

Northeast Oklahoma Community Action Agency, Inc.
Annual Board Meeting Minutes
September 25, 2017

The NEOCAA board meeting was called to order at 12:36 p.m. on September 25, 2017 at the The Big House at Hollway Point. Roll Call determined the following members to be present: Gary Buchanan, Robin Kemp, Jeanie Reed, Scott Van Hoose, Brian Wagnon, Kelly Hampton, Sherri Sherwood, Kim Harner, and Clark McKeon. A quorum of 9 was present.

Robin Kemp conducted the meeting in the absence of Rebecca Jim.

Management Report for August 2017

Gail Sperry explained that in August TANF Literacy gained one more student making them have four for the month. She further added that the students are enjoying the IXL Program. It gives them a chance to improve their computer skills as well as their academic skills. Gail states that everything is falling into place after getting all of the new equipment and supplies.

The weatherization crew completed five houses for August. There are two houses left in the DHS grant to complete in September. They will start on the DOE grant in October. Cameron explained that they are finishing up the duplexes in Westville. He stated that OHFA is going allow the agency to start on 3 of the houses in Miami, but will have to wait on the 4th home for DEQ.

Lisa Thorpe gave a brief summary for the Tax Program. She indicated that we served 848 for the year total.

Rx for Oklahoma staff served eight new clients in the month of August. There were 54 claims and the amount of savings was \$15,130.00.

The Emergency Services department is waiting on the SAF grant to use for those that are faced with an unexpected emergency and unable to pay for a 30 day past due utility and or rent. She states that we saw an increase from last month from those individuals seeking assistance.

August 28, 2017 Board Minutes

Robin asked the board if there were any additions or corrections to the minutes. There were none. Jeanie Reed made a motion to approve the August 28, 2017 board minutes. Sherri Sherwood seconded the motion and all approved.

Financial Reports August 2017

Tisha Nichols presented the financial reports. Kelly Hampton made a motion to approve the financial reports for August 2017. Sherri Sherwood seconded the motion and all approved.

2018 Board Meeting Schedule

John Ann went over the meeting schedule with the Board of Directors and asked if there any changes. Jeanie Reed made a motion to approve the 2018 Meeting Schedule. Kim Harner seconded the motion and all were in favor.

Revision to Personnel Policies

John Ann & Kristi Helsel explained that there were some changes made to the organizational chart. John Ann related that our CFO Tisha Nichols is now contracting with NEOCAA and is not employed as an agency employee. Tammy Lockhart was added to RX and the VITA programs. Kelly Hampton made a motion to approve the personnel policies effective September 25, 2017 through September 25, 2018. Scott Van Hoose seconded the motion and all were in favor.

CSBG Captain Project Discretionary Funds Budget

The agency has received an award for CSBG discretionary funding in the amount of \$5,333.33. These funds will be used to provide the agency with computer support to maintain client demographic, service and outcome information. John Ann explained that this information is used to track all programs and maintain good information about successes of the clients and programs. Sherri Sherwood made a motion to approve the CSBG Discretionary Funds Captain Project Budget. Kelly Hampton seconded the motion and all approved.

FY18 Head Start SAF/HS Budget

The agency received an allocation of \$112,269 in State Appropriated Funds from the Oklahoma Department of Commerce for fiscal year 2018. John Ann explained that SAF/HS funds must be used to make further improvements in the quality of the Head Start Programs. SAF-HS funds are used to provide Extended Services Activities through three components. Kim Harner made a motion to approve the budget for the FY18 State Appropriated Funds. Jeanie Reed seconded the motion and all approved.

Thanksgiving Baskets

John Ann related to the Board that NEOCAA has historically supplied food baskets to low-income families in the agency's five counties at Thanksgiving. The agency donates 20 baskets to each of the DHS offices in our five counties, our Early Head Start Parents, Education Station Parents, Cherokee Nation Head Start, & Jay Senior Housing. This will be approximately 143 baskets. Kelly Hampton made a motion to approve the purchase of Thanksgiving baskets. Kim Harner seconded the motion and all were in favor.

EHS policy Council to the NEOCAA board

John Ann explained that EHS policy council recently selected a representative and alternate representative to serve on the NEOCAA Board of Directors. Jeanie Reed made a motion to approve Jackie Smith as the representative and Catrina Gordon as

the alternate to serve on the NEOCAA Board of Directors. Scott Van Hoose seconded the motion and all were in favor.

Grand Savings Bank SFS Signatories

John Ann explained that the signatories on the SFS account had retired or had been replaced and needed to be updated. Kim Harner made a motion to approve the signatories as follows: Rebecca Jim, Robin Kemp, Gary Buchanan & John Ann Thompson. Sherri Sherwood seconded the motion and all were in favor.

RX for Oklahoma Grant

John Ann explained that NEOCAA has been selected as the contractor of the RX for Oklahoma Program. NEOCAA will subcontract with Community Resource and Development and Deep Fork Community Action Agencies to provide service to cover the 17 counties in the RX service area assisting uninsured and underinsured clients with prescription needs. Jeanie Reed made motion to approve the RX for Oklahoma contracted amount of \$146,666.00. Kelly Hampton seconded the motion and all were in favor.

2016-2017 Non-Federal Share Waiver for EHSCCP

John Ann related that Agency Staff and partnership staff have been working together to gain the required non-federal share for the program, but we are requesting a waiver on the basis of section 640 (b) (2) of the Head Start Act. Kim Harner made a motion to approve the request for the Non-Federal Share Waiver for EHSCCP. Sherri Sherwood seconded the motion and all were in favor.

2016-2017 Non-Federal Share Waiver for EHS

John Ann related that NEOCAA is requesting a match waiver in the amount \$60,805.86 pursuant to the criteria found at section 640 (b) (1)-42 USC 9835 of the Head Start Act. This is due to the lack of resources available in the community may prevent the Head Start Agency from providing all or a portion on the non-federal contribution that may be required under the subsection. Kim Harner made a motion to approve the request for the Non-Federal Share Waiver for EHS. Brian Wagnon seconded the motion and all were in favor.

Annual Report and Strategic Plan Report

John Ann explained the Annual Report and gave an up to date report of the Strategic Plan to the Board of Directors. There were no questions or concerns.

Adjournment

At this time Gary Buchanan made a motion to adjourn the meeting. Sherri Sherwood seconded the meeting and all were in favor. The meeting adjourned at 1:23 p.m.

Board Chair

Date

Secretary

Date