

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

Teleconference
July 22, 2020

The NEOCAA board meeting via teleconference was called to order at 12:04 p.m. on July 22, 2020. Roll call determined the following members to be present: Gary Buchanan, Ron Cambiano, Misty Bingham, Laura Garner, Jeanie Reed, Brian Wagnon, Rebecca Jim, Mike Lillie, Meagan Hamby and Lona Hampton. A quorum of ten was present.

Rebecca Jim conducted the meeting via teleconference.

June 29, 2020 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. Misty Bingham made a motion to approve the June 29, 2020 board meeting minutes Ron Cambiano seconded the motion, roll call vote was taken. Motion passed 10-0

Management Report for June 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.

EHS & EHS-CCP Corrective Action/Quality Improvement Plan

Suzie Powers explained that EHS & EHSCCP is requesting consideration and action on the EHS & EHS-CCP grant corrective action/quality improvement plan. This plan is the response to the area of concern noted on the FA-1 review conducted on February 18, 2020 in the category of developing effective ERSEA strategies and fiscal infrastructure, citation 1302.15. Jeanie Reed made a motion to approve the EHS & EHS-CCP correction action/quality improvement plan that was presented to the board of directors. Mike Lillie seconded the motion, roll call vote was taken. Motion passed 10-0

Phase 37 EFSP Adair County

John Ann explained to the board that the agency has been awarded funding in the amount of \$6,708.00. These funds will be used to provide emergency rent and utility payment to clients in Adair County. The first half of the award \$3,354.00, was received on 7/02/2020. The second and final payment will be requested. Jeanie Reed made a motion to approve the budget for the Phase 37 EFSP grant for Adair County. Ron Cambiano seconded the motion. Roll call vote was taken & motion passed 10-0

Phase 37 EFSP Ottawa County

John Ann explained to the board that the agency has been awarded funding in the amount of \$3,134.00. These funds will be used to provide emergency rent and utility payment to clients in Ottawa County. The first half of the award \$1,567.00, was received on 7/02/2020. The second and final payment will be requested. Mike Lillie made a

motion to approve the budget for the Phase 37 EFSP grant for Ottawa County. Lona Hampton seconded the motion. Roll call vote was taken & motion passed 10-0

Phase 37 EFSP Craig County

John Ann explained to the board that the agency has been awarded funding in the amount of \$2,989.00. These funds will be used to provide emergency rent and utility payment to clients in Craig County. The first half of the award \$1,494.00, was received on 7/16/2020. The second and final payment will be requested. Misty Bingham made a motion to approve the budget for the Phase 37 EFSP grant for Craig County. Lona Hampton seconded the motion. Roll call vote was taken & motion passed 10-0

Phase 37 EFSP Cherokee County Salvation Army

John Ann explained to the board that the agency has been awarded funding in the amount of \$1,843.00. These funds will be used to provide emergency rent and utility payment to clients in Cherokee County. The first half of the award \$921.50, was received on 7/02/2020. The second and final payment will be requested. Ron Cambiano made a motion to approve the budget for the Phase 37 EFSP grant for Cherokee County Salvation Army. Laura Garner seconded the motion. Roll call vote was taken & motion passed 10-0

Phase 37 EFSP Cherokee County

John Ann explained to the board that the agency has been awarded funding in the amount of \$1,844.00. These funds will be used to provide emergency rent and utility payment to clients in Cherokee County. The first half of the award \$922.00, was received on 7/02/2020. The second and final payment will be requested. Ron Cambiano made a motion to approve the budget for the Phase 37 EFSP grant for Cherokee County. Laura Garner seconded the motion. Roll call vote was taken & motion passed 10-0

EFSP Ottawa County CARES

John Ann explained to the board that due to COVID the agency has been awarded additional CARES funding in the amount of \$4,469.00. These funds will be used to provide emergency rent and utility payment to clients in Ottawa County. The first half of the award \$2,234.00 was received on 7/03/2020. The second and final payment will be requested. Jeanie Reed made a motion to approve the budget for the CARES EFSP grant for Ottawa County. Mike Lillie seconded the motion. Roll call vote was taken & motion passed 10-0

EFSP Cherokee County CARES

John Ann explained to the board that due to COVID the agency has been awarded additional CARES funding in the amount of \$2,628.00. These funds will be used to provide emergency rent and utility payment to clients in Cherokee County. The first half of the award \$1,314.00 was received on 07/03/2020. The second and final payment will be requested. Gary Buchanan made a motion to approve the budget for the CARES EFSP grant for Cherokee County. Lona Hampton seconded the motion. Roll call vote was taken & motion passed 10-0

EFSP Craig County CARES

John Ann explained to the board that due to COVID the agency has been awarded additional CARES funding in the amount of \$12,725.00. These funds will be used to provide emergency rent and utility payment to clients in Craig County. The first half of the award \$6,362.00 was received on 07/17/2020. The second and final payment will be requested. Misty Bingham made a motion to approve the budget for the CARES EFSP grant for Craig County. Lona Hampton seconded the motion. Roll call vote was taken & motion passed 10-0

EFSP Cherokee County CARES Salvation Army

John Ann explained to the board that due to COVID the agency has been awarded additional CARES funding in the amount of \$2,628.00. These funds will be used to provide emergency rent and utility payment to clients in Cherokee County. The first half of the award \$1,314.00 was received on 07/03/2020. The second and final payment will be requested. Ron Cambiano made a motion to approve the budget for the CARES EFSP Salvation Army grant for Cherokee County. Laura Hampton seconded the motion. Roll call vote was taken & motion passed 10-0

Modifications to Contract for Garden Space

John Ann Thompson related to the board that Ritchie Stover had his lawyer look over the lease that was presented by NEOCAA for use of his land. After review she related her recommendations, which included a written notice of termination period, responsibility of water and/or utilities costs, and concern about the right of first refusal if the land was offered for sale. NEOCAA's attorney addressed the concerns and modified the terms of the lease. Mike Lillie made a motion to approve the amended lease & modifications to the gardens lease between Ritchie Stover, DVM, and Northeast Oklahoma Community Action Agency. Jeanie Reed seconded the motion, roll call vote was taken. Motion passed 10-0.

FY20 DHS TANF Literacy Grant Contract & Budget

NEOCAA has applied for and received \$53,794.00 from the Oklahoma Department of Libraries to contract for the provision of the literacy services to TANF clients in Delaware County. The funds are to be used to contract for the services of an instructor for the program, supportive staff, to purchase materials and supplies needed to operate the program and to provide administrative services for program oversight. Jeanie Reed 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. Lona Hampton seconded the motion, roll call vote was taken. Motion passed 10-0.

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. Lona Hampton made a motion to table this item. Mike Lillie seconded the motion, roll call vote was taken. Motion was passed 10-0

Items over \$5000.00


- a. Suzie Powers explained that EHS-CCP would like to purchase Creative Curriculum for infants, toddlers & twos, third edition, with daily resources. Suzie related that one box will be purchased for each classroom, which will be 12 boxed sets & cost will be approximately \$16,689.60. She added that this curriculum will be purchased with funds available from the salaries and fringe line on the current budget. Lona Hampton made a motion to approve the expenditure over \$5000.00 to purchase Creative Curriculum. Jeanie Reed seconded the motion. Roll call vote was taken and motion passed 10-0


Discussion Items

- a. John Ann went over the monitoring report form ODOC on the Weatherization program. She revealed that no corrective actions were required & the report was excellent.
- b. John Ann reported that NEOCAA has been working with Mercy Chefs & Light of Hope in Claremore to get food boxes. Jay Public Schools & Kansas Schools allowed us to utilize their parking lots to distribute the food to families. We have been distributing once a week at each school.

Adjournment

At this time Lona Hampton made a motion to adjourn. Mike Lillie seconded the motion and roll call vote was taken. Meeting adjourned at 12:41 p.m. Motion passed 10-0

 4-12-21
Board Chair Date

 04/12/21
Secretary Date