

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
January 29, 2024

The NEOCAA board meeting was called to order at 12:08 p.m. on January 29, 2024. Roll call determined the following members to be present: Gary Buchanan, Sharon Walker, Bobbi Parris, Jake Stopp, Kathie Benson, Brian Wagnon Scott Van Hoose, Lona Hampton, Meagan Hamby, Kim Harnar & Chase Burleson. A quorum of eleven was present.

We had a guest: John Haynes

Brian Wagnon conducted the meeting.

December 11, 2023 Board Meeting Minutes

Brian Wagnon asked the Board if there were any additions or corrections to the minutes. Bobbi Parris made a motion to approve the minutes as presented. Kathie Benson seconded the motion. Motion passed 11-0.

Financial Audit ending April 30, 2022

Gary Saunders presented the Financial Audit to the board of directors via phone. Gary explained the audit in detail to the board & answered any questions they had. He expressed that the agency was in good standing in all areas. Kathie Benson made a motion to accept the financial audit as presented. Lona Hampton seconded the motion, & motion carried 11-0.

IRS Form 990 for period ending April 30, 2022

Saunders & Associates completed 990 for the past fiscal year. Gary Saunders gave a detailed report to the board via phone. There were no questions concerning the 990. A copy was included for the board of directors to review. Kim Harnar made a motion to accept, seconded by Kathie Benson, all approved. Motion passed 11-0

Management Report for December 2023

John Ann stated that the management reports were given to the board of directors prior to the meeting & asked if there was any questions or concerns. There were none.

Rebecca Jim joined the meeting at 1:00 making the quorum twelve.

Financials Reports for November & December 2023

Tisha Nichols presented the financials to the NEOCAA Board via phone. She asked if there were any questions. Scott Van Hoose made a motion to approve the financial reports for November & December 2023. Gary Buchanan seconded the motion, and all were in favor. Motion passed 12-0.

February 2024 Affirmative Action Plan

The Annual Affirmative Action Plan has been completed. The Personnel Committee met & recommended accepting the plan. Lindi Conover presented a summary of the

plan & a copy of the 2024 Affirmative Action Audit Plan was available to the board of directors for review. Bobbi Parris made a motion to approve the Affirmative Action Plan dated February 2024. Kathie Benson seconded the motion, and all were in favor. Motion passed 12-0.

EHS & EHS-CCP Policy Council Business & Monthly Reports

Suzie Powers discussed the Policy Council monthly operational reports for December 2023 including monthly credit card expenditures CACFP, enrollment, attendance & disabilities reports. After review, Lona Hampton made a motion to approve all EHS & EHS-CCP policy council reports for December 2023. Rebecca Jim seconded the motion. Motion passed 12-0.

Early Head Start & Early Head Start Childcare Partnership Policy & Procedures

Suzie Powers stated that the Policies & Procedures have been updated to reflect all Head Start regulations & performance standards. Rebecca Jim made a motion to approve the EHS/EHSCCP policies & procedures as presented. Kim Harnar seconded the motion. The motion passed 12-0.

Meagan Hamby left the meeting at 1:24 making the quorum eleven.

Education Station Childcare Cash Price Increase

Suzie Powers explained that Education Station Childcare is operating at a revenue deficit due to an increase in expenses. The current rate is \$25.00 per day & \$125 per week, only paying for days in attendance. She presented a proposed payment schedule for implemented the change. Brian Wagnon made a motion to accept the proposed changes:

1. Cash pay fees will be made in advance of service/ attendance, the weekly rate will charged even if child is absent, & the cash pay fee will remain \$125.00 weekly, effective March 1, 2024.

2. Cash pay fee will increase \$150.00 weekly effective May 1, 2024.

Kathie Benson seconded the motion & all were in favor, motion carried 11-0.

Termination of Team W Real Estate Lease

Suzie Powers revealed that following the closure of the Discovery Depot Preschool on October 1, 2023, that the rent at 1315 S Main St. in Jay, Ok could no longer be split between the EHS-CCP program for office and the preschool. The EHS-CCP program funds have been used to pay the rent. The rent amount is \$3000.00 per month with an in-kind donation of \$2,000 for a total of \$5000 per month. The higher rent amount exceeds the budget amount, and the management team does not require 5,000 square feet of office space. Kathie Benson made a motion to approve the termination of the lease between Team W real Estate & Early Head Start & NEOCAA. Sharon Walker seconded the motion, and all were in favor. motion passed 11-0.

Executive Session

At 1:46 Rebecca Jim made a motion to go into executive session to discuss the evaluation & compensation of John Ann Thompson. Scott Van Hoose seconded the motion. Motion passed 11-0.

Return From Executive Session

At 2:20 Kim Harnar made a motion to exit executive session and return to the regular meeting. Scott Van Hoose seconded the motion. Motion passed 11-0

Evaluation & Compensation of John Ann Thompson

In accordance with the Organizational Standards the board of directors must evaluate John Ann Thompson, Executive Director annually. Lona Hampton made a motion to approve the evaluation & compensation of John Ann Thompson as discussed in executive session. Jake Stopp seconded the motion. Motion passed 11-0.

Expenditures over \$5000.00

HVAC Changeouts: The Weatherization Program is asking for approval on six HVAC changeouts. Kim Harnar made a motion to approve the expenditures over \$5000 for HVAC changeouts for the Weatherization Assistance Program. Kathie Benson seconded the motion. Motion passed 11-0.

Discussion

Tisha Davis postponed Board Fiscal Training until the next meeting.

New Business

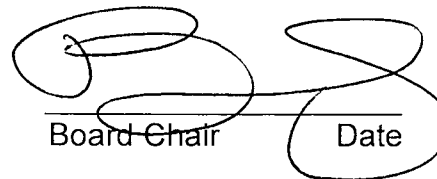
None

Announcements

John Ann announced that Suzie Powers is the new President of the Oklahoma Head Start Directors Association & that Lona Hampton was resigning from the NEOCAA Board of Directors.

Adjournment

At this time Chase Burleson made a motion to adjourn. Kim Harnar seconded the Motion passed 11-0. The meeting adjourned at 2:28 p.m.

 2/26/24
Board Chair Date

 2/26/24
Secretary Date