

## **Northeast Oklahoma Community Action Agency, Inc.**

Regular Board Meeting

October 23, 2017

The NEOCAA board meeting was called to order at 12:35 p.m. on October 23, 2017 in the NEOCAA Conference room. Roll Call determined the following members to be present: Gary Buchanan, Jeanie Reed, Clark McKeon, Jackie Smith, Scott Van Hoose, Patsy Winn, Laura Garner, Rebecca Jim, Kim Roblyer and Kim Harner. A quorum of 10 was present.

Rebecca Jim conducted the meeting.

### **September 25, 2017 Board Minutes**

At this time, Rebecca Jim asked the Board if there were any additions or corrections to the September 25, 2017 board minutes. Kim Harner made a motion to approve the minutes of September 25, 2017. Jeanie Reed seconded the motion and all were in favor.

### **Management Report**

John Ann related to the board that the agency's audit field work was completed in September. There were no findings, management issues, concerns or suggestions. Debby reported that the weatherization crew completed the DHS contract with a total of 27 homes weatherized for the contract. They will begin evaluations on the DOE grant that has 19 houses to weatherize by the end of January. The 2018 DOE will be received soon and a budget will be completed to have ready to start in February 2018. Gayle Sperry related that she has 6 students enrolled and they have the smart board and big screen up and working that they purchased.

### **DHS -17 Weatherization Grant**

The Agency has been awarded the DHS Weatherization grant for 2017. This grant starts October 1, 2017 thru September 30, 2018. There will be 14 houses that will be weatherized. Jeanie Reed made a motion to approve the DHS Weatherization grant and budget for 2017.

### **Financial Reports for September 2016**

Tisha Nichols gave a brief explanation of the financial reports. Scott Van Hoose made a motion to approve the financials for September 2017. Clark McKeon seconded the motion and all approved.

### **Appointing Authority for the Low-Income Sector**

John Ann explained that the Governance Committee met and suggested that the Home of Hope be the appointing Authority for the Low-Income Sector in Delaware County as they have taken over the Friendship Home. Kim Harner made a motion to approve the Home of Hope to serve as the appointing authority for this position. Kim Roblyer seconded the motion and all were in favor.

### **ESG Hope House**

John Ann explained that the Northeast Oklahoma Continuum of Care has recommended to the Oklahoma Department of Commerce that it award the agency a new Emergency Solutions grant. This grant is in conjunction with the Hope House shelter in Tahlequah for a total of \$46,638.40. The Rapid re-housing services funds (\$18,656) and the Administration funds (\$1,748) will be expended by NEOCAA. The Emergency Shelter funds (\$26,234) will be expended by the Hope House. Jeanie Reed made a motion to approve the new budget for the Emergency Solutions Grant, Patsy Winn seconded the motion and Laura Garner abstained. motion carried

### **ESG Community Crisis Center**

The Northeast Continuum of Care has recommended to the Oklahoma Department of Commerce that it award the agency a new Emergency Solutions grant. This grant is in conjunction with the Community Crisis Center Inc. in Miami for a total of \$46,638.40. The Rapid re-housing services funds (\$18,656) and the Administration funds (\$1,748) will be expended by NEOCAA. The Emergency Shelter funds (\$26,234) will be expended by the Community Crisis Center. Kim Harner made a motion to approve the new budget for the Emergency Solutions Grant, Kim Roblyer seconded the motion and all were in favor.

### **ESG ARK Shelter**

John Ann explained that the Northeast Oklahoma Continuum of Care has recommended to the Oklahoma Department of Commerce that it award the agency a new Emergency Solutions grant. This grant is in conjunction with the ARK shelter in Quapaw for a total of \$46,638.40. The Rapid Re-housing Services funds (\$18,656) and the Administration funds (\$1,748) will be expended by NEOCAA. The Emergency Shelter funds (\$26,234) will be expended by the ARK. Kim Roblyer made a motion to approve the new budget for the Emergency Solutions Grant. Kim Harner seconded the motion and all were in favor.

### **2017 Navigator Grant Contract**

John Ann explained the agency has been awarded \$34,500.00 in Navigator Grant Funds. These Funds will be used for existing staff to serve Craig, Ottawa, Delaware, Adair, Cherokee and Muskogee Counties. Kim Roblyer made a motion to approve the 2017 Navigator Contract. Jeanie Reed seconded the motion and all were in favor.

### **EHS Director**

John Ann explained that since August 1, 2017 the agency has been without a full-time Early Head Start Director. The Executive Director has been serving as the Interim EHS Director. John Ann revealed that our search for a new EHS Director has ended. Ms. Suzie Hemphill has been selected to fill the position; she has experience with Early Head Start and is very qualified for the position. We have selected Ms. Hemphill to fill

the position, pending approval from the regional Head Start office in Dallas. Clark McKeon made a motion to approve the hiring of Suzie Hemphill as the Early Head Start Director. Kim Harner seconded the motion and all were in favor.

**Head Start Food Contract**

John Ann explained that the agency has received approval of the submitted CACFP contracts for the coming year. Jeanie Reed made a motion to approve the CACFP contracts. Kim Harner seconded the motion and all were in favor.

**Election of Officers**

The agency's by-laws require that the Board of Directors elect officers every year. Scott Van Hoose made a motion to keep the existing officers and positions. Patsy Winn seconded the motion and all were in favor. Officers re-elected were as follows:

**President:** Rebecca Jim

**Vice Chair:** Robin Kemp

**Secretary:** Gary Buchanan

**Treasurer:** Jeanie Reed.

**Expenditures over \$5000.00**

A. Saunders and Associates for \$10,000.00

Kim Roblyer made a motion to approve the payment to Saunders and Associates in the amount of \$10,000.00. Jeanie Reed seconded the motion and all were in favor.

**Adjournment**

At this time Kim Roblyer made a motion to adjourn the meeting. Patsy Winn seconded the meeting and all were in favor. The meeting adjourned at 1:19 p.m.

_____	_____
Board Chair	Date
_____	_____
Secretary	Date