

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

The NEOCAA board meeting was called to order at 12:35 on March 27, 2017 at the NEOCAA Conference Room. Roll call determined the following members to be present: Kim Harner, Jeanie Reed, Sherri Sherwood, Scott Van Hoose, Brian Wagnon, Rebecca Jim, Gary Buchanan, Patsy Winn, Paula Walkingstick, and Nicole Dunham. A quorum of eleven was present.

Rebecca Jim conducted the meeting and she began the meeting with an introduction of the guests. Sonya Dozier, Cameron's wife was present.

**February 27, 2017 Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Patsy Winn made a motion to approve the February 27, 2017 board meeting minutes. Kim Harner seconded the motion and all were in favor.

**Management Report for February and March**

John Ann explained that the month of February involved ROMA Training for employees & board members from logic models and all day training with Julie Teska. John Ann conducted Board Responsibilities & Duties Training as well as reviewing the Democratic process of electing Board Members. John Ann continued to report to the Board that NEOCAA had received the new ODOC Monitoring Tool, so we will be working to get things ready for our monitoring. Cindy Templeman reported that the VITA program was going strong, the month of February they prepared 150 returns. Debby Foreman reported that the Emergency Service department continues to assist those in need of assistance. Debby further added that we had recently helped a disabled man and his wife, who were homeless and had been living in their car for the past month. Gail Sperry related to the board that her program was moving along as expected and doing well, with four students in the literacy class.

**Financial Report**

Tisha Nichols presented the Financial Report for February. Jeanie Reed made a motion to approve the Financial Reports for February. Sherri Sherwood seconded the motion and all were in favor.

**OADP BUDGET REVISION**

John Ann related to the Board that the Agency received an increase in the award for OADP Volunteer Income Tax Funding in the amount of \$286.00. This brings the total budget to \$9,083.00 and will be used to help pay staff salaries for the provision of Income Tax services to low income families. Kim Harner made a motion to approve the revised OADP Volunteer Income Tax services Brain Wagnon seconded the motion and all were in favor.

### **Cost Allocation Plan**

Tisha related to the Board of Directors that the Cost Allocation Plan is reviewed each year. The staff recommends the attached Cost Allocation Plan with the minor changes. Kelly Hampton made a motion to approve the Cost Allocation Plan with the minor changes. Scott Van Hoose seconded the motion and all were in favor.

### **Client Services Policy**

John Ann related to the Board that the agency reviews all client service policies and procedures annually. The Client Services Policy was reviewed in keeping with this requirement and the policy was amended to reflect current agency programs and practices. A motion was made by Paula Walkingstick to approve the revised Client Services Policy as recommended. Sherri Sherwood seconded the motion and all were in favor.

### **Fraud Risk Assessment**

John Ann related to the Board that the Fraud Risk Assessment was presented to staff and the staff suggested the review of accepting payment and processing payment for the garden program. Jeanie Reed made a motion to approve Fraud Risk Assessment of accepting & processing payments procedures for the Produce and Posies. Scott Van Hoose seconded the motion and all were in favor.

### **Community Services Block Grant (CSBG) Captain Partner Project**

John Ann related to the Board of Directors that the Agency has received an award for CSBG Discretionary funding in the amount of \$6,200. These funds will be used to work with CAP Systems to make needed modifications to the CAPTAIN system to add additional security to the Captain Case Management system that would allow partner agencies to be included in the database but to restrict their access to other individuals in the database system. Such a revision would allow the agencies to report all these clients in the annual CSBG-IS report and thereby more accurately report all the individuals served by the agency. Kim Harner made a motion to approve CSBG Discretionary Funds Captain Partner Project. Patsy Winn seconded the motion and all were in favor.

### **Board of Directors' Committee Members**

Pursuant to the agency By-Laws, the Board of Directors' committee members need to be appointed each year. The committees were appointed as follows: Budget and Finance: Kim Harner and Scott Van Hoose. Governance: Scott Van Hoose, Patsy Winn, Brian Wagnon. Personnel Committee: Jeanie Reed, Robin Kemp, Kim Roblyer.

### **Process for Orientation of New Board Members**

John Ann related to the Board that the CSBG Organizational Standards require that we have a structured process in place for new board members to receive orientation within sixty days of appointment. The process is to ensure that each member is knowledgeable of the operation of the Agency. Jeanie Reed made a motion to approve

the process for New Board Members Orientation. Patsy Winn seconded the motion and all were in favor.

**Audit Service Contract**

John Ann related to the Board of Directors that the contract for Audit Services was approved in 2015 and is renewable up to three times. NEOCAA has received a letter of engagement from Saunders & Associates that is equal to the previous years audit services. Jeanie Reed made a motion to approves the engagement of Saunders for the Audit and 990 Audit. Sherri Sherwood seconded the motion and all were in favor.

**Proclamation for Fair Housing Month**

John Ann explained that NEOCAA staff and board members actively promote Fair Housing throughout the year and highlights this support during the month of April which has been declared Fair Housing Month. Kim Harner made a motion to declare a proclamation of April as Fair Housing Month and the Board of Directors support efforts throughout the year that promote Fair Housing in the five county areas. Sherri Sherwood seconded the motion and all were in favor.

**Items over \$5000.00**

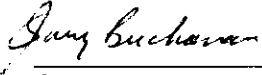
**CSBG Captain Project**

John Ann explained that we needed to table this item due to not having an invoice for the Captain Project at this time. Patsy Winn made a motion to table this item until invoice was provided. Scott Van Hoose seconded the motion and all were in favor.

**Adjournment**

Patsy Winn made a motion to adjourn. Paula Walkingstick seconded the motion and all were in favor. Meeting adjourned at 1:34 p.m.

  
Board Chair                      4-24-17  
Date

  
Secretary                      4/24/17  
Date