

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
February 27, 2017

The NEOCAA board meeting was called to order at 12:24 p. m. on February 27, 2017 at the NEOCAA Conference Room. Roll call determined the following member to be present: Gary Buchanan, Ron Cambiano, Jeanie Reed, Gary Ice, Scott Van Hoose, Kim Roblyer, Rebecca Jim, Robin Kemp, Kristi Scraper, Nicole Dunham and Patsy Winn. A quorum of 10 was present.

Rebecca Jim began the meeting with an introduction of the guests. Scott Van Hoose's wife and Cameron Dozier's wife were both present. Kim Harnar was also present from Wyandotte Nation.

January 23, 2017 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Robin Kemp made a motion to approve the January 23, 2017 board meeting minutes. Scott Van Hoose seconded the motion and all were in favor.

Board Appointment for Low-Income Sector in Adair County

Westville Nutrition Center is the appointing authority for the Low-Income sector for Adair County. Westville Nutrition held a meeting and recommended Paula Walkingstick to represent the low-income sector for Adair County. Jeanie Reed made a motion to approve the recommendation from Westville Nutrition and for Paula Walkingstick to serve on the NEOCAA Board of Directors. Patsy Winn seconded the motion and all approved.

Board Appointment for Private Sector in Ottawa County

Wyandotte Nation is the appointing entity for our Board of Directors representing the private sector in Ottawa County. Kathleen Welch resigned her position & Chief Billy Friend recommended Kim Harnar to serve on the Board of Directors. Patsy Winn made a motion to approve the recommendation for Kim Harnar to serve as the representative for the Private Sector in Ottawa County. Robin Kemp seconded the motion and all were in favor.

Financial Reports for January 27, 2017

Tisha Nichols gave brief report on the financials. Patsy Winn asked what Neosho Ridge was & why they owe us money. After a discussion the board of directors decided to invite Neosho Ridge down & request to review their books. Patsy Winn made a motion to approve the financials for January 27, 2017. Ron Cambiano seconded the motion and all approved.

Management Report for January 2017

John Ann referred to the Management Report. Debby Foreman gave a brief explanation for weatherization and emergency services. Cameron Dozier went over rentals & the construction in Westville. Kristi Scraper from EHS policy council gave a report as well.

Final Is Report

Terry Schroeder presented the final IS Report to the Board of Directors. He briefly discussed the content and answered any questions.

Agency Signatories

John Ann Thompson explained that Rebecca Jim is serving as our Chair Person for the Board of Directors. John Ann added that Rebecca needs to be added as signatory on all agency bank accounts and contracts with Oklahoma Department of Commerce and Oklahoma Housing & Finance agency. Ron Cambiano made a motion to authorize Rebecca Jim as a signatory on all bank accounts & mentioned contracts. Jeanie Reed seconded the motion and all approved.

Affirmative Action Plan

The annual Affirmative Action Plan has been completed. The Personnel Committee met and reviewed the new plan. A copy of the new Affirmative Action Audit Summary and a full copy of the Affirmative Action Plan were available for the Board of Directors to review. Jeanie Reed made a motion to approve and adopt the Affirmative Action Plan dated February 2017. Ron Cambiano seconded the motion and all approved.

OADP VITA Grant

The Agency has received a ward for OADP Volunteer Income Tax funding in the amount of \$8797.00. These funds will be used to help pay staff salaries for the provision on Income Tax Services to low income families. Scott Van Hoose made a motion to approve the OADP Volunteer Income Tax Project Budget. Robin Kemp seconded the motion and all were in favor.

Agency Fiscal Policies

NEOCOA has reviewed the Fiscal Policies to update all regulatory requirements. Kim Roblyer made a motion to approve the changes to the Agency Fiscal Policies. Gary Ice seconded the motion and all approved.

FY 2017 CSBG 2ND Allocation

The agency has received notification of the 2nd allocation of funds for the FY 2017 CSBG contract, in the amount of \$138,206 which brings the total budget to date to \$246,746. Ron Cambiano made a motion to approve the FY 2017 CSBG budget revision. Patsy Winn seconded the motion and all were in favor.

Executive Session

Robin Kemp made a motion to go into executive session for a sixty day evaluation and compensation of the John Ann Thompson, Executive Director. Jeanie Reed seconded the motion and all were in favor. After an evaluation of John Ann Thompson, Executive Director Robin Kemp made a motion to extend the employment of the Executive Director at the current compensation level. Jeanie Reed seconded the motion and all approved.

New Business

None


Announcements

None

Adjournment

2: 15 Kim Roblyer made a motion to adjourn, seconded by Patsy Winn, all approved.

 3-27-17
Board Chair Date

 3-27-17
Secretary Date