

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
April 24, 2017

The NEOCAA board meeting was called to order at 12:35 p.m. on April 24, 2017 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Sherri Sherwood, Jeanie Reed, Kim Roblyer, Scott Van Hoose, Paula Walkingstick, Rebecca Jim, Nicole Dunham, Brian Wagnon and Patsy Winn. A quorum of ten was present.

Rebecca Jim conducted the meeting.

**March 27, 2017 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 March 27, 2017 board meeting minutes. Nicole Dunham seconded the motion and all were in favor.

**Financials Reports for March 2017**

Tisha Nichols presented the financials. Tisha also explained that Neosho Ridge had sent a copy of their last Audit & the interest payment in the amount of 18,750.00. Scott Van Hoose made a motion to approve the Financial Reports for the period ending March 31, 2017. Patsy Winn seconded the motion and all were in favor.

**Management Report for March 2017**

John Ann explained to the Board of Directors that the staff has been working diligently and she has met Jean Cooper have met to go over the Agency Budget. John Ann & Cameron reached out to the Vinita community in search of land for our next housing project. Becki Caudill related that she is working on the Early Child Care Continuation Application. EHS is fully enrolled. The EHS Partnership was not fully enrolled with 69 slots filled. Cameron Dozier explained construction is still underway on the duplexes in Westville and he is working on the environmentals in Miami. Cindy Templeman related that the RX for Oklahoma served 7 new clients; The Emergency Services department assisted a total of 42 households with Rent & Utilities. During the month of March the VITA sites served clients in Grove, Jay, and Miami. Volunteers prepared 503 returns during the tax filing period. Gail Sperry stated she had 5 students in March She explained that the attendance has been great.

**Agency Annual Budget**

Tish Nichols went over the Agency Operating Budget and summarized the total expenditures expected for each grant for the fiscal year ending April 30, 2018. Scott Van Hoose made a motion to approve the Agency Operating Budget. Nicole Dunham seconded the motion and all were in favor.

**Fraud Risk Assessment Recommendations**

Tisha related to the Board of Directors that the Fraud Risk Committee met to determine internal control procedure for the cash procedures for the Gardens Program Patsy Winn

made a motion to approve the recommendations of the Fraud Risk Committee. Kim Roblyer seconded the motion and all were in favor.

### **Department of Energy (DOE) Weatherization Budget**

The agency has received the 2017 DOE Weatherization grant. This budget represents only 60% of the total grant. ODOC has advised us we will be receiving the balance of the grant by the end of April. The total grant is \$165,310.00. We will be able to weatherize 20 homes in the agency's 5-county service area. Patsy Winn made a motion to approve the 2017 DOE Weatherization grant, Kim Roblyer seconded the motion and all approved.

### **Utility Allowance**

John Ann explained that the 2013 HOME Final Rule established a Utility Allowance requirement for rental contracts or commitments made on or after 8/23/13. She added that the rule was suspended due to various reasons and errors, but has now been lifted and the rule is implemented. Patsy Winn made a motion to approve the Utility Allowance Requirement for rental contracts. Sherri Sherwood seconded the motion and all were in favor.

### **HUD COC Permanent Housing FY 2016**

Terry Schroeder explained that the agency has been approved to receive a one-year HUD Homeless Continuum of Care: Supportive Housing Program renewal grant in the amount of \$37,019 to continue operation and maintenance of the six HUD COC permanent supportive housing units located in North Miami, Grove Miami and Tahlequah. This funding will be used for maintenance and repair, utilities, and insurance on the units and to pay part of the salary NEOCAA staff to manage the properties. A copy of the HUD COC Permanent Housing operations budget is attached. Nicole Dunham made a motion to approve the HUD COC Supportive Housing Program Renewal Grant for Permanent Supportive Housing Operations Budgets and approve the execution of a contract with HUD to receive the funds to operate and maintain the HUD COC properties for one year.

### **HUD COC Supportive Housing Program for COC Planning FY 2016**

Terry Schroeder explained that as the lead agency for the NE OK Continuum of Care, the agency has been approved to receive a one-year HUD Homeless Continuum of Care: Supportive Housing Program grant in the amount of \$21,450 to pay salary costs for Continuum planning costs conducted by NEOCAA's Planner. Funding will be used to pay partial salary to provide staff support for COC planning activities. A copy of the Budget was included for the Board to review. Nicole Dunham made a motion to approve the HUD Continuum of Care Supportive Housing Program Planning grant budget. Jeanie Reed seconded the motion and all were in favor.

### **HUD COC Supportive Housing Program for Homeless FY 2016**

Terry Schroeder explained to the Board of Directors that the agency has been approved to receive a one-year HUD Homeless Continuum of Care: Supportive Housing Program

renewal grant in the amount of \$27,217 to continue operation of the Homeless Management Information System (HMIS) mandated by HUD. Funding will be used to purchase needed hardware, pay software licensing and support fees, and provide end user training for new users and to pay computer system hosting and support fees, to provide technical support for all user agencies, and to pay partial salaries to provide staff support for project management and data entry. NEOCAA will act as the lead agency for HMIS system. Nicole Dunham made a motion to approve the HUD Continuum of Care Supportive Housing Program Renewal Grant HMIS budget and approves the execution of a contract with HUD to receive the funds to expand and maintain the HMIS systems for one year. Jeanie Reed seconded the motion and all were in favor.

