce, Oklahoma, is the low bidder for the contract to complete the parking lot at the Miami Head Start Center. Supplemental funding was received from the Head Start Office for the project, but current Head Start grant funds will need to be used to pay the difference. Dave Deffenbaugh made a motion to approve

