

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
Teleconference
April 26, 2021

The NEOCAA board meeting via teleconference was called to order at 12:02 p.m. on April 26, 2021. Roll call determined the following members to be present: Gary Buchanan, Laura Garner, Bobbi Parris, Jeanie Reed, Brian Wagnon, Scott Van Hoose, Rebecca Jim, Kim Harnar, Meagan Hamby, Clark McKeon, & Patsy Winn. A quorum of eleven was present. Misty Bingham joined the call @ 12:14 & Lona Hampton joined @ 12:13 making the quorum of 13 present. Members absent were Mike Lillie, Kim Roblyer, Ron Cambiano, & Jacob Lindly

Rebecca Jim conducted the meeting via teleconference

March 29, 2021 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. Kim Harnar made a motion to approve the March 29, 2021 board meeting minutes. Jeanie Reed seconded the motion, roll call vote was taken. Motion passed 11-0

Management Report for March 2020

John Ann stated she is attending Zoom meetings with OKACAA weekly along with HUD meetings, HIPPA trainings, and EFSP & ESG webinars. The agency attended the OKACAA Spring Conference via ZOOM.

Financial Reports for February March 2021

Tisha Nichols presented the financials via teleconference. Bobbi Parris made a motion to approve the Financial Reports for March 29, 2021. Lona Hampton seconded the motion roll call vote was taken. Motion was passed 13-0

Re-appointment low income sector in Adair County

John Ann explained The Safe House Foundation is the appointing authority for the low-income sector in Adair County. They planned to hold a meeting to elect a representative for this position & present after their meeting in April. They did not get results from their meeting to us in time for our Board of Directors meeting. Jeanie made a motion to table this item. Kim Harnar seconded the motion, roll call vote was taken. Motion