

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

Teleconference

May 18, 2020

The NEOCAA board meeting via teleconference was called to order at 12:06 p.m. on May 18, 2020. Roll call determined the following members to be present: Gary Buchanan, Ron Cambiano, Misty Bingham, Laura Garner, Bobbi Parris, Jeanie Reed, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Kim Harnar, and Kim Williams & Lona Hampton. A quorum of twelve was present.

Rebecca Jim conducted the meeting via teleconference.

April 27, 2020 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. Bobbi Parris made a motion to approve the April 27, 2020 board meeting minutes. Jeanie Reed seconded the motion, roll call vote was taken. Motion passed 12-0.

Management Report for April 2020

John Ann explained to the Board of Directors that due to the circumstances that the management report was included in the packets and she would not elaborate unless there were questions.

Re-appointment low income sector in Adair County

John Ann explained Westville Nutrition is the appointing authority for the low-income sector in Adair County & has not been able to conduct a meeting to elect a representative due to COVID-19. Jeanie Reed made a motion to table this item. Misty Bingham seconded the motion, roll call vote was taken. Motion was passed 12-0.

Policy Council Representative & Alternate

John Ann explained that Policy Council has not found a representative & alternate for the NEOCAA board of directors. Ron Cambiano made a motion to table this item. Kim Harnar seconded the motion, roll call vote was taken. Motion was passed 12-0.

HUD COC HMIS Grant

John Ann explained to the board that the agency had been approved to receive a one-year HUD Homeless Continuum of Care grant. The HMIS renewal grant in the amount of \$27,217 will be to continue operation of the Homeless Management Information System mandated by HUD. Funding will be used to purchase needed hardware, pay software licensing and support fees and provide user training for new users and to pay computer system hosting and support. NEOCAA will act as the lead agency for the HMIS System. Scott Van Hoose made a motion to approve the HUD HMIS grant funds. Gary Buchanan seconded the motion and a roll call vote was taken. Motion passed 12-0.

HUD COC Permanent Supportive Housing Grant

John Ann explained to the board that the agency had been approved to receive a one-year HUD Homeless Continuum of Care Permanent Supportive Housing grant. The Supportive Housing Program renewal grant in the amount of \$39,506 will be to continue operations and maintenance of the six HUD COC permanent supportive housing units located in North Miami, Grove Miami and Tahlequah. The funding will be used for maintenance and repair, utilities, and insurance of the units and to pay part of the salary on NEOCAA staff to manage properties. Kim Harnar made a motion to approve the HUD COC Permanent Supportive Housing funds. Misty Bingham seconded the motion and a roll call vote was taken. Motion passed 12-0

EHS & EHS-CCP Policy Council Reports

Suzie Hemphill stated that the Policy Council monthly operation reports for April 2020, including monthly credit card expenditures, CACFP, enrollment, attendance & disabilities reports were attached for the board of directors to review. Jeanie Reed made a motion to approve monthly operational reports for April including the credit card expenditures for April 2020. Lona Hampton seconded the motion and all were in favor. Motion was passed 12-0

EHS FY'21 & EHSCCP FY'19 Waiver for Non-Federal Match

Suzie Powers explained that EHS FY'21 & EHSCCP FY'19 requested approval on the blanket waiver for Non-Federal Match. Jeanie Reed made a motion to approve the waiver for Non-Federal Match, Kim Harnar seconded the motion and a roll call vote was taken. Motion passed 12-0

EHS COVID Grant

Suzie Powers explained that the agency is requesting approval for a one time EHS grant application in the amount of \$6,960.00. The supplement contains funding for actions or activities to prevent & prepare for and respond to COVID-19. Bobbi Parris made a motion to approve the one time COVID grant funds for EHS. Misty Bingham seconded the motion and a roll call vote was taken. Motion passed 12-0

EHS-CCP COVID Grant

Suzie Powers explained that the agency is requesting approval for a one time EHS-CCP grant application in the amount of \$20,880.00. The supplement contains funding for actions or activities to prevent & prepare for and respond to COVID-19. Ron Cambiano made a motion to approve the one time COVID grant funds for EHS-CCP. Kim Harnar seconded the motion and a roll call vote was taken. Motion passed 12-0

Items Over \$5000.00

None

Discussion Items

Agency Nepotism

John Ann explained to the board of directors who was related within the agency and added that one staff or relative member was not directly supervised by another staff member or family member.

Final Outcomes Reports

John Ann gave a report on the agency final outcomes for supportive services, homeless services, housing services & special projects.

Community Action Plan

Lindi our planner explained to the board of directors that the CAP plan comes out of the community needs assessment & that the three main needs are tax preparation, home repairs & more job opportunities.

Annual Policy Council Governance Training

Suzie Powers presented the board of directors with board of directors/policy council governance cross training.

RX Monitoring Report

John Ann reported that the monitoring report stated that as the primary contractor for region 3, our RX program is maintained very well. The program was timely with their quarterly and financial reports to ODOC.

Office Re-Opening COVID

John Ann explained that our EHS child care is open, but not at full attendance, Henry Lee partnership is closed, but all other partnerships facilities are open. NEOCAA office remains closed & at risk employees are still working from home.

Strategic Plan

Lindi spoke to the board about the new Strategic Plan for 2020-2025. Areas of emphasis included the gardens project, additional child care, area transportation, and re-integration of youth 18-24 into independent living. Members of the community, agency staff, and board members are working on the strategic plan under the direction of Julia Teska, a nationally certified ROMA trainer.

Garden Update

Jeff Stout gave a report on the status of the gardens & reports that the profit was approximately \$1697.96.

Announcements

There were no announcements.


New Business

There was no new business

Adjournment

At this time Misty Bingham made a motion to adjourn. Gary Buchanan seconded the motion and roll call vote was taken. Meeting adjourned at 1:11 p.m. Motion passed 12-0

 4-12-21
Board Chair Date

 04/12/21
Secretary Date