

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
February 24, 2020

The NEOCAA board meeting was called to order at 12:32 p.m. on February 24, 2020 at the NEOCAA Conference Room. Roll call determined the following members to be present: Gary Buchanan, Misty Bingham, Laura Garner, Clark Mckeon, Jeanie Reed, Brian Wagnon, Scott Van Hoose, Kim Harnar, and Kim Williams. A quorum of 9 was present.

Brian Wagnon conducted the meeting in Rebecca Jim's absence.

**January 27, 2020 Board Meeting Minutes**

Brian Wagnon asked the Board if there were any additions or corrections to the minutes. There were none. Misty Bingham made a motion to approve the January 27, 2020 regular board meeting minutes. Clark Mckeon seconded the motion and all were in favor.

**Management Report for January**

John Ann explained to the Board of Directors that the New Year began with HUD & COC webinars & annual staff evaluations. Northeast was the host for the COC meeting this month. Plans for the garden relocation as well as work on the CSBG application kept things busy. Gail Sperry reported on this month's attendance for the TANF program.

**Financials Reports for January 2019**

Tisha Nichols presented the financials to the NEOCAA Board on the monitor. She asked if there were any questions. Tisha explained that she had the financial statement from Neosho Ridge, which showed they had made a profit in 2019. NEOCAA will be requesting payment from them soon. Jeanie Reed made a motion to approve the Financial Reports for the period ending January, 2020. Kim Harnar seconded the motion and all were in favor.

**Board Appointment**

John Ann explained that the Wyandotte Nation has recommended the reappointment of Kimberley Harnar to the board of directors. She will continue to represent the private sector in Ottawa County. Scott Van Hoose made a motion to endorse the reappointment of Kimberley Harnar to the Northeast Oklahoma Community Action Board of Directors representing the private sector in Ottawa County. Clark Mckeon seconded the motion and all were in favor.

**Board Appointment**

John Ann related to the board of directors that Westville Nutrition was the appointing authority for the low-income sector in Adair County. Due to not being able to conduct a meeting to elect a representative, John Ann asked that we table the item. Clark Mckeon made a motion to table the appointment for the low-income sector in Adair County. Misty Bingham seconded the motion and all were in favor.

### **EHS Representative to NEOCAA Board**

John Ann advised that the Policy Council met on February 10, 2020 and was not able to elect a representative or alternate to the Northeast Oklahoma Community Action Agency Board of Directors. Jeanie Reed made a motion to table the item. Kim Harnar seconded the item and all were in favor.

### **Purchase of Property**

John Ann explained that a proposal to the board was made regarding the purchase of property owned by Laramy O'Leary that could potentially be utilized for an extension of the Agency's childcare program and the garden program. The proposal was a lease purchase agreement for a building and approximately 1 acre of land. John Ann advised that the content was changed to a Contract for Deed from a lease purchase agreement and the new contract for deed was available for the board to review. Scott Van Hoose made a motion to approve the contract for deed for the purchase of the building and approximately 1 acre of land. Gary Buchanan seconded the motion and all were in favor.

### **FY 2020 Community Action Plan**

John Ann explained that the Oklahoma Department of Commerce requires that the agency update its Community Action Plan every year and requires Board approval to meet Organizational Standards. Lindi Conover-Thompson added that the Community Action Plan describes how the agency will address the most critical need of the communities it serves. The NEOCAA Community Action Plan was available for board review. Scott Van Hoose made a motion after review to approve the FY 2020 NEOCAA Community Action Plan. Jeanie Reed seconded the motion and all were in favor.

### **Board Orientation of New Board Members**

John Ann related to the board that the CSBG Organizational Standards require a process to provide a structured orientation for governing board members within 6 months of being seated. Kim Harnar made a motion to approve the process for orientation of new board members. Misty Bingham seconded the motion and all were in favor.

### **FY 2020 CSBG Budget**

John Ann explained the 2020 Community Services Block Grant Application is due March 30, 2020. She added that the Agency has received notification of the 1<sup>st</sup> quarter allocation of funds for the FY 2020 CSBG contract, in the amount of \$64,267. A copy of the application and budget were attached for the board's review. Clark Mckee made a motion to approve the FY 2020 CSBG application and budget for the 1<sup>st</sup> quarter allocation of funds. Misty Bingham seconded the motion and all were in favor.

### **Revision of the NEOCAA Organizational Chart**

Kristi Helsel explained that the NEOCAA organizational chart needed to be revised to show updated job titles. After review of the revised organizational chart Jeanie Reed

made a motion to approve the revised organizational chart. Misty Bingham seconded the motion and all were in favor.

**EHS-CCP Krayola Kids Day Care Contract**

Suzie Powers stated that the EHS-CCP is requesting approval on a new contract for Krayola Kids Day Care, owned by Rachel Rider. She added that this is in Ottawa County and will have up to 12 partnership slots. Jeanie Reed made a motion to approve the EHS-CCP contract for Krayola Kids Day Care. Clark Mckeen seconded the motion and all were in favor.

**EHS & EHS-CCP**

Suzie Powers stated that the Policy Council monthly operational reports for January 2020, including monthly credit card expenditures CACFP, enrollment, attendance & disabilities reports have been reviewed and approved by the Policy Council and needs NEOCAA Board of Directors approval. After review Jeanie Reed made a motion to approve all EHS & EHS-CCP policy council reports. Kim Williams seconded the motion and all were in favor.

**Expenditures over \$5000.00**

Clark Mckeen made a motion to approve the flooring for rental property at 203 Rose Street in Miami, OK. Kim Harnar seconded the motion and all were in favor.

Scott Van Hoose made the motion to approve the purchase of the building at 2013 Main Street in Jay, OK and approximately 1 acre of land. Clark Mckeen seconded the motion and all were in favor.

**Adjournment**

At this time Clark Mckeen made a motion to adjourn. Kim Harnar seconded the motion and all were in favor. Meeting adjourned at 1:11 p.m.

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Board Chair                      Date

*Emily Buchanan*  
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Secretary                      Date