

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
January 23, 2017

The NEOCAA board meeting was called to order at 12:37 p.m. on January 23, 2017 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Robin Kemp, Jeanie Reed, Will Fourkiller, Gary Ice, Kim Roblyer, Scott Van Hoose, Ron Cambiano, Laura Garner, Rebecca Jim, Kristi Scrapper and Donna Wofford. A quorum of 12 was present.

Rebecca Jim began the meeting with an introduction of the guests. Brian Wagon from Cherokee Nation was there to introduce himself to the Board of Directors

December 5, 2016 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Jeanie Reed made a motion to approve the December 5, 2016 board meeting minutes. Donna Wofford seconded the motion and all were in favor.

NEOCAA Financial Reports for November and December 2016

Tisha explained the November and December financial reports for 2016. Ron Cambiano had a question about the Neosho Ridge payments or lack there of. John Ann Thompson & Tisha explained that Neosho Ridge is making interest payments, but they still don't show a profit, so no payments have been made.

Scott Van Hoose made a motion to approve, seconded by Donna Wofford, and all approved.

Management Report for October and November and December 2016

John Ann went over the Management Report. Debby Foreman explained the plan for the crew for weatherization and rehab for the next few months. She also reported the emergency assistance had 56 services for them month of November and 70 services for the month of December. Cindy Templeman stated that the VITA Program will start preparing tax returns in February 2017. Gail Sperry explained that attendance has been down in the TANF program for November and December due to sickness. John Ann announced that Debby Foreman had been promoted to Services/Weatherization Director and Cameron Dozier was promoted to Housing/Safety/Facilities Director. Kristi Scrapper gave a brief report from the EHS Policy Council.

2017 Community Services Block Grant

Terry Schroeder explained that the agency has received notification of the 1st allocation of fund for the FY 2017 CSBG contract, in the amount of \$108,540.00. A copy of the budget was provided. Jeanie Reed made a motion to approve the FY 2017 CSBG budget for the 1st allocation. Robin Kemp seconded the motion and all were in favor.

Retirement of Jean Cooper

Elesa Graham explained to the Board of Directors that the bank was asking for better clarification on the final date of Jean's retirement, so that they could take Jean off as a signatory and add John Ann Thompson. She added that the date of her retirement was December 31, 2016. Kim Roblyer made a motion to approve Jean Cooper's retirement as of December 31, 2016, seconded by Donna Wofford and all approved.

Agency Organizational Chart

Kristi Helsel went over the changes to the Organizational Chart. She explained that the changes included: Debby Foreman as the Services/Weatherization Director and added Lawn Maintenance. Scott Van Hoose made a motion to approve the Organization Chart, Kim Roblyer seconded the motion and all approved.

Appointment to the Board of Directors

Anna Knight has resigned from the Board of Directors, creating a vacancy for a member to represent the private sector in Cherokee County. Cherokee Nation Commerce is the appointing authority and recommends Brian Wagon to serve on our Board. Ron Cambiano made a motion to approve the appointment of Brian Wagon to represent the private sector in Cherokee County. Donna Wofford seconded the motion and all were in favor.

EHS Policy Council Alternate Representative to the Board of Directors

The Head Start Policy Council met on December 12, 2016 and elected Nicole Dunham as its alternate representative to the Northeast Oklahoma Community Action Agency Board of Directors. Jeanie Reed made a motion to approve the election of Nicole Dunham as the alternate representative to represent the low-income at large sector. Kristi Scarper seconded the motion and all were in favor.

Management Consultant Contract

John Ann Thompson explained that at a previous board meeting, we mentioned the idea of hiring a management consultant to help in the transition of a new Executive Director. A letter of introduction and price quote form was drafted and contact was made with the former Executive Director dba Solid Solutions and three other consultants. The contract was for one year beginning February 1, 2017 and ending February 1, 2018. Scott Van Hoose made a motion to approve the contract with Dr. Jean Cooper dba Solid Solutions. Kim Roblyer seconded the motion. Ron Cambiano opposed and the motion carried 11-1.

Financial Consultant Contract

John Ann Thompson explained that at a previous board meeting, we mentioned the idea of hiring a management consultant to offer services to the new Executive Director and Financial department, as needed. A letter of introduction and price quote form was drafted and contact was made with the former Financial Officer as well as to seven Certified Public Accountants located within Northeast Oklahoma. We received one bid in return. The length of contract was for one year starting February 1, 2017 and ending

February 1, 2018. Jeanie Reed made a motion to approve the Financial Consulting Contract with Natasha Tanner dba Solid Solutions. Kristi Scaper seconded the motion. Ron Cambiano opposed and the motion carried 11-1.

Expenditures over \$5,000

Purchase of Planting Medium for the Gardens

Previously, the agency utilized agency unrestricted funds to purchase planting medium for the gardens so that the agency could receive the greatest cost savings on the planting medium utilized in the gardens. This will be our 3rd shipment of the medium and will allow the agency to continue to expand the gardens into new locations with schools, community gardens, and private individuals. The Cost will be \$12,684.00. Donna Wofford made a motion to approve the planting medium for the gardens, Kim Roblyer seconded the motion and all approved.

New Business

None

Announcements

None

Adjournment

At 1:16, Kim Roblyer made a motion to adjourn, seconded by Robin Kemp, all approved.

Board Chair Date

Secretary Date