

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
SPECIAL BOARD MEETING MINUTES
April 30, 2018

The NEOCAA board meeting was called to order at 12:41 p.m. on April 30, 2018 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Kim Harner, Jeanie Reed, Kim Roblyer, Clark McKeon, Ron Cambiano, Rebecca Jim, Kim Williams, Brian Wagnon and Laura Garner. A quorum of ten was present.

Rebecca Jim conducted the meeting.

March 26, 2018 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Clark McKeon made a motion to approve the March 26, 2018 board meeting minutes. Brian Wagnon seconded the motion and all were in favor.

Financials Reports for March 2018

Tisha Nichols presented the financials. Kim Harner made a motion to approve the Financial Reports for the period ending March 31, 2018. Kim Roblyer seconded the motion and all were in favor.

Management Report for March 2018

John Ann explained to the Board of Directors that the agency had received the official report on our ESG monitoring. She explained that ODOC was very complimentary of our 3 centers and our oversight and that we had no findings. Suzy Hemphill related that changes were being made at Education Station and the billing had been brought up to date, getting some money that was owed into the agency. The agency currently employed 41 people at the end of March. Cindy Templeman related that the RX for Oklahoma served 3 new clients; Terri Cole expressed that the Emergency Services department assisted a young homeless couple from Delaware County to get them in a home; they also worked with Lisa Thorpe and are now employed as well. During the month of March the VITA sites filed in Grove \$133,974.00 and \$46,700.00 in Miami in tax returns. Lisa stated that the program had two new Volunteers and six new greeters this year.

CSBG Organizational Standards

John Ann Explained that CSBG requires that the agency complete a self assessment annually using Organizational Standards. The agency staff has been working diligently to complete the assessment. The progress is attached for review. Jeanie Reed made a motion to approve the self assessment progress presented. Kim Harner seconded the motion & all were in favor.

Agency Operating 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 Tisha gave an extensive explanation of the line items for each grant. Kim Roblyer made a motion to approve the agency operating budget and performance measures for the fiscal year ending April 30, 2019. Brian Wagnon seconded the motion and all were in favor.

Risk Assessment Recommendations

John Ann explained the CSBG organizational standard requires the agency to complete an agency risk assessment and to develop a system to manage those risks every two years. The agency staff has completed the risk assessment and the report was attached with the recommendations for the board's review. Brian Wagnon made a motion to approve the recommendation. Kim Roblyer seconded the motion and all were in favor.

Department of Energy (DOE) Weatherization Budget

John Ann related to the Board of Directors that the Oklahoma Department of Commerce has awarded the agency \$74,386.00 in Department of Energy (DOE) Weatherization Assistance Program funds. This budget represents only 45% of the total grant. These funds will be utilized to provide weatherization services to 8 homes in the agency's 5-county service area. John Ann stated a copy of the budget is attached. Kim Roblyer made a motion to approve the budget for the 2018 DOE Weatherization Assistance program. Ron Cambiano seconded the motion and all were in favor.

Early Head Start Child Care Partnership

The agency has received an Early Head Start Child Care Partnership grant on a five year grant period. The grant requires a non competing renewal application each year. The application is for the budget period of August 2018 to July 2019 in the amount of \$771,135.00 in operating funds and \$18,750.00 in T/TA funds for a total of \$789,885.00. Kim Roblyer made a motion to approve the continuation grant application for the budget year of August 2018 to July 2019, Jeanie Reed seconded the motion and all approved.

HUD COC Supportive Housing Program Renewal Grant Funds

The agency has been approved to receive one-year HUD Homeless Continuum of Care grants as Follows: 1) As the lead agency for the NE OK COC, the agency has been approved to receive a one-year HUD Homeless Continuum of Care: Supportive Housing Program grant in the amount \$21,864 to pay salary costs for Continuum planning costs conducted by NEOCAA's Planner. Funding will be used to pay partial salary to provide staff support for COC planning activities; 2) Supportive Housing program grant in the amount of \$38,416 to continue operation and maintenance of the six HUD COC permanent supportive housing units location in North Miami, Grove, Miami and Tahlequah. This funding will be used for maintenance and repair, utilities, and insurance on the units to pay part of the salary of NEOCAA staff to manage the properties; 3) Supportive Housing Program Information System (HMIS) mandated by HUD. Funding will be used to purchase needed hardware, pay software licensing and support fees and provide end user training for new users and to pay computer system hosting and support fees, to provide technical support for all user agencies, and to pay partial

