

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

The NEOCAA board meeting was called to order at 12:35 p.m. on March 26, 2018 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Misty Bingham, Jeanie Reed, Brian Wagnon, Laura Garner, Rebecca Jim, Kelly Hampton, Sherri Sherwood, Patsy Winn and Clark Mckeon. A quorum of 9 was present.

February 26, 2018 Special 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 February 26, 2018 special board meeting minutes. Brian Wagnon 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 weatherization crew completed three houses for the month of February and the DOE Grant will be over the end of March. Terri Cole reported the emergency assistance had seen a decrease in clients this month, which is normal as people begin receiving income tax returns and are able to catch up on their own. Cindy Templeman stated that the RX for Oklahoma served seven new clients. Gail Sperry explained that attendance has been steady for the TANF program for February. John Ann announced that the VITA program is going strong for the month of February the agency has e-filed \$303,911.00. John Ann Thompson gave an overview of Early Head Start and Education Station.

NEOCAA Financial Reports February 2018

Tisha explained the February financial reports for 2018. Patsy Winn made a motion to approve, seconded by Brian Wagnon, and all approved.

Board Member Re-appointment

The appointing authority for the low-income sector in Cherokee County is the Hope House of Cherokee County Inc. The Hope house selected Laura Garner to represent the low-income sector for Cherokee County. Patsy Winn made a motion to approve Laura Garner to serve on the NEOCAA Board of Directors from the Hope House.

Board Member Reappointment

John Ann explained that Representative Matt Meredith is the appointing authority for the Public Sector in Cherokee County. Matt reappointed Ron Cambiano to the Board of Directors to represent the Public Sector in Cherokee County. Patsy Winn made a

motion to approve Ron Cambiano to serve on the NEOCAA Board. Brian Wagnon seconded the motion and all were in favor.

Board Member Reappointment

John Ann explained that the appointing authority for the Public Sector in Ottawa County is Representative Ben Loring. He sent a letter stating that he approved Kim Roblyer to serve as the representative for the public sector of Ottawa County. Jeanie Reed made a motion to approve Kim Roblyer to serve as the representative for the public sector in Ottawa County.

Board Member Appointment

John Ann explained that Representative Micheal Bergstrom is the appointing authority for the at-large public sector. Representative Bergstrom recommended Kim Williams to serve as the representative for the at-large public sector. Sherri Sherwood made a motion to approve Kim Williams to serve on the NEOCAA Board of Directors. Patsy Winn seconded the motion and all were in favor.

Safety Deposit Box

John Ann explained that after review of the employees who have access to the agency safety deposit box, we realized it needed to be updated, as some of the employees no longer work for NEOCAA. Brian Wagnon made a motion to approve the removal of Natasha Tanner, Jean Cooper and Cheri McIntosh and add of John Ann Thompson and Amy Curry and Leave Elesia Graham. Patsy Winn seconded the motion and all were in favor.

Board of Director's Committee Members

John explained that pursuant to the agency By-Laws, the Board of Directors' committee members need to be elected each year.

Brian Wagon made a motion to approve Patsy Winn, Brian Wagnon, and Scott Van Hoose for the Governance Committee. Patsy Winn seconded the motion and all were in favor.

Patsy Winn made a motion to approve Scott Van Hoose, Kim Roblyer, and Kim Harner for the Budget & Finance Committee. Brian Wagnon seconded the motion and all were in favor.

Brian Wagon made a motion to approve Scott Van Hoose for the Risk Assessment Committee. Jeanie Reed seconded the motion and all were in favor.

Jeanie Reed made a motion to approve Brian Wagnon & Clark McKeon for the Strategic Plan Committee. Patsy Winn seconded the motion and all were in favor.

Brian Wagon made a motion to approve Jeanie Reed, Rebecca Jim, Clark Mckeon, and Kim Roblyer for the Personnel/Affirmative Action Committee. Patsy Winn seconded the motion and all were in favor.

Fraud Risk Assessment

The agency staff met to consider items for review and analysis for this year's fraud risk assessment. The staff suggested cash procedures for the Garden Program. It was recommended that the cash procedure be conducted as follows:

1. Use Cash register or pre-numbered receipt ticket for every transaction
2. Close out and reconcile cash register or cash box each day
3. Make daily deposits and verify that the balance to the daily reconciliations match
4. Collect sales tax applicable for the location sales are made and document such on the reconciliation reports
5. Monitor volunteer duties to eliminate their contact with cash transactions

Sherri Sherwood made a motion to approve the recommendations from the agency staff. Brian Wagon seconded the motion and all were in favor.

