

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
January 28, 2019

The NEOCAA board meeting was called to order at 12:30 p.m. on January 28, 2019 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Jeanie Reed, Clark McKeon, Kim Roblyer, Brian Wagnon, Scott Van Hoose, Ron Cambiano, Kelly Hampton, Rebecca Jim, Patsy Winn. A quorum of 10 was present.

Rebecca Jim began the meeting with an introduction of the guests. Scott Van Hoose's Wife and Kelly Hampton's wife were present.

December 28, 2018 Special Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Scott Van Hoose made a motion to approve the December 28, 2019 special board meeting minutes. Patsy Winn seconded the motion and all were in favor.

NEOCAA Financial Reports for November and December 2018

Tisha explained the November and December financial reports for 2018.

Patsy Winn made a motion to approve, seconded by Clark McKeon, and all approved.

Management Report for November and December 2018

John Ann went over the Management Report. Cameron Dozier explained the plan for the crew for weatherization and rehab for the next few months. Natalie Sanders reported the emergency assistance had received the first half of the EFSP grant for Craig County, which was the first time funds had been received for Craig County in two years. She also added that the ESG Policy & Procedures had been updated and was available for board review. John Ann stated that the VITA Program will start preparing tax returns in February 2019. Gail Sperry explained that attendance for November and December was fairly good in spite of illnesses and the holidays for the TANF program.

ESG POLICIES AND PROCEDURES

Natalie Sanders explained that the ESG policies and procedures had been updated and a copy was available for the board of directors to review. John Ann further added that this was a new requirement for the ESG program. Scott Van Hoose made a motion to approve the ESG Policies and Procedures that were presented to the board. Patsy Winn seconded the motion and all were in favor.

Affirmative Action Plan

The Annual Affirmative Action Plan has been completed. The Personnel Committee met and reviewed the new plan. Janna Ragland presented a summary of the plan & a copy of the Affirmative Action Audit Summary was available to the board of directors for review. Kim Roblyer made a motion to approve the Affirmative Action Plan dated January 2019. Jeanie Reed seconded the motion and all were in favor.

Appointing Authority

John Ann reported that the board had a vacancy for the Appointing Authority in Adair County for the public sector. David Hardin agreed to serve as the appointing authority for this position. Kim Roblyer made a motion to approve David Hardin to serve as the appointing authority for the public sector in Adair County. Brian Wagnon seconded the motion and all were in favor.

Appointment to the Board of Directors

Will Fourkiller termed out from the Board of Directors, creating a vacancy for a member to represent the public sector in Adair County. David Hardin agreed to serve as the member to represent the public sector in Adair County & appointed Lori Hardin to serve as the alternate. Kim Roblyer made a motion to approve the appointment of David Hardin to represent the public sector in Adair and Lorri Harden to serve as the Alternate. Jeanie Reed seconded the motion and all were in favor.

EFSP for Craig County

The agency has been awarded \$5,495.00 in Craig County Emergency Food and Shelter Program funds. These funds will be used to provide emergency rent and utility payments to clients in Craig County. The first payment of \$2747.50 has been received and the second payment has been requested. Janna explained that due to the late notice and receipt of funds, the agency has requested an extension of funds expenditure through May 31, 2019 from the United Way.

2019 OADP VITA Tax Program Budget

The agency has received an award for OADP Volunteer Income Tax Funding in the amount of \$9,145.00. These Funds will be used to help pay staff salaries for the provision of Income Tax Services to low income families. A copy of the budget was attached for the board to review. Patsy Winn made a motion to approve the 2019 OADP VITA tax program budget. Clark McKeon seconded the motion and all were in favor.

Agency Organizational Chart

Kristi Helsel went over the changes to the Organizational Chart. Brian Wagnon made a motion to approve the Organization Chart, Jeanie Reed seconded the motion and all approved.

Expenditures over \$5,000

WIPFLI Training

John Ann explained that the funds were for staff to attend training in Orlando, Florida. Patsy Winn made a motion to approve the expenditure over \$5000.00 for staff to attend training. Kelly Hampton seconded the motion and all were in favor.

Executive Session

At this time Patsy Winn made a motion to go into executive session under the Open Meeting Act at 12:57 to discuss the evaluation and compensation of the Executive Director. Kim Roblyer seconded the motion and all were in favor.

Executive Session

At 1:33 Kim Roblyer made a motion to return from executive session under the Open Meetings Act. Rebecca Jim stated that the only items discussed were the Evaluation and Compensation of John Ann Thompson, Executive Director. Jeanie Reed seconded the motion and all were in favor.


Discussion Items:

Janna Ragland discussed the Community Action plan in depth with the Board of Directors. John Ann Thompson reported on Agency Nepotism. Tammy Lockhart gave the board a brief description of the RAM program and will later follow up with the board in more depth. Tisha Nichols performed cross training with Agency Staff and the board of directors. She covered Agency Finance Fiscal Status training and Board oversight procedures.

Adjournment

At 2:04, Kim Roblyer made a motion to adjourn, seconded by Ron Cambiano, all approved.

 2-25-19
Board Chair Date

 2/25/19
Secretary Date