

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
June 26, 2017

The NEOCAA board meeting was called to order at 12:35 p.m. on June 26, 2017 at the NEOCAA Conference Room. Roll call determined the following members to be present: Robin Kemp, Jeanie Reed, Kim Roblyer, Scott Van Hoose, Ron Cambiano, Laura Garner, Rebecca Jim, Nicole Dunham and Sherri Sherwood. A quorum of 8 was present.

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

Appointment of EHS Policy Council to serve on NEOCAA BOD

The Early Head Start Policy Council met on April 17, 2017 and elected Austin Russell, to be a representative from the EHS Policy Council to serve on the NEOCAA Board of Directors. Kim Roblyer made a motion to approve the appointment of Austin Russell to the NEOCAA Board of Directors. Robin Kemp seconded the motion and all were in favor.

Management Report for March

John Ann related to the Board that the agency is working on the annual budget. John Ann stated that she has met with Cameron Dozier and reached out to the Vinita Community in search of land for our next housing project. John Ann went over Board Roles & Responsibilities during lunch at our February Board meeting. We continue to work on the Organizational Standards and Strategic Plan.

Management Report for April

John Ann related to the Board that the Agency Budget is complete. Several employees attended the Jay Chamber of Commerce banquet at the Bulldog arena. John Ann, Terry Schroder & Debby Foreman attended the Mark Wayne Mullins town hall meeting. Julie Teska conducted a session on ROMA implementation and the strategic plan for our staff. Debby explained that the weatherization crew completed most the evaluations for the grant and completed three houses for the month of April. The weatherization crew plans to attend required three day training at the Spring Conference in Oklahoma City at the end of May. Cameron Dozier stated that the property that was donated in Miami is having some delays due to one out of the three lots tested high for lead. He is trying to get an extension from OHFA to give time to clean the property. TANF has two students enrolled. Becky Caudill reveals that EHS and the Partnership both are fully enrolled.

Management Report for May

John Ann related to the board that May was a difficult month for NEOCAA. Her father passed away along with our board member Gary Ice. NEOCAA conducted the monthly Continuum of Care monthly meeting and discussed the new grant application. Cindy Templeman relates that we serve ten new clients, seven in Delaware County and three

in Ottawa County. The navigator assisted eight clients during the month of May. In the month on May TANF had five students enrolled.

APPOINTING AUTHORITY FOR DELAWARE COUNTY

John Ann explained that this item needed to be tabled due to not having a quorum for a Governance meeting. Robin Kemp made a motion to table this item. Scott Van Hoose seconded the motion and all were in favor.

Appointment of Representative the Public Sector for Delaware County

John Ann related that this item also needed to be tabled at this time due to the County Commissioners not approving him in time for our meeting. Jeanie Reed made a motion to table this item. Robin Kemp seconded the motion and all were in favor.

TANF LITERACY TECHNOLOGY GRANT

John Ann related to the board that NEOCAA had received \$2,014.00 from the Oklahoma Department of Libraries to purchase technology equipment for the provision of literacy services to TANF clients in Delaware County. The funds are to be used to purchase a Smartboard for the Delaware County TANF Literacy project. A copy of the Budget was attached for the board to review. Jeanie Reed made a motion to approve the TANF Literacy Technology Grant. Scott Van Hoose seconded the motion and all were in favor.

TANF LITERACY ADDITIONAL FUNDS

JohnAnn related to the board that NEOCAA has received an additional \$11,431.00 from the Oklahoma Department of Libraries to contract for the provision of literacy services for TANF clients in Delaware County. A copy of the TANF Literacy Grant Budget modification was attached for the board of directors to see. Robin Kemp made a motion to approve the TANF Literacy Grant Budget modification. Kim Roblyer seconded the motion and all were in favor.

Selection of Board members to Strategic Plan Committee

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 also recommended that the Board of Directors appoint one or more of its members to be included on the committee. Sherri Sherwood Made a motion to elect Brian Wagon & Ron Cambiano to the Strategic Plan Committee. Kim Roblyer seconded the motion and all members were in favor.

Selection of Board members to Risk Assessment Committee

The CSBG organizational standards require that the agency complete an 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. It is also recommended that the Board of Directors appoint one or more of its members to be included on the committee. Ron Cambiano made a motion to select Scott Van Hoose to serve on the Agency Risk Assessment Committee. Jeanie Reed seconded the motion and all were in favor.

Financial reports for March, April and May 2017

John Ann reported the financials in the absence of Tisha Nichols. John Ann gave brief overview of the NEOCAA financials for March, April and May. Scott Van Hoose made a motion to approve the financial reports for April and May 2017. Robin Kemp seconded the motion and all were in favor.