#### **Agency Risk Assessment Committee**

John Ann explained the CSBG organizational standards require the agency to complete the agency risk assessment and to develop a system to manage those risks. It is recommended that there be an ongoing risk assessment committee to review risks and make recommendations to management and the board to address those risks. The board recommended that Scott Van Hoose be included on this committee. Patsy Winn made a motion to approve the recommendation. Kim Roblyer seconded the motion and all were in favor

#### **Agency Strategic Plan Committee**

John Ann explained that the CSBG organizational standards require the agency to complete a Strategic Plan and to develop a system to manage areas of concern. It is recommended that there be an ongoing strategic plan committee to review areas of concern and make recommendations to management and the board to address those areas. It is recommended that the Board of Directors appoint one or more of its member to be included on the committee. The Board recommended Brain Wagnon and Ron Cambiano to be on the Strategic Plan Committee. Patsy Winn made a motion to approve the recommendation. Kim Roblyer seconded the motion and all were in favor.

#### **Board of Directors Policies**

John Ann related to the Board of Directors the CSBG Organization Standards requires that the agency meet all oversight for rolls and responsibilities, CEO succession plan, and the Process for selection of Board members. The policies were presented to the Board of Directors for review. Patsy Winn made a motion to approve the policies presented. Kim Roblyer seconded the motion and all were in favor.

#### **Letter of Support for Child Care Partnership Facility**

John Ann explained to the Board of Directors that Melissa Huffman's Child Care facility had an incident take place that was reported to the Department of Human Services and law enforcement. John Ann expressed that the incident was isolated and steps have been put into place by the facility and DHS to ensure that it will not happen again. As a member of our Partnership, our agency staff will closely monitor the center as well. John Ann has asked for the Board of Directors to approve a letter of recommendation and

support for Melissa Huffman. Jeanie Reed made a motion to approve the letter of support. Brain Wagnon seconded the motion and all were in favor.

### **Discussion of Customer Satisfaction Survey**

John Ann related to the Board of Directors that the customer satisfaction survey was available for them to review the outcomes for the month of March. John Ann went over the progress to date.

### **Customer Satisfaction Survey**

The agency staff developed a customer satisfaction survey to be utilized by all programs of the agency. The survey was attached for the Board review. Robin Kemp made a motion to approve the Customer Satisfaction Survey as is with no recommendations. Kelly Hampton seconded the motion and all were in favor.

### **Discussion of Organizational Self Assessment**

John Ann explained that the Organizational Standard Self Assessment Compliance Report was available for the Board to review. She explained that we have met all requirements to date and that this is an ongoing process.

### **Early Head Start Child Care Partnership Continuation Application**

Becki Caudill explained to the Board of Directors and staff that NEOCAA received an Early Child Care Partnership grant in February 2015 on a five year grant period. The grant requires a non competing renewal application each year. The application is for the budget period of August 2017 to July 2018 in the amount of \$763,500.00 in operation funds and \$18,750.00 in T/TA funds for a total of \$782,250.00. Jeanie Reed made a motion to approve the Continuation Grant Application for the budget year of August to July 2018. Patsy Winn seconded the motion and all were in favor.

### **Expenditures over 5,000.00**

#### **Captain Partner Project**

John Ann explained that the modification to the CAP systems is to allow partner agencies to be included in the captain database to improve data reporting. Sherri Sherwood made a motion to approve the enhancements to the CAP systems. Nicole Dunham seconded the motion and all were in favor.

#### **Insurance**

John Ann explained that the agency met with Dabney Smith with Gallagher Bomford Couch to go over our expiring insurance policy including: Property, Liability, Autos, Crime, and equipment. We added our Gardens location to the policy and increased the insurance coverage on our building and contents. Nicole Dunham made a motion to

approve the agency Insurance renewal policy. Sherry Sherwood seconded the motion and all were in favor.

**2RW Consulting Company**

The agency has contracted with 2RW to ensure we are in compliance with the Utility Allowance Requirement. Kim Roblyer made a motion to approve the contract with 2RW in the amount of \$7,500.00. Sherry Sherwood seconded the motion and all were in favor.

**Raising a Reader**

Becki Caudill explained that NEOCAA, Early Head Start Child Care Partnership has projected to have excess money in the 16-17 grant year. Raising a Reader Program promotes Early Literacy and Family engagement. This was not in initial budget but will meet the needs of the New Performance Standards. Jeanie Reed made a motion to approve purchasing Raising a Reader Program. Nicole Dunham seconded the motion and all were in favor.

**Adjournment**

At this time Patsy Winn made a motion to adjourn. Nicole Dunham seconded the motion and all were in favor. Meeting adjourned at 1:30 p.m.

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Board Chair                      Date

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Secretary                              Date