

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
February 27, 2023

The NEOCAA board meeting was called to order at 12:00 p.m. on February 27, 2023. Roll call determined the following members to be present: Gary Buchanan, Sandye Berga, Bobbi Parris, Mike Lillie, Scott Van Hoose, Rebecca Jim, Lona Hampton, Meagan Hamby, Kim Harnar & Chase Burleson. A quorum of ten was present. Ron Cambiano joined the meeting at 12:22 making the quorum eleven. Brian Wagnon was present as well, but was not part of the quorum.

Rebecca Jim conducted the meeting.

October 31, 2023 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. Kim Harnar made a suggestion to correct the spelling of implementation on the ESG policies & procedures. Kim Harnar made a motion to approve the October 31, 2022 regular board meeting minutes with the above mentioned correction. Lona Hampton 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 with the board & answered any questions they had. He expressed that the agency was in good standing in all areas. Scott Van Hoose 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 the 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. Scott Van Hoose made a motion to accept, seconded by Lona Hampton, all approved. Motion passed 11-0

Management Report for November 2022-January 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.

Financials Reports for October 2022-January 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 October, November & December 2022 and January 2023. Kim Harnar seconded the motion, and all were in favor. Motion passed 11-0.

Appointing Authority for the Low-Income sector in Cherokee County

John Ann explained that the Governance Committee met to discuss the appointing authority for the low-income sector in Cherokee County. John Ann discussed after losing the Hope House in Tahlequah, the appointing authority was open. She contacted the

Tahlequah Men's Shelter and asked them to fill this position & if so, hold a meeting to elect a representative to serve the low-income sector in Cherokee County. Ron Cambiano made a motion to accept the Tahlequah Men's Shelter as the appointing authority for the low-income in Cherokee County. Scott Van Hoose seconded the motion. Motion carried 11-0.

Board Appointment for Private sector in Cherokee County

John Ann related to the board of directors that Cherokee Nation is the appointing authority for the private sector in Cherokee County. Our agency reached out to them to recommend a representative to serve on the NEOCAA board & did not get a response in time for our board meeting. John Ann asked that we table the item until next month. Kim Harnar made a motion to table the appointment for the public sector in Cherokee County. Megan Hamby seconded the motion. The motion passed 11-0.

Board appointment for the Private Sector in Ottawa County

Wyandotte Nation is the appointing entity for the board of directors' member representing the private sector in Ottawa County. Kim Harnar currently holds this position, but her term expired. Chief Billy Friend, with the Wyandotte Nation recommended to re-appoint Kim Harnar to serve on the NEOCAA board of directors. Bobbi Parris made a motion to accept the appointment of Kim Harnar from the Wyandotte Nation. Lona Hampton seconded the motion. Motion carried 11-0.

Election of New Treasurer

John Ann expressed that the treasurer position was vacant & a new treasurer must be selected to completed the term of office as treasurer. The remaining time of the term is eight months. She added the Governance committee met before the regular meeting & suggested Meagan Hamby serve as the treasurer. Lona Hampton made a motion to approve Meagan Hamby as the treasurer to complete the current term. Gary Buchanan seconded the motion. The motion passed 11-0.

February 2023 Affirmative Action Plan

The Annual Affirmative Action Plan has been completed. The Personnel Committee met & recommend to accept the plan. Lindi Conover-Thompson presented a summary of the plan & a copy of the 2023 Affirmative Action Audit Plan was available to the board of directors for review. Mike Lillie made a motion to approve the Affirmative Action Plan dated February 2023. Megan Hamby seconded the motion, and all were in favor. Motion passed 11-0.

Board Orientation Process

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. Scott Van Hoose made a motion to approve the process for orientation of new board members. Kim Harnar seconded the motion, and all were in favor. motion passed 11-0.

EHS & EHS-CCP Policy Council Business & Monthly Reports

Suzie Powers discussed the Policy Council monthly operational reports for October, November, December 2022 and January, 2023 including monthly credit card expenditures CACFP, enrollment, attendance & disabilities reports. After review, Rob Cambiano made a motion to approve all EHS & EHS-CCP policy council reports for October, November, December 2022 & January 2023. Lona Hampton seconded the motion. Motion passed 11-0.

ESG Tahlequah Men's Shelter Grant

John Ann revealed that the Oklahoma Department of Commerce granted the agency ESG funds. This grant is in conjunction with the Tahlequah Men's Shelter in Tahlequah for a total of \$55,796.40. The homeless prevention services funds (\$12,727.94), the rapid re-housing funds (\$12,000.00) and the administration funds of (\$2,092.37) will be expended by NEOCAA. The operations funds (\$28,976.09) will be expended by the Tahlequah Men's Shelter. Ron Cambiano made a motion to approve the ESG Tahlequah Men's Shelter Grant & funds to be spent as presented. Bobbi Parris seconded the motion, and all were in favor. Motion passed 11-0.