salaries to provide staff support for project management and data entry. NEOCAA will act as the lead agency from HMIS system. Copies of the HUD COC supportive Housing Program grant budgets were available to the Board of Directors. Misty Bingham made a motion to approve the HUD COC Supportive Housing Program Grant Budgets and approves the execution of a contract with HUD to receive the funds for one year. Kim Harner seconded the motion and all were in favor.

NEOCAA ESG Policies and Procedures

Terry Schroeder explained that the agency has a written Emergency Solutions Grant Policy and Procedures manual that was approved by the board at the time they were completed. The Oklahoma Department of Commerce now requires annual board review and approval of the manual. Terri Cole explained the changes to the manual have been minimal, with the biggest change being that the receptionist used to initiate ESG intake Processes, whereas now the Outreach Workers handle all aspects of intake, she adds that beyond that, only slight wording changes have been made. A copy of the ESG Policies and Procedures Manual was available for the Board to review. Kim Roblyer made a motion to approve the ESG Policies and Procedures as updated. Jeanie Reed seconded the motion and all were in favor.

Insurance

The Philadelphia Insurance Company has presented their proposal for renewal of our liability insurance. A copy of the renewal was attached for the Boards review. Kim Harner made a motion to approve the Philadelphia Insurance Company's liability Insurance renewal policy. Brian Wagon seconded the motion and all were in favor.

Board of Directors Policies

John Ann related to the Board of Directors that the new organizational standards require that the Board of Directors and the agency meet all oversight for roles and responsibilities, CEO succession plan, and the process for selection of board members. Kim Roblyer made a motion that the Board of Directors has reviewed and approves the policies as presented. Jeanie Reed seconded the motion and all were in favor.

Discussion of Community Needs Assessment

Terry Schroeder discussed the need for everyone to participate and try to get every county involved in the Community Needs Assessment. He asked that every board member forward the information to the people in their community.

Customer Satisfaction Survey

Debby Foreman explained that the agency staff developed a customer satisfaction survey to be utilized by all programs of the agency. It is available on Captain, but the data has not been entered yet. She added that the agency will be utilizing the survey through Captain.

Agency Outcomes & Programs Adjustments

John Ann reported that agency outcomes are reported monthly with the management report. The evaluation of actual outcomes at this time would indicate no need for any change in the planned outcomes. Terry Schroeder noted that the planned outcomes are derived from the Community Needs Assessment and are contained in the Community Action Plan. The results of actual versus planned outcomes are reported to the board monthly.

Miami Lots/Open House

John Ann expressed her appreciation to the board members that were able to attend our open house for the new house in Miami. She stated it went very well, Richard Lillard was able to attend from OHFA and he was very pleased. The County Commissioner Russell Earles, Chamber of Commerce, along with some City of Miami officials were also able to attend. The City of Miami has offered some more lots to NEOCAA for new home construction.

Executive Session

At 1:45 a motion was made by Kim Roblyer and seconded by Kim Harner to go into Executive Session under the Open Meeting act, to discuss Annual Review of the Executive Directors Compensation.

At 1:53 a motion was made by Ron Cambiano to return to the Special board meeting. Brian Wagon seconded the motion and all were in favor.

Compensation of Executive Director

Clark McKeon reported that all that was discussed was the compensation item and nothing else. The Board of Directors was pleased with the compensation for John Ann Thompson at \$70,701.92 annually. Clark made a motion to approve the compensation as is for the Executive Director. Kim Harner seconded the motion and all were in favor.

Adjournment

At this time Ron Cambiano made a motion to adjourn. Clark McKeon seconded the motion and all were in favor. Meeting adjourned at 2:00 p.m.

Board Chair Date

Secretary Date