Risk Assessment Recommendations

Cameron Dozier related that the Risk Assessment Committee met on June 5, 2017 to go over the Risk areas for the agency. The report/minutes were attached for review. Scott Van Hoose made a motion to approve the recommendations and minutes from the Risk Assessment Committee. Robin Kemp seconded the motion and all were in favor.

The Sale of Property and Building at 408 South main in Jay

John Ann explained that the agency is considering putting the property at 408 S Main for sale and using the money to purchase property for the Garden Project to relocate. Sherri Sherwood made a motion to approve and give the agency the option to sell the property at 408 South Main Street in Jay. Jeanie Reed seconded the motion and all were in favor.

Review of the 990 ending FY 2016

John Ann related to the board that this was included in the teleconference with Gary Saunders, but we needed to go over this separately and get approval on this item. The 990 was available for the board of directors to review. Jeanie Reed made a motion to approve the 990 FY ending 2016. Robin Kemp seconded the motion and all were in favor.

Supplemental COLA application for EHS

Becki Caudill explained that the EHS COLA application funds will give the employees a 1% increase in pay. The total was \$3428.00 The budget was attached for review for any questions or concerns. Jeanie Reed made a motion to approve the EHS COLA application for a 1% increase. Robin Kemp seconded the motion and all were in favor.

Supplemental COLA application for EHSCCP

Becki Caudill explained that the EHSCCP COLA application funds will give the employees a 1% increase in pay. The total was \$7,635.00. The budget was attached for review and for any questions or concerns. Jeanie Reed made a motion to approve the EHS CCP COLA application for a 1% COLA increase. Kim Roblyer seconded the motion and all were in favor.

Agency Annual Budget

John Ann related to the board of directors that the agency has prepared the annual operation budget that summarizes total expenditures expected for each grant for the coming fiscal year. The budget was handed out for the board of directors to review and John Ann gave an extensive explanation of the line items for each grant. Sherri Sherwood made a motion to approve the agency operating budget and performance measures for the fiscal year ending April 30, 2018. Scott Van Hoose seconded the motion and all were in favor.

Fraud Risk Assessment Recommendations

The Fraud Risk Committee met to determine cash procedures for the Gardens Program. The procedures for cash were made and were available for the board of directors to review, add or change. Scott Van Hoose made a motion to approve the cash procedures for the gardens. Ron Cambiano seconded the motion and all were in favor.

2017 DOE Weatherization Grant.

This budget represents only 60% of the total grant (\$99,186.00) ODOC has advised NEOCAA that we will be receiving the balance of the grant by the end of April. The total grant is for \$165,310.00. The agency will be able to weatherize 20 homes. A budget revision will be done when we receive the balance. Sherri Sherwood made a motion to approve the 2017 DOE Weatherization Grant.

New Utility Allowance

Cameron Dozier explained that the passage of the 2013 Home Final Rule established a Utility Allowance Requirement for rental contracts. Sherri Sherwood made a motion to approve the utility allowance. Robin Kemp seconded the motion and all were in favor.

HUD COC Planning FY 2016

Terry Schroeder explained to the board of directors 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 \$21,450.00 to pay salary costs for Continuum Planning cost 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 HUD Continuum of Care Supportive Housing Program Planning Grant budget was attached. Jeanie Reed made a motion to approve the HUD Continuum of Care Supportive Housing Program Planning Grant Budget. Sherri Sherwood seconded the motion and all were in favor.

HUD COC Permanent Housing 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 \$37,019.00 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 of NEOCAA staff to manage the properties. A copy of the HUD Continuum of Care Supportive Housing Program Permanent Supportive Housing operations grant budget is attached. Scott Van Hoose made a motion to approve the HUD Continuum of Care Supportive Housing Program Renewal Grant Permanent Supportive Housing Operation budget and approves the execution of a contract with HUD to receive the funds to operate and maintain the HUD COC properties for one year. Laura Garner seconded the motion and all approved.

HUD COC Homeless FY 2016

Terry Schroeder explained to the board of directors the agency has been approved to receive a one-year HUD Homeless Continuum of Care: Supportive Housing Program renewal grant in the amount of \$27,217.00 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 technical training for new users 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. A copy of the HUD Continuum of Care Supportive Program HMIS grant budget was attached for review. Jeanie Reed made a motion to approve the HUD Continuum of Care Supportive Housing Program Renewal Grant HMIS budget and approve the execution of a contract with HUD to receive the funds to expand and maintain the HMIS system for one year. Kim Roblyer seconded the motion and all were in favor.

CSBG BUDGET REVISION FUNDS

John Ann explained that the agency has received a notification of an additional allocation of funds for the FY2016 CSBG contract, in the amount of \$4,394.00 which brings the total budget to date \$439,642.00. A copy of the revised budget was attached for the board to review. Kim Roblyer made a motion to approve the FY 2016 CSBG budget Revision, Scott Van Hoose seconded the motion and all were in favor.

