

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
SPECIAL BOARD MEETING MINUTES
May 21, 2018

The NEOCAA board meeting was called to order at 12:34 p.m. on May 21, 2018 at the NEOCAA Conference Room. Roll call determined the following members to be present: Rebecca Jim, Will Fourkiller, Kim Roblyer, Clark Mckeon, Jeanie Reed, Brian Wagnon, Kelly Hampton, Patsy Winn, Kim Harner and Jackie Smith. A quorum of ten was present.

Rebecca Jim conducted the meeting. She began the meeting with an introduction of the guest, Sonya Dozier, Cameron Dozier's wife and Emerson who is an intern with the Lead Agency.

Management Report for April

John Ann related to the board of directors that April started with our Open House in Miami. The Miami Chamber of Commerce conducted the ribbon-cutting. The Miami Economic Development representative, County Commissioner Russell Earles, OHFA Board of Directors Chairman Dick Lillard, Wyandotte Nation Second Chief Norman Hildebrand as well as NEOCAA board members Kim Harner and Rebecca Jim were on hand to enjoy the festivities. She further added that she and Cameron Dozier visited the Welch Area Development Association and the Welch City Council about possibly building rentals in the city. Elesa, Tammy, and Terry Schroeder along with his wife attended the Jay Chamber of Commerce banquet. KODE-TV visited the Produce & Posies and the Miami rental properties to highlight our community service efforts. Gail Sperry shared that her students got to visit the Literacy class in Poteau. She stated that she got some positive ideas and helpful tips from their staff.

Board Appointment

John Ann Thompson related to the Board of Directors that Representative Will Fourkiller is the appointing authority for the Board of Directors' representative for the public sector in Adair County. Representative Fourkiller is willing to continue as the representative for that board appointment. Jeanie Reed made a motion to approve Representative Fourkiller to serve as the public sector representative for Adair County to the NEOCAA Board of Directors. Brian Wagnon seconded the motion and all were in favor.

April 30, 2018 Special Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Kelly Hampton made a motion to approve the April 30, 2018 special board meeting minutes. Patsy Winn seconded the motion and all were in favor.

Strategic Planning

John Ann related that the Strategic Plan Committee met on April 30, 2018 and discussed what areas of emphasis the agency wanted to concentrate on for the upcoming year. Education & Wealth Building: It was decided that our Special Projects Manager, Lisa Thorpe would continue her effort in job placement and training.

Health & Well-being: With the Garden season upon us, the committee agreed to promote the gardens and healthy living. Community & Housing Development: Three of our four single family homes have been completed in Miami, OK. The Fourth one will be completed soon. The City of Miami has graciously donated four more lots, so the agency has applied for another OHFA grant to build four more single family homes. This will come into ROMA goal #2, to provide affordable rental units for low-income families.

Agency Capacity: We will continue to market our agency while partnering with area websites about our services. Jeanie Reed made a motion to approve the recommendations from the Strategic Plan Committee. Kim Roblyer seconded the motion and all were in favor.

EHSCCP Enhancement Application

Suzie Hemphill related to the board of directors that the NEOCAA EHS Partnership received an opportunity to make a request for additional financial support. Suzie Hemphill will be evaluating the CCP program needs throughout the partnership sites to complete a supplemental application. Suzy related the need for sidewalk improvements at Education Station, a storage building for bulk groceries for the kitchen and a canopy at Kids Company along with other EHSCCP needs. Kim Harner made motion to approve the application for the additional financial support to be utilized for the partnership grant. Patsy Winn seconded the motion and all were in favor.

EEO/ Affirmative Action Officer

John Ann stated that Terry Schroeder held this position for NEOCAA, but with his upcoming retirement from the agency, we have selected Kristi Helsel to serve as the EEO/Affirmative Action Officer for NEOCAA. Jeanie Reed made a motion to approve Kristi Helsel as the EEO/ Affirmative Action Officer for Northeast Oklahoma Community Action Agency. Brian Wagnon seconded the motion and all were in favor.

Planner Consultant

John Ann related to the board of directors that with the retirement of Terry Schroeder and the short orientation time for our new planner, Donelson Kumm, it will make for a smooth transition if a consultant can be available to advise Donelson. This will be helpful as Donelson progresses through a year of grant cycles. Kim Harner made a motion to approve the hiring of a planner for consulting services. Will Fourkiller seconded the motion and all were in favor.

Items over \$5000.00

John Ann discussed the amount proposed to provide a consultant planner. It was decided that \$8000.00 would be the amount needed for a year contract. Clark McKeon made a motion to approve the amount proposed to provide a year contract with a planner consultant. Kim Roblyer seconded the motion and all were in favor.

Discussion

John Ann revealed to the board that the agency had received an RX intent letter for our application. We are happy to receive notice that we would be funded, but we have not received our award letter yet. She added that the NEOCAA employees attended captain training for the upcoming organization standards. She explained to the board that she will be having an upcoming short medical leave for a knee replacement. John Ann went over agency nepotism and notified the board of directors concerning who was related within the agency and that no one supervised a relative.

Adjournment

At this time Patsy Winn made a motion to adjourn. Brian Wagon seconded the motion and all were in favor. Meeting adjourned at 1:03 p.m.

Board Chair Date

Secretary Date