

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
SPECIAL BOARD MEETING MINUTES
July 22, 2019

The NEOCAA board meeting was called to order at 12:20 p.m. on July 22, 2019 at the NEOCAA Conference Room. Roll call determined the following members to be present: Brian Wagnon, Rebecca Jim, Scott Van Hoose, Gary Buchanan, Ron Cambiano, Misty Bingham, Kim Roblyer, Mike Lillie, Phillip Manes, Clark Mckeon, Kim Harnar, and Laura Garner. A quorum of twelve was present.

Rebecca Jim conducted the meeting.

Management Report for May

John Ann related to the Board of Directors that just about everything was included in the Management Report in the Board Packets. There were no additions or changes.

April 29, 2019 Board Meeting Minutes

Rebecca Jim asked the Board if there were any additions or corrections to the minutes. There were none. Mike Lillie made a motion to approve the April 29, 2019 board meeting minutes. Philip Manes seconded the motion and all were in favor.

Financial Reports

Tisha Nichols was absent, but Elesa Graham presented Financial Reports for April and May 2019. Misty Bingham made a motion to approve the Financial Reports for April and May 2019. Scott Van Hoose seconded the motion and all were in favor.

Community Service Block Grant Budget Revision

John Ann related to the Board of Directors that the agency has received notification of the 3rd and 4th allocation of funds for the CSBG contract, in the amount of \$220,192 which brings the total budget to \$440,384. Brian Wagnon made a motion to approve the CSBG budget for the 3rd and 4th allocations. Kim Roblyer seconded the motion and all were in favor.

Board Appointment

John Ann related to the Board of Directors that the Fountain House Group Home, Inc. is the appointing authority for the Board of Directors' member position representing the Low Income sector in Craig County. John Ann stated Scott Van Hoose currently fills this position and is willing to continue to fill the position in Craig County. The Fountain House met prior to the meeting and approved Scott Van Hoose to continue to serve on the NEOCAA Board of Directors. Ron Cambiano made a motion to approve the appointment of Scott Van Hoose to represent the Low Income sector in Craig County on the NEOCAA Board of Directors. Philip Manes seconded the motion and all were in favor.

Strategic Plan Objectives

The Strategic Plan Committee has chosen four new goals in the areas of Education and Wealth Building, Health and Well-being, Community and Housing Development, and Agency Capacity. The Specific goals were attached for the Board of Directors to review. Misty Bingham made a motion to approve the new Strategic Plan goals. Kim Harnar seconded the motion and all were in favor.

HUD COC Planning Grant

John Ann explained that the Agency had been awarded the HUD COC Funds in the amount of \$23,746. Philip Manes made a motion to approve the FY 18 Continuum of Care funding and budget in the amount of \$23,746. Scott Van Hoose seconded the motion and all were in favor.

EEO/Affirmative Action Officer

John Ann stated that NEOCAA is currently seeking a planner. The position of EEO/Affirmative Action Officer will be filled by the Agency Planner. Kim Roblyer made a motion to approve the Planner/EEO Officer as the Agency Planner. Kim Harnar seconded the motion and all were in favor

Client Services Policy

NEOCAA staff has reviewed and revised the Client Services Policy to meet all requirements. The updated policy was attached for the NEOCAA Board of Directors to review all changes. Kim Harnar made a motion to approve the updated Client Services Policy. Philip Manes seconded the motion and all were in favor.

DHS TANF Literacy Grant Contract & Budget

John Ann Related to the Board that NEOCAA applied for and received \$53,000 from the Oklahoma Department of Libraries to contract for the provision of literacy services to TANF clients of Delaware County. The funds are to be used to contract for the services of an instructor for the program, to purchase materials and supplies needed to operate the program and to provide administrative services for program oversight. The Services will be provided 30 hours per week to a minimum of 15 clients. A copy of the TANF Literacy Grant Budget was attached. Scott Van Hoose made a motion to approve the TANF Literacy Grant Budget and approves execution of a contract with the Oklahoma Department of Libraries to secure the grant funds. Kim Roblyer seconded the motion and all were in favor.

EHSCCP Non-Federal Share Waiver

Susy Hemphill stated that NEOCAA is requesting a waiver based on the lack of resources available in the community that may prevent the Early Head Start Partnership from providing all of the non-federal contribution. A copy of the waiver was provided for the board to review. Brian Wagnon made a motion to approve the EHSCCP Non-Federal Share Waiver. Kim Harnar seconded the motion and all were in favor.

EHSCCP Disabilities Waiver

Susy Hemphill stated that EHS-CCP is requesting a waiver based on dropping below the requirement that at least 10% of slots be enrolled by children with disabilities. A copy of the waiver was provided for the board to review. Clark Mckeon made a motion to approve the EHSCPP Disabilities Waiver. Brian Wagnon seconded the motion and all were in favor.

DOE Weatherization Budget

John Ann Thompson related to the Board of Directors that the agency had been awarded Department of Energy Weatherization Program funds in the amount of \$183,746.00 by the Oklahoma Department of Commerce. Kim Roblyer made a motion to approve the budget as prepared to utilize the 2019 DOE fund for the Weatherization Assistance Program. Philip Manes seconded the motion and all were in favor.

Expenditures over \$5,000

John Ann explained that the partnership needed approval for sidewalk/driveway repairs & the purchase of computers. Scott Van Hoose made a motion to approve the items over \$5000.00. Mike Lillie seconded the motion and all were in favor.

Discussion:

Agency Nepotism

John Ann went over Agency Nepotism and relationships within the agency

Medical Leave

John Ann explained to the Board of Directors that she is still out on medical leave from her surgery until further notice from her Dr. Ron Cambiano asked who the agency designated to be in charge if Executive Director is out.

Final Outcomes Report

John Ann related that the totals for the final count were inaccurate. A new report with correction will be presented at the August board meeting.

Community Action Plan

John Ann related to the board, the top needs from the Community Needs Assessment and discussed the agency's efforts toward addressing those needs.

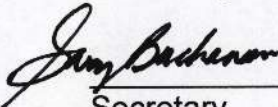
Garden Project

Kim Harnar reported to the Board of Directors that the Budget & Finance Committee met & had expressed that they would like a dirt inventory be presented, to compare the sales. She also stated there was a concern about how long grant funds could sustain salaries. She further added that they committee would like to see a wage analysis & job description report.

Adjournment

At this time Kim Roblyer made a motion to adjourn. Clark McKeon seconded the motion and all were in favor. Meeting adjourned at 1:40 p.m.

 8-26-19
Board Chair Date

 08/28/2019
Secretary Date