Letter of Support to Child Care Partnership Facility

John Ann related to the Board of Directors that Melissa Huffman had an isolated incident that took place at her facility. She explained that DHS did a thorough investigation and that Melissa is on a plan of improvement. John Ann explained that the EHSCCP regional office asked NEOCAA to write a letter of support. Robin Kemp made a motion to approve the letter of support to Melissa Huffman and her child care facility. Scott Van Hoose seconded the motion and all were in favor.

Agency Board of Directors Policies

John Ann related to the board that the organizational standards require that we meet all oversight for rolls and responsibilities, CEO succession plan, and the process for selection of board members. All policies were presented to the board for review and

answer any questions. Jeanie Reed made a motion to accept & approve the policies. Scott Van Hoose seconded the motion and all were in favor.

Revision to agency By-Laws

John Ann explained that our current by-laws state that a board member can only serve a term of 21 years on the NEOCAA Board of Directors. She further added that we would like to increase the number of years to 40 years. Jeanie Reed made a motion to approve the revision to the agency by-laws and increase the number of years a board member can serve to 40. Kim Roblyer seconded the motion and all members were in favor.

Areas of Emphasis on Strategic Plan for 2017-2018

John Ann related to the board of directors that it is required to update our strategic plan and have formed a committee to recommend plans from each of the four goals. The plans and recommendations were attached for review. Sherri Sherwood made a motion to approve the recommendations from our 2015-2020 strategic plan committee. Scott Van Hoose seconded the motion and all were in favor.

Comprehensive Risk Assessment

John Ann related to the board of directors that the Risk Assessment Committee met and recommendations had been made and a report complete. Cameron Dozier went over the report with the board of directors. The report was also available for the board to review. Sherri Sherwood made a motion to approve the recommendations, minutes and comprehensive report. Robin Kemp seconded the motion and all were in favor.

Child Care Partnership Continuation Application

Becki related to the board that NEOCAA received an Early Head Start Child Care Partnership Grant in February 2015 on a 5 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. The board reviewed the application and no changes were suggested. Kim Roblyer made a motion to approve the Continuation grant application for the budget year of August to July 2018. Jeanie Reed seconded the motion and all members were in favor.

Expenditures over \$5000.00

A. Modular Building for EHS

Becki Caudill explained that the need for more classrooms has encouraged the agency to purchase a building to put offices in to open up the space for more classrooms. The proposal from Vanguard was attached for review. Jeanie Reed made a motion to approve the modular building for EHS. Scott Van Hoose seconded the motion and all were in favor.

B. Captain Partner Project

Terry Schroeder related that the modification of Captain System is to allow partner agencies to be included in the captain database to improve data reporting. Jeanie Reed made a motion to approve the enhancements to the CAP Systems. Sherri Sherwood seconded the motion and all were in favor.

C. Agency Insurance

John Ann explained to the Board of Directors that the agency met with Dabney Smith to go over our insurance policy including: Property, Liability, Auto, Crime & equipment and to make any changes that were necessary for the upcoming renewal. In the Process, we discovered that our building and contents were under insured and also added the greenhouse location to our policy. With these mentioned changes the total package is \$48,997.00. Jeanie Reed made a motion to approve the Insurance for the agency. Robin Kemp seconded the motion and all were in favor.

D. 2RW Consulting Company

Cameron Dozier related to the board that the passage of the 2013 HOME final rule established a utility allowance requirement for rental contracts. He explained that the agency contracted with 2RW to ensure we are in compliance with the utility allowance requirement. Robin Kemp made a motion to approve the utility allowance for properties in the amount of \$7500.00. Jeanie Reed seconded the motion and all members were in favor.

E. Raising a Reader Curriculum

Becki Caudill explained that the Early Head Start Child Care Partnership has projected to have excess money in the 16-17 grant year. Raising a Reader promotes Early Literacy and Family engagement that was not in the initial budget, but will meet the needs of the New Performance Standards. Scott Van Hoose made a motion to approve the purchase of the Raising a Reader Program for EHSCCP in the amount of \$8,132.00. Jeanie Reed seconded the motion and all were in favor.

F. Vehicles for EHS

Becki Caudill expressed to the board that the agency vehicles are getting older and need updated. She added that we have funds to purchase one or two vehicles, but not in excess of thirty five thousand dollars. Sherri Sherwood made

a motion to approve the purchase of one or two vehicles for EHS. Kim Roblyer seconded the motion and all members were in favor.

Adjournment

At 2:30 p.m. Scott Vah Hoose made a motion to adjourn the meeting. Robin Kemp seconded the meeting and all were in favor.

Board Chair

Date

Board Secretary

Date
