

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**SPECIAL BOARD MEETING MINUTES**  
June 25, 2018

The NEOCAA board meeting was called to order at 12:49 p.m. on June 25, 2018 at the NEOCAA Conference Room. Roll call determined the following members to be present: Brian Wagnon, Rebecca Jim, Scott Van Hoose, Gary Buchanan, Jeanie Reed, Clark Mckeon, Kelly Hampton, Kim Williams, and Laura Garner. A quorum of nine was present.

Rebecca Jim conducted the meeting.

**Management Report for May**

John Ann related to the Board of Directors that just about everything was included in the Management Report in the Board Packets. There were no additions or changes.

**Financial Reports**

Tisha Nichols presented the Financial Reports for April and May 2018. Clark Mckeon made a motion to approve the Financial Reports for the April and May 2018. Scott Van Hoose seconded the motion and all were in favor.

**May 21, 2018 Special Board Meeting Minutes**

Rebecca Jim asked the Board if there were any additions or corrections to the minutes. There were none. Brian Wagnon made a motion to approve the May 21, 2018 special board meeting minutes. Clark Mckeon seconded the motion and all were in favor.

**June 4, 2018 Special Board Meeting Minutes**

Rebecca Jim asked the Board if there were any additions or corrections to the minutes. There were none. Jeanie Reed made a motion to approve the June 4, 2018 special board meeting minutes. Clark Mckeon seconded the motion and all were in favor.

**Policy Council Alternate to NEOCAA Board**

Patty Wiese related to the board that the Head Start Policy Council met on June 11, 2018 and elected Danyell Crabtree as the alternative representative to the Northeast Oklahoma Community Action Agency Board of Directors. Jeanie Reed made a motion to approve the election of Danyell Crabtree as the alternate representative to the NEOCAA Board of Directors. Kelly Hampton seconded the motion and all were in favor.

**Community Service Block Grant Budget**

John Ann related to the Board of Directors that the agency has received notification of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> allocation of funds for the FY 18 CSBG contract, in the amount of \$74,041, \$87,278 and \$192,860, consecutively. This creates a total grant budget of \$436,860. Scott Van Hoose made a motion to approve the FY 2018 CSBG budget for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> allocations. Clark McKeon seconded the motion and all were in favor.

### **Board Appointment**

John Ann related to the Board of Directors that NEOCAA is the appointing authority for the Board of Directors' member position representing the private sector in Delaware County. John Ann stated Kelly Hampton currently fills this position and is willing to continue to fill the position in Delaware County. The Governance Committee met prior to the meeting and approved Kelly Hampton to continue to serve on the NEOCAA Board of Directors. Brian Wagnon made a motion to approve the appointment of Kelly Hampton to represent the private sector in Delaware County on the NEOCAA Board of Directors. Jeanie Reed seconded the motion and all were in favor.

### **Board Appointment**

John Ann stated that The Ark is the Appointing Authority for the Low Income Sector in Ottawa County. She further added that Sherri Sherwood had recently resigned from the the board of directors. After requesting that the Ark elect a new representative, they revealed that they did not want to serve as the appointing authority for the Low Income Sector in Ottawa County. John Ann asked the Board to table this. Brian Wagnon made a motion to table the appointment of representative to the Low-Income Sector in Ottawa County. Clark McKeon seconded the motion and all were in favor.

### **Strategic Plan Objectives**

John Ann updated the board of directors with the Strategic Plan Objectives Outcomes and Activities for the upcoming 2018-2019 year. Kelly Hampton made a motion to approve the attached Strategic Plan objectives and outcomes. Scott Van Hoose seconded the motion and all approved.

### **EHSCCP Non-Federal Share Waiver**

Susy Hemphill stated that NEOCAA is requesting a waiver based on the lack of resources available in the community that may prevent the Early Head Start Partnership from providing all of the non-federal contribution. A copy of the waiver was provided for the board to review. Scott Van Hoose made a motion to approve the EHSCPP Non-Federal Share Waiver. Jeanie Reed seconded the motion and all were in favor.

### **Planner Consultant**

John Ann stated that NEOCAA had sent a proposal to several individuals concerning our need for a planner consultant. She related that two of them had declined. OKACAA had also publicized the position as well. Terry Schroeder has agreed to enter into contract and consult with NEOCAA and help Donnelson Kumm with the transition. The contract is for one year, July 1, 2018 through June 30, 2019. The compensation is not to exceed \$8000.00. Jeanie Reed made a motion to approve the contract with Terry Schroeder for the Planner Consultant for NEOCAA. Gary Buchanan seconded the motion and all were in favor.

**EEO/Affirmative Action Officer**

John Ann stated that NEOCAA would like to name Donnelson Kumm as the agency EEO/Affirmative Action officer. Scott Van Hoose made a motion to approve Donnelson Kumm as the EEO/affirmative Action Officer for NEOCAA. Clark McKeon seconded the motion and all were in favor.

**Expenditures Over \$5,000**

John Ann related to the board that the agency received a discretionary grant from ODOC to purchase a portable building to house a cooler and sales office at the Gardens. She added that this will allow more sustainable produce and create a space for staff to do business. Brian Wagnon made a motion to approve the purchase of the portable building for the Gardens. Clark McKeon seconded the motion and all were in favor.

**Discussion**

**ODOC Grant Monitoring Response**

John Ann related to the Board of Directors that the Oklahoma Department of Commerce completed their monitoring visit of the CSBG, SAF/CAA, SAF/CAA-HS PDP, DOE and DHS on June 6-8, 2018 and June 12-15, 2018. The report was very complimentary of the agency's programs and systems. There were some issues requiring a response. John Ann related to the board the items that will need a response from the agency and distributed the monitoring conclusion to the board.

**Customer Satisfaction Survey**


No report was given at this time.

**Community Action Plan**

John Ann related to the board, the top needs from the Community Needs Assessment and discussed the agency's efforts toward addressing those needs.

**Adjournment**

At this time Brian Wagnon made a motion to adjourn. Clark McKeon seconded the motion and all were in favor. Meeting adjourned at 1:27 p.m.

 8-27-18  
Board Chair Date

 8/27/18  
Secretary Date