ESG Community Crisis Center Grant

John Ann revealed that the Oklahoma Department of Commerce granted the agency ESG funds. This grant is in conjunction with the Community Crisis Center for a total of \$55,797. The homeless prevention services funds (\$12,300, the rapid re-housing funds (\$12,428.91) and the administration funds of (\$2,092.40) will be expended by NEOCAA. The operations funds (\$28,976.09) will be expended by the Community Crisis Center. Scott Van Hoose made a motion to approve the ESG Community Crisis Funds to be spent as presented. Ron Cambiano seconded the motion. Motion passed 11-0.

ESG Tahlequah Men's Shelter CR2 Funds

John Ann explained that the Oklahoma Department of Commerce is redistributing funds from the ESG-CR2 program. NEOCAA/Tahlequah Men's Shelter has been given additional funds in the amount of \$41,834.46. The funds will be used for shelter expenses. Ron Cambiano made a motion to approve the ESG Tahlequah Men's Shelter CR2 funds to be spent for shelter expenses. Kim Harnar seconded the motion. The motion passed 11-0.

ESG Community Crisis Center CR2 Funds

John Ann explained that the Oklahoma Department of Commerce is redistributing funds from the ESG-CR2 program. NEOCAA/Community Crisis Center has been given additional funds in the amount of \$41,834.46. The funds will be used for shelter expenses. Mike Lillie made a motion to approve the ESG Community Crisis Center CR2 funds to be spent for shelter expenses. Scott Van Hoose seconded the motion. The motion passed 11-0.

DOE Readiness Funds

John Ann related that the Oklahoma Department of Commerce recently awarded the agency with DOE Weatherization program more readiness funds in the amount of \$4,150.00. The total awarded amount year to date is \$223,007.00. Lona Hampton made

a motion to approve the budget as presented to utilize the additional DOE funds for the weatherization assistance program. Meagan Hamby seconded the motion the motion. The motion carried 11-0.

CSBG Initial Allocation Budget

The agency received notification of the first allocation of funds for the 2023 CSBG contract. The allocation is \$118,124.00 Scott Van Hoose made a motion to approve the 2023 CSBG first allocation of funds & budget. Kim Harnar seconded the motion. The motion passed 11-0

CSBG Discretionary Funds for Tax Aide

The agency requested & received a CSBG Discretionary Grant in the amount of \$7,109.47 from the Oklahoma Department of Commerce, the funds will assist in hiring a part time aide to assist clients and ensure that tax returns are processed in a timely manner. Kim Harnar made a motion to approve the discretionary grant budget & funds for the tax aide. Bobbie Parris seconded the motion. Motion passed 11-0.

Service Agreement with Gail Sperry

A new service agreement has been made with Gail Sperry for the 2022-2023 ODL 26 Literacy Program. During the agreement, Gail agrees to perform services for clients, conduct literacy classes, recruit clients, and perform assessments & outreach. Gail is required to comply with the Quality Standards from Oklahoma Literacy Programs & submit reports as required. Lona Hampton made a motion to approve the agreement with Gail Sperry as presented. Scott Van Hoose seconded the motion. Motion carried 11-0.

At 2:02 Scott Van Hoose left making the quorum 10.

Addendum to Personnel Policies

Kristi Stout let the board know that we have a policy in place for cell phones being restricted in the classrooms in EHS and childcare centers. Technology has progressed & we need to amend the policies and include smart watches to this policy. She also informed them that the changes include an increase in wages due to added duties to employees. Lastly, we increased the Education Station teachers pay to reflect the EHS teachers pay who hold a CDA. Bobbi Parris made a motion to approve the personnel policies as presented. Lona Hampton seconded the motion. Motion carried 11-0.

Addendum to Organizational Chart

Kristi Stout expressed that due to recent changes to management, our organizational chart needed to be updated as well to reflect the management changes. Lona Hampton made a motion to approve the amended Organizational Chart to reflect the changes presented to the board of directors. Gary Buchannan seconded the motion. Motion carried 11-0.

EHS & EHS-CCP

Suzie Powers related to the board that the EHS program is required to meet a non-federal share amount of 20% of grant award. The grant was awarded \$418,628 in Early Head Start funds and 20% match amount is \$104,657. If the grant is unable to meet this obligation the program is required to request a waiver of the unmet amount. The program is requesting a Non-Federal share waiver in the amount of \$83,763.00. Kim Harnar made a motion to approve the Non-Federal Share Waiver in the amount of \$83,763.00. Meagan Hamby seconded the motion. Motion passed 10-0.

EHS & EHS-CCP Evidence-based COVID 19 Mitigation Policy

Suzie informed the board of directors that the programs were given instruction on 1/6/2023 to establish an evidence-based COVID-19 Mitigation Policy in consultation with their Health Advisory committee. Bobbi Parris made a motion to approve the evidence base COVID 19 mitigation policy. Lona Hampton seconded the motion. Motion passed 10-0.

Executive Session

At 2:31 Bobbi Parris made a motion to go into executive session to discuss the evaluation & compensation of John Ann Thompson. Mike Lillie seconded the motion. Motion passed 10-0.

Return From Executive Session

At 3:09 Kim Harnar made a motion to exit executive session and return to the regular meeting. Lona Hampton seconded the motion. Motion passed 10-0

Evaluation & Compensation of John Ann Thompson

In accordance with the Organizational Standards the board of directors must evaluate John Ann Thompson, Executive Director annually. Kim Harnar made a motion to approve the evaluation & compensation of John Ann Thompson as discussed in executive session. Bobbi Parris seconded the motion. Motion passed 10-0.

Expenditures over \$5000.00

- a. **Kaplan Dramatic Play Lofts:** EHS & EHS-CCCP programs would like to purchase dramatic play lofts for each classroom at EHS & at each partnership site. The Dramatic play toddler loft combines gross motor and dramatic play in compact play space. The estimated cost for all lofts is \$37,860.68 Mike Lillie made a motion to approve the expenditure. Gary Buchanan seconded the motion.
- b. **Lakeland Xerox Machine:** EHS-CCP would like to purchase a xerox machine in the center as a way to help the staff prepare for curriculum and themes. Mike Lillie made a motion to approve the purchase of the xerox machine for Education Station. Bobbi Parris seconded the motion.
- c. **Teacher Training:** EHS has TTA money that needs to be spent on teacher training before the end of the budget year on March 31, 2023. Lakeshore learning is scheduled to complete three virtual 2-hour trainings on March 13th, 14th, & 15th and two full day trainings on March 16th & 17th. The estimated cost

is \$15,750.00 Gary Buchanan made motion to approve the training from Lakeshore for purposes listed above. Mike Lillie seconded the motion.

- d. **Lakeshore Changing table & transition tables:** EHS-CCP would like to purchase step on up changing tables & transition tables for partnership sites. The estimated cost of this purchase would be \$14,000.00. Kim Harnar made a motion to approve the purchase for changing tables & transition tables. Lona Hampton seconded the motion.
- e. **Cantilever Shade:** Education Station received funds in the amount of \$51,255.00 from Eastern Shawnee Tribe ARPA funds. One of the identified needs in response to COVID-19 was to increase outdoor learning time. Increasing the amount of shade directly impacts the amount of time that can be spent outside each day. We would like to purchase a cantilever/shade system to increase the amount of shade in the play area. The estimated cost would be \$14,284.00 Lona Hampton made a motion to approve the purchase of a shade for Education Station. Mike Lillie seconded the motion.
- f. **DuraPlay Safety Surface:** Education Station received funds in the amount of \$51,255.00 from the Eastern Shawnee Tribe ARPA funds. One of the identified needs in response to COVID-19 was to increase outdoor learning time. The playground at Education Station does not have any impact material at this time and adding 2" Duraplay Safety Surface to the playground would increase safety of the playground at Education Station. The estimated cost is \$19,612.00 Mike Lillie made a motion to approve the purchase of DuraPlay Safety Surface for Education Station. Meagan Hamby seconded the motion.
- g. **HVAC System:** The agency would like approval to replace an HVAC system for a weatherization client. The expense will cost approximately \$6,200.00 & the vendor will be Air Wise Heat & Air. Kim Harnar made a motion to approve the HVAC purchase for the Weatherization client through Air Wise Heat & Air. Meagan Hamby seconded the motion.
- h. **Saunders & Associates:** Saunders & Associates has prepared our Federal 990 & our Annual Audit for FYE April 30, 2022. The audit expense is approximately \$17,325.00 & the Federal 990 is approximately \$2,300.00. Mike Lillie made a motion to approve the purchase to pay for the Audit & 990 prepared by Saunders & Associates. Meagan Hamby seconded the motion.
- i. **Agency Line of Credit:** John Ann related that the agency had a line of credit with Grand Savings Bank that was due by January 2, 2023. The remaining balance of \$50,000 was paid by NEOCAA & closed the line of credit. Bobbi Parris made a motion to approve the expense to pay the agency line of credit to Grand Savings Bank. Meagan Hamby seconded the motion.

Discussion

John Ann revealed that the DHS monitoring for contract 18632 was complete with no finding, concerns, or recommendations. John Ann explained that the 2022 OHFA Home monitoring's were conducted on contract 1459, 1206, 1544, & 1240 with no programmatic compliance issues that required corrective action. Suzie Powers related that the Administration for Children and Families conducted a monitoring for EHS/EHS-CCP & stated that there were some areas of non-compliance, she provided the board with the

reports to go over in detail. John Ann discussed that the CSBG CR 2020 had a virtual monitoring & no problems were identified. John Ann went over agency nepotism & who was related. We notified the board of directors that the agency had sent out audit RFP's and had only received one back. John Ann let the board know that Cameron with Housing Department plans to increase the rent on our rental homes. The Community Action Plan will be discussed at the March meeting.

New Business

None

Announcements

None

Adjournment

At this time Lona Hampton made a motion to adjourn. Meagan Hamby seconded the Motion passed 10-0. The meeting adjourned at 3:16 p.m.

 3-27-23
Board Chair Date

 3/27/23
Secretary Date