

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Board Minutes for
May 10, 2010

The Northeast Oklahoma Community Action Agency, Inc. Board of Directors met on May 10, 2010 at the Community Action Conference Center in Jay, Oklahoma. Chairperson Wesley Allison called the meeting to order at 12:20 p.m. Roll call determined the following members to be present: Wesley Allison, Garry Brewster, Gary Buchanan, Dave Deffenbaugh, Rebecca Jim, Mike Payton, Nikki Payton, Kate Randall, Jeanie Reed, Kim Roblyer, Scott Van Hoose, and Donna Wofford. A quorum was present.

Jean Cooper introduced Kort Besore, Attorney at Law, who is the agency legal counsel and Christy Davis with Oklahoma Department of Commerce. She introduced Volunteer Income Tax Assistance program volunteers and representatives Shirley Adams, Pam Charles, and Elva Knoles.

Jean announced that this year's tax season has generated over 1.9 million in refunds for the three-county area and thanked the volunteers for their contribution to this year's tax initiative. Cheryl Barton presented gifts and awards to the VITA program volunteers.

Jeanie Reed made a motion to approve the April 12, 2010 board meeting minutes. Kim Roblyer seconded the motion. All approved.

Jean Cooper and staff presented the management report for April 2010. The Planned and Actual Outcomes Report for March was handed out to board members. Jean announced that Supportive Financial Services had received a new grant award from the U.S. Department of Treasury. Jean and Cheryl discussed the recent strategic meeting on stimulus grant funding and gave updates on grants that are currently being pursued. Jean announced that the Early Head Start expansion is nearing completion and the June board meeting will take place in the new building.

Jean reviewed the new engagement letter from Saunders and Associates for the annual audit covering Fiscal Year Ending April 30, 2010. The Budget and Finance Committee has met and recommended acceptance of the engagement letter. Proposed audit fees have increased from last year's rates due to expansion of the agency's programs. Donna Wofford made a motion to approve the engagement letter from Saunders and Associates to perform the agency audit for Fiscal Year Ending April 30, 2010. Garry Brewster seconded the motion. All approved.

Jean reviewed the second engagement letter from Saunders and Associates to prepare the Federal Form 990, covering Fiscal Year Ending April 30, 2010. Kate Randall made a motion to approve the engagement letter from Saunders and Associates to prepare the Federal Form 990, Return of Organization Exempt From Income Tax, covering Fiscal Year Ending April 30, 2010. Kim Roblyer seconded the motion. All approved.

The agency has recently been awarded funds from the Oklahoma Department of Commerce for the Department of Energy Weatherization Assistance Program. A budget has been prepared.

Scott Van Hoose made a motion to approve the new DOE Weatherization grant budget. Nikki Payton seconded the motion. All approved.

The agency has been approved to receive a one-year Housing and Urban Development Homeless Continuum of Care Supportive Housing Program renewal grant. This renewal combines funding from two previously separate HUD grants and will provide for operation and maintenance of six HUD COC permanent supportive housing units. The two separate budgets have been prepared and will be combined into one with HUD. Kate Randall made a motion to approve the HUD Continuum of Care Supportive Housing Program Renewal Grant Permanent Supportive Housing Operations budgets and to approve the execution of a contract with HUD to receive the funds to operate and maintain the HUD COC properties for one year. Donna Wofford seconded the motion. All approved.

The agency has also been approved to receive a one-year Housing and Urban Development Homeless Continuum of Care Supportive Housing Program renewal grant to continue operation of the Homeless Management Information System (HMIS) mandated by HUD. This renewal will provide for equipment and staff expenses. A budget has been prepared. Mike Payton made a motion to approve the HUD Continuum of Care Supportive Housing Program Renewal Grant HMIS budget and to approve the execution of a contract with HUD to receive the funds to expand and maintain the HMIS system for one year. Garry Brewster seconded the motion. All approved.

Doug Spillman informed the board that each year Head Start reviews and develops Criteria for Enrollment Eligibility and Priority Ranking System for the Head Start program. Doug presented the current enrollment eligibility information and outlined this year's criteria. Garry Brewster made a motion to approve the Criteria for Enrollment Eligibility and Priority Ranking System for the Head Start program. Rebecca Jim seconded the motion. All approved.

Doug informed the board that the Head Start program is required to update all Policies and Procedures and Written Plans. These documents will be reviewed and will be continually updated as guidance is received from the Office of Head Start. Kate Randall made a motion to approve the review process of the Head Start Policies and Procedures and Written Plans. Garry Brewster seconded the motion. All approved.

Doug updated the board on recent budget revisions. The Head Start Expansion budget and the Early Head Start budget have both been revised as a result of timeline changes from the original application. Jeanie Reed made a motion to approve the revisions for the Head Start Expansion budget and the Early Head Start budget.

Jean outlined current expenditures over \$5,000: The agency contracts with United Way of Ponca City for licenses, technical support and training for the HMIS system. The invoice payable to United Way of Ponca City for the second half of the contract is over \$5,000. The agency leases the building office space from Grand River Abstract & Title Company. The lease for Unit B is due for renewal beginning May 11, 2010. Donna Wofford made a motion to approve the expenditures over \$5,000 for the United Way of Ponca City Homeless Management Information System (HMIS) and to renew the office space lease for Unit B.