Agency Fiscal Policies

Tisha Nichols explained that the agency staff has reviewed the fiscal policies and updated all regulatory requirements. Tisha stated that travel policy needed to be updated to include specific references to the IRS standard mileage rule 74 O.S. & 85.4451 federal and state mileage rates, respectively. The Travel policy was updated to include the option of using an employee owned car with mileage reimbursement for trips with a radius distance from the office of over 70 miles until more dependable transportation can be provided by the agency. Tisha stated that we also added inclusion of a Non-Federal Share Policy as part of the Agency's Fiscal Policy to adhere to EHS Grant Requirements.

Patsy Winn made a motion to approve the changes to the Agency Fiscal Policy. Jeanie Reed seconded the motion and all were in favor.

Agency Cost Allocation Plan

Tisha Nichols stated that NEOCAA staff had reviewed the Cost Allocation Plan to possibly update all regulatory requirements and no changes were made to the plan. Brian Wagon made a motion to approve the Cost Allocation Plan, Patsy Winn seconded the motion and all were in favor.

Agency Client Services Policy

Debby Foreman explained that the Client Services Policy had been reviewed and no changes were made. Brian Wagon made a motion to approve the Client Services Policy. Kelly Hampton seconded the motion and all were in favor.

Agency Personnel Policies

Tisha Nichols explained that after review of the NEOCAA Personnel Policies there was no major changes to make, but a few typographical errors and that the latest Insurance premium chart needed updated. The following changes were presented to the board:

- Page 18 Last Sentence includes Child Care Partnership Program staff in EHS Employees
- Page 34 Added www.indeed.com as website open positions are advertised
- Page 38 typographical error

- Page 49 If a full time employee does not work 40 hours per week, holiday pay will be pro rated
- Page 59 and 60 updated with 2018 insurance premium amounts
- Page 64 typographical error
- Page 68 updated 2018-2019 salary scale

Jeanie Reed made a motion to approve the Personnel Policies dated March 26, 2018-March 26, 2019. Kelly Hampton seconded the motion and all were in favor.

EHS Recruitment Policy

In the Head Start Performance Standards it states that a program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care. The agency has created a policy for recruitment and was available for the board of directors to review. Kelly Hampton made a motion to approve the Recruitment Policy for Early Head Start. Brian Wagon seconded the motion and all were in favor.

EHS Non-Federal Share Waiver

Tisha Nichols explained that the agency is requesting a Non-Federal Share Waiver for the EHS Grant. At this time based on the amounts of Non-Federal Match we have already received and are anticipating that we will not be able to meet the required 20% match amount when our grant year ends on March 31, 2018. Patsy Winn made a motion to approve the 2017-2018 EHS Non-Federal share waiver. Brian Wagon seconded the motion and all were in favor.

EHS Continuation Application

John Ann explained that the continuation for Early Head Start application has been submitted and approved. The agency was awarded \$354,495.00 for Early Head Start. The budget was and attached for the Board of Directors to review and approve. Brian Wagon made a motion to approve the budget for Early Head Start for 2018-2019. Jeanie Reed seconded the motion and all were in favor.

Fair Housing Month Proclamation

Cameron Dozier expressed that HUD regulation encourage all agencies to providing housing support using federal monies to actively assist clients to understand and advocate for Fair Housing practices for themselves. NEOCAA staff and Board of Directors actively promote Fair Housing throughout the year and highlight this support during the month of April which has been declared Fair Housing Month. Patsy Winn made a motion to support efforts throughout the year that promote Fair Housing in the five county area the agency serves and declares a proclamation of April as Fair Housing Month. Brian Wagon seconded the motion and all were in favor.

Executive Session

At 1:20 Patsy Winn made a motion to go into executive session for discussion of the compensation of the Executive Director. Brian Wagnon seconded the motion and all were in favor. At 1:30 Patsy Winn made a motion to reconvene, Jeanie Reed seconded the motion and all were in favor.

Rebecca Jim explained that all that was discussed was the compensation of John Ann Thompson in comparison to the wage salary survey.

Discussion

- Debby Foreman discussed the results of the year long strategic plan innovative results with the Board of Directors
- John Ann Thompson explained the ESG results with no findings and that they were very complimentary on how the agency runs the program. She further added that the Hope House, The Ark, The Crisis Center were doing a fine job as well.
- John Ann expressed that during the IRS VITA monitoring the State VITA Program was very pleased with the amount of returns and the excellent job that Tammy Lockhart and Lisa Thorpe was doing. She further added that we met all 10 of the quality site requirements.

Adjournment

Patsy Win made a motion to adjourn the meeting at 1:35 p.m. Brain Wagnon seconded the motion and all were in favor.

Board Chair Date

Secretary Date

