

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
January 29, 2018

The NEOCAA board meeting was called to order at 12:43 p.m. on January 29, 2018 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Jeanie Reed, Clark Mckeon, Kim Harner, Kim Roblyer, Scott Van Hoose, Kelly Hampton, Ron Cambiano, Patsy Winn, Rebecca Jim, Jackie Smith and Brian Wagnon. A quorum of 11 was present, 12 after Jeanie Reed was elected.

Rebecca Jim began the meeting with an introduction of the guests. Kelly Hamptons Wife joined us for the meeting.

**December 4, 2017 Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Kim Harner made a motion to approve the December 4, 2017 board meeting minutes. Scott Van Hoose seconded the motion and all were in favor.

**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. Cindy Templeman stated that the VITA Program will start preparing tax returns in February 2017. Gail Sperry explained that she has lost 2 students and gained one in the TANF program for November and December. John Ann announced that Natalie Sanders was our new case manager for emergency services and Suzy Hemphill was our new EHS Director.

**NEOCAA Financial Reports for November and December 2017**

Tisha explained the November and December financial reports for 2017. Scott Van Hoose made a motion to approve, seconded by Patsy Winn, and all approved.

**Board Appointment**

Tammy Malone is the appointing authority for our board of director's member representing the public sector in Craig County. She recommended Misty Bingham to serve on the NEOCAA Board of Directors. Kim Roblyer made a motion to approve the appointment of Misty Bingham to serve as the representative representing the public sector in Craig County.

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### **Board Appointment**

The Home of Hope is the appointing entity for our Board of Directors member representing the low-income sector in Delaware County. The Home of Hope conducting a meeting and elected Jeanie Reed to continue as the representative for Delaware County. Kim Roblyer made motion to approve the appointment of Jeanie Reed for the low-income sector in Delaware County. Scott Van Hoose seconded the motion and all were in favor.

### **2018 Community Services Block Grant**

Terry Schroeder explained that the agency has received notification of the 1<sup>st</sup> allocation of fund for the FY 2018 CSBG contract, in the amount of \$82,676. A copy of the budget was provided. Jeanie Reed made a motion to approve the FY 2018 CSBG budget for the 1<sup>st</sup> allocation. Kelly Hampton seconded the motion and all were in favor.

### **Community Services Block Grant Information Systems Report**

Terry Schroeder explained that the agency has prepared required information systems report to the Oklahoma Department of Commerce and the demographic reports was attached for the Board information. Kim Harner made a motion to approve the Community Services Block Grant Information Systems Report. Jean Reed seconded the motion and all were in favor.

### **Audit Service Contract for FYE April 30, 2018**

The contract for Audit services was approved in 2015 and is renewable up the three times. NEOCAA has received a letter of engagement form Saunders Associates. Jeanie Reed made a motion to approve the engagement form Saunders & Associates or the Audit FYE April 30, 2018. Kelly Hampton seconded the motion and all were in favor.

### **Audit Service Contract 990 for FYE April 30, 2018**

The contract for Audit services for the 990 was approved in 2015 and is renewable up the three times. NEOCAA has received a letter of engagement form Saunders Associates. Patsy Winn made a motion to approve the engagement form Saunders & Associates or the Audit FYE April 30, 2018. Kim Harner seconded the motion and all were in favor.

### **Election of Vice-Chairperson**

The Governance Committee met and discussed Brian Wagnon as new Vice-Chairperson. Kim Roblyer made a motion to approve Brian Wagnon as the new Vice-Chairperson. Patsy Winn seconded the motion and all were in favor

### **Affirmative Action Plan**

The annual Affirmation Plan has been completed. The personnel Committee met and reviewed the new plan. A copy of the Affirmative Action Audit Summary is attached and a full copy of the Affirmative Action Plan was available for the Board of Directors. Jeanie

Reed made motion to approve and adopt the Affirmation Action Plan dated January 2018. Kelly Hampton seconded the motion and all were in favor.

**New Business**

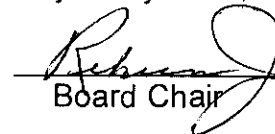
None


**Announcements**

None

**Adjournment**

At 2:00, Kim Roblyer made a motion to adjourn, seconded by Patsy Winn, all approved.

  
Board Chair      2-26-2018  
Date

  
Secretary      02/26/2018  
Date