

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
SPECIAL BOARD MEETING MINUTES
February 26, 2018

The NEOCAA board meeting was called to order at 12:29 p.m. on February 26, 2018 at the NEOCAA Conference Room. Roll call determined the following members to be present: Laura Garner, Clark McKeon, Kim Harner, Jeanie Reed, Kim Roblyer, Scott Van Hoose, Paula Walkingstick, Kelly Hampton, Brian Wagon and Patsy Winn. A quorum of ten was present.

Brian Wagon conducted the meeting in the absence of Rebecca Jim.

January 29, 2018 Board Meeting Minutes

Brian asked the Board if there were any additions or corrections to the minutes. There were none. Patsy Winn made a motion to approve the January 29, 2018 board meeting minutes. Kim Harner seconded the motion and all were in favor.

Financials Reports for January 2018

Tisha Nichols presented the financials. She asked if there were any questions. Jeanie Reed made a motion to approve the Financial Reports for the period ending January 2018. Scott Van Hoose seconded the motion and all were in favor.

Management Report for March 2017

John Ann explained to the Board of Directors that the New Year started with work on the agency Information Systems report and transitioned to the CSBG grant. Cameron Dozier conducted an agency safety meeting. Lisa Thorpe was busy organizing volunteers for tax preparation. Debby stated that the weatherization crew completed four houses for the month of January for the DOE grant. Cameron explained that 2 of the 4 duplexes are filled have application to fill 3rd one by first of February. Rx for Oklahoma served 4 new clients and 69 total claims with a savings of \$20,381.00. Suzie Hemphill stated that the EHS program was fully enrolled with 24 children. Education Station is working to get the new classroom up and running and will have the capacity to add 9 children.

2018 OADP VITA TAX PROGRAM

The agency has received an award for OADP Volunteer Income Tax funding in the amount of \$7,109.00. These funds will be used to help pay staff salaries for the provision on Income Tax services to low income families. Kim Roblyer made a motion to approve the OADP Volunteer Income Tax Project Budget. Kelly Hampton seconded the motion and all were in favor.

Board Orientation of New Board Members

John Ann related to the board that the CSBG Organizational Standards require a process to provide a structured orientation for governing board members within 6 months of being seated. Kim Harner made a motion to approve the process for orientation of new board members. Patsy Winn seconded the motion and all were in favor.

Board Re-Appointment for the Public Sector in Cherokee County

John Ann explained that Representative Matt Meredith was expected to select a representative to serve on the NEOCAA board of directors or re-appoint Ron Camniano. Unfortunately we did not hear back from him in time so John Ann advised that the item be tabled for the next meeting. Patsy Winn made a motion to table this item. Kim Roblyer seconded the motion and all were in favor.

Board Re-Appointment for the Public Sector in Ottawa County

John Ann explained that the Representative Ben Loring is expected to select a representative or reappoint Kim Roblyer to represent the public sector in Ottawa County to the NEOCAA Board of Directors. Unfortunately we did not hear back from Representative Loring before the meeting and John Ann suggested that we table the item. Jeanie Reed made a motion to table the item until the next board meeting. Kim Roblyer seconded the motion and all were in favor.

Board Re-Appointment for the low-income sector in Cherokee County

John Ann explained that the Hope House was the appointing authority for the low-income sector in Cherokee county and they were expected to hold a meeting to select a representative to the NEOCAA board of directors. Due to an emergency situation they could not reach a quorum and was unable to hold the meeting. John Ann asked that this item also be tabled. Patsy Winn made a motion to table the item. Kim Harner seconded the motion and all were in favor.

Executive Session

At 1:00 p.m. Kim Roblyer made a motion to go into executive session for the annual evaluation and compensation of John Ann Thompson. Patsy Winn seconded the motion and all were in favor. At 1:20 p.m. Brian Wagnon explained that an evaluation of John Ann Thompson, Executive Director was conducted. Patsy Winn made a motion extend the employment of the Executive Director, Jeanie seconded the motion and all were in favor

Patsy Winn made a motion to approve the compensation of John Ann Thompson, but wanted Kristi Helsel to check on wage salary survey to ensure that John Ann was being fairly compensated and report back at the next scheduled board meeting. Kim Harner seconded the motion and all were in favor. Brian Wagnon further stated that during executive session the evaluation and compensation of the Executive Director was all that was discussed.

Discussion

Cameron Dozier expressed that he plans to host an open house for the new construction in Miami, OK. He asked about dates and times and explained that invitations will be sent out soon. Tisha also explained that Neosho Ridge had sent a copy of their last Audit & financials. The board was given a copy to review. John Ann announced that Terry Schroeder has generated \$21 million dollars for the agency during his tenure.

Adjournment

At this time Patsy Winn made a motion to adjourn. Kim Harner seconded the motion and all were in favor. Meeting adjourned at 1:40 p.m.

Board Chair Date

Secretary Date