

Northeast Oklahoma Community Action Agency, Inc.
Regular Board Meeting
October 28, 2019

The NEOCAA board meeting was called to order at 1:26 p.m. on October 28, 2019 in the NEOCAA Conference room. Roll Call determined the following members to be present: Ron Cambiano, Bobbi Parris, Scott Van Hoose, Brian Wagnon Clark Mckeen, Laura Garner, Rebecca Jim, Kelly Hampton, Mike Lillie and Jeanie Reed. A quorum of 10 was present. Members absent were: Gary Buchanan, Misty Bingham, Patsy Winn, Erin Turley, Kim Roblyer, Kim Harnar, Paula Walkingstick and Kim Williams.

Rebecca Jim conducted the meeting.

September 30, 2019 Board Minutes

At this time, Rebecca Jim asked the Board if there were any additions or corrections to the September 30, 2019 board minutes. Ron Cambiano made a motion to approve the minutes of September 30, 2019. Mike Lillie seconded the motion and all were in favor.

Management Report

John Ann related to the board that she worked on the State Appropriated Funds grants and the CAPTAIN discretionary grant. She submitted the Annual Performance Reports for the COC and HMIS grants. The staff traveled to OKC for the OKACAA's Fall Conference. Saunders & Associates was in house completing field work for our audit. We ended the month with our 50th anniversary celebration. RX for Oklahoma staff served five new clients, 4 from Delaware County and 1 from Mayes County per the client's request. The Emergency Services department continues to serve those in need; we have finally received the SAF funding and can now assist those in Craig County. The ESG grant application scores have been announced and we will start spending once the funds have been received. More clients have been calling from Adair County, so the work of NEOCAA's ability to assist has been heard. During the month of September TANF had three students in the literacy class. VITA assisted 4 with taxes this month. The Gardens built a bed at the Chouteau School. Patty Wiese gave a report from EHS and EHSCCP.

Financial Reports for September 2019

Tisha Nichols gave a brief explanation of the financial reports. Clark Mckeen made a motion to approve the financials for September 2019. Ron Cambiano seconded the motion and all approved.

Board Member Appointment

John Ann explained NEOCAA is the Appointing Authority for the private sector in Craig County. She explained that the Governance Committee met and suggested to re-appointment Rebecca Jim to serve as the representative to the NEOCAA board from the private sector in Craig County. Mike Lillie made a motion to approve the

appointment of Rebecca Jim to serve as the representative for the private sector in Craig County. Brian Wagnon seconded the motion and all were in favor.

Election of Officers to the Board of Directors

John Ann explained that the Governance Committee met and suggested that the officers remain the same. Ron Cambiano made a motion to approve the Governance Committee's recommendation to leave the officers the same. Clark Mckeeon seconded the motion and all were in favor. Officers re-elected were as follows:

President: Rebecca Jim

Vice Chair: Robin Kemp

Secretary: Gary Buchanan

Treasurer: Jeanie Reed.

Exception to Personnel Policies for EHS & ES

Kristi Helsel asked the board for a one time exception to our holiday schedule for 2019-2020. The Early Head Start Director is making changes in the upcoming application process to add more holidays to classroom staff for the holiday schedule. Currently classroom staff receives 8 paid holidays and all other administrative staff receives 13 paid holidays. Jeanie Reed made a motion to approve the exception to the personnel policies for the EHS and ES for the classroom staff to receive 2 more paid holidays. Clark Mckeeon seconded the motion and all were in favor.

EHS & EHS-CCP Self Assessment

Suzie Powers explained that they are requesting approval on the NEOCAA EHS & EHS-CCP Annual Self Assessment report for 2018. Program goals, analysis of progress, evaluation of strengths and areas that need improvement was conducted and a report was given for review. Ron Cambiano made a motion to approve the EHS & EHS-CCP self assessment report. Brian Wagnon seconded the motion and all were in favor.

EHS-CCP Annual Report

Suzie Powers explained that the Early Head Start Partnership is required to notify the Board of Directors through open honest communications as well as seek approval for purchases, additions to staff members and policy changes and modifications. Brian Wagnon made a motion to approve the EHS-CCP annual report. Clark Mckeeon seconded the motion and all were in favor.

EHS Annual Report

Suzie Powers explained that the Early Head Start Program is required to notify the Board of Directors through open honest communications as well as seek approval for purchases, additions to staff members and policy changes and modifications. Brian Wagnon made a motion to approve the EHS-CCP annual report. Ron Cambiano seconded the motion and all were in favor

Education Station Annual Report

Suzie Powers explained that the Early Head Start Program/ Education Station is required to notify the Board of Directors through open honest communications as well as seek approval for purchases, additions to staff members and policy changes and modifications. Jeanie Reed made a motion to approve the Education Station annual report. Ron Cambiano seconded the motion and all were in favor

Contract with Polka Dots

Suzie Powers explained to the Board of Directors that the Early Head Start Partnership would like to enter into a contract with Polka Dots in Fairland, OK owned and operated by Aubrey Wheatley. The contract is for grant year 2019-2020. Mike Lillie made a motion to approve the contract with Polka Dots in Fairland, OK. Brian Wagnon seconded the motion and all were in favor.

Expenditures over \$5000.00

None to be approved

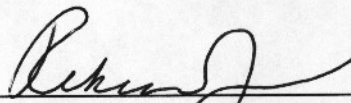
Discussion

John Ann announced that our storm shelter was completed and funded by the Seneca Cayuga Tribe and ready for our children to utilize.

John Ann announced that NEOCAA declined to purchase the building on Main Street that was previously discussed.

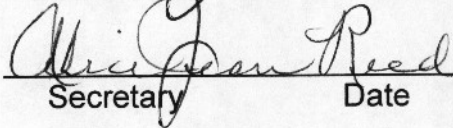
Adjournment

At this time Brian Wagnon made a motion to adjourn the meeting. Clark Mckeon seconded the meeting and all were in favor. The meeting adjourned at 1:53 p.m.

 12-2-19

Board Chair

Date

 12/2/19

Secretary

Date