

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
December 4, 2017

The NEOCAA board meeting was called to order at 12:30 p.m. on December 4, 2017 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Jeanie Reed, Will Fourkiller, Clark McKeon, Jackie Smith, Kim Harner, Kelly Hampton, Brian Wagnon, and Rebecca Jim. A quorum of 9 was present.

Rebecca conducted and began the meeting with an introduction of the guests. Kelly Hampton's wife attended the meeting.

**NEOCAA Financial Reports for October, 2017**

Tisha explained the October financial reports with no further questions or comments. Jeanie Reed made a motion to approve, seconded by Kelly Hampton, all approved.

**Management Report for October and November, 2017**

Ernie Flagg explained the plan for the crew for weatherization and rehab for the next few months. Cameron went over housing. Lisa Thorpe explained the VITA program will begin training the last week in January and begin doing taxes the first week in February. Becky Caudill elaborated on the EHS Carry over funds and Irene stated that EHS is fully enrolled with 24 children. Cindy Templeman stated that in the month of October, NEOCAA staff served two new clients. The total for the month is 103 and the amount of savings is \$29,815.00

**October 23, 2017 and November 6, 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 October 23, 2017 and November 6, 2017 board meeting minutes. Kim Harner seconded the motion and all were in favor.

**Early Head Start Continuation Application**

The fifth and final year of our Early Head Start Continuation Application, is due on January 1, 2018. The grant requires a non-federal non-competing renewal application each year. The application budget period is from April, 2018 to March 2019. Our allocation for this year is \$354,495.00 which includes \$346,186.000 for program operations and \$8,309.00 for training and technical assistance. This application provides for twenty-four children. The application was included in the board packet for review and there were no questions. Brian Wagnon made the motion to accept, seconded by Kelly Hampton, all approved.

**Early Head Start CCP Carry-Over Application**

NEOCAA has excess funds from its second year of operation which ended July 31, 2017. These unobligated funds amount to \$111,218.76. Plans are in place to ask to use these funds to purchase a building for our EHSCCP managers. A copy of the proposed budget

was available for the board of directors. Jeanie Reed made a motion to approve the EHSCCP budget for Carry-Over funds, Kelly Hampton seconded the motion and all were in favor.

### **Early Head Start CCP Disability Waiver Request**

During our audit, Gary Saunders found that we had not met the required 10% enrollment of children with disabilities for our grant year. After further examination, it was determined that we missed the deadline by one day. Our grant year ended on July 31, 2017 and the children made contact on that day but did not start until August 1, 2017. In order to achieve compliance, we must ask the Regional Office of Head Start for a waiver for FY16-17. A copy of the waiver was distributed at the meeting. Kim Harner made a motion to approve the EHSCCP Disability Waiver Request for FY16-17. Jeanie Reed seconded the motion and all were in favor.

### **Audit for fiscal year ending April 30, 2017**

We received a phone call from Gary Saunders, our auditor, and put him on the speaker phone for all to hear. He gave a detailed explanation of our recent audit and the agency was in good standing all on areas except two findings with EHS. Gary Saunders explained that he had found that we had not met the required 10% enrollment of children with disabilities in the EHS CCP Program for our grant year. After further examination, it was determined that we missed the deadline by one day. Gary also noted that we had not met the 20% federal match requirement under the EHS program. It is understood that application for a match waiver had been made and denied and that the determination was being appealed, but since no waiver has been granted and the audit year has ended, it has to be noted as a finding. Kim Harner asked if Saunders & Associates would change or write a letter on behalf of NECOAA if the item was resolved. Gary explained that unfortunately they would not be able to do that, but if resolution of the issue is reached, it will be reflected in the next audit. Motion was made by Kelly Hampton to approve the audit for fiscal year ending April 30, 2017, seconded by Jeanie Reed and all approved.

### **Federal Form 990 ending April 30, 2017**

Saunders & Associates completed the 990 for the past fiscal year. Gary Saunders gave a detailed report to the board via phone. There were no questions concerning the 990. A copy was included for the board of directors to review. Kim Harner made a motion to accept, seconded by Brian Wagon, all approved.

### **Board Appointment**

John Ann explained that 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 was expected to conduct a meeting to elect a representative or re-appoint Jeanie Reed to continue to represent Delaware County. Due to not having a quorum the meeting was not completed. John asked that we table the item. Brian Wagon made a motion to table the item, Kelly Hampton seconded the motion and all were in favor.

### **CSBG Captain Project**

The agency received additional CSBG Discretionary CAPTAIN Project funds in the amount of \$1,700. These funds are in addition to the original funding in the amount of \$5,333.33, increasing the total budget amount to \$7,033.33. The additional funds will be used to pay travel costs for two staff members to travel for CAPTAIN training. Original grant funds in the amount of \$5,333.33 will be used to provide the agency with computer support to maintain client demographic, service and outcome information. This information is used to track all programs and maintain good information about successes of the clients and programs. A copy of the project budget modification is attached. Kim Harner made a motion to approve the CSBG Discretionary Funds Captain Project Budget Modification. Jeanie Reed seconded the motion and all were in favor.

### **Additional LIHEAP-DHS FUNDS**

The DHS grant was completed 09-30-2017. NEOCAA was asked by ODOC if we could move some expenses from DOE-17 to help them use up the balance of DHS-16 that they had left over. We moved \$30,443.86 in DOE expenses to DHS and revised the DHS budget from \$219,865.00 to \$250,308.86. Jeanie Reed made a motion to approve the additional funds to the DHS-16 Weatherization contract. Brian Wagnon seconded the motion and all were in favor.

### **Navigator-2017-2018**

John Ann explained that the agency was awarded the Navigator grant for year 2017-2018. The top agencies in the state of Oklahoma were the only ones awarded the Navigator grant. This meant our amount was increased to \$34,500.00. Muskogee County was also added to the grant. Kelly Hampton made a motion to approve the budget for Navigator Jeanie Reed seconded the motion and all were in favor.

### **FHLB Grant**

Cameron Dozier & Terry Schroeder explained that NEOCAA had been awarded \$451,950.00 in Federal Home Loan Bank of Topeka Affordable Housing Program (AHP) grant funds to provide partial rehabilitation on fifty-two homes owed by homeowners at or below 50% of the area median income as determined under AHP guidelines. The primary focus is on scattered-site owner-occupied housing in Delaware County, however if a specific documented need is seen in one of the counties in the agency's service area, consideration will be given to addressing the need. A copy of the FHLB AHP Owner-occupied Rehabilitation grant budget was provided. Kim Harner made a motion to approve the FHLB grant budget and approves execution of a contract with FHLB Topeka to secure grant funds for the partial rehabilitation of 52 homes. Brian Wagnon seconded the motion and all were in favor.

### **Community Assessment**

A copy of the Community Assessment Overview was included in the board packet and was explained in further detail by Terry Schroeder. Jeanie Reed made a motion to accept, seconded by Will Fourkiller, all approved.

### **Discussion**

- a. Terry Schroeder gave an overview of the Community Action Plan and progress toward meeting the goals. There were no questions or concerns.
- b. John Ann discussed the progress on the Agency Strategic Plan.

### **New Business**

John Ann notified the board that Robin Kemp had to resign from the board. She is taking a job outside of our service area.

### **Announcements**

None

### **Adjourn**

At this time Jeanie Reed made a motion to adjourn, Kim Harner seconded the motion and all were in favor. The meeting was adjourned at 2:00 P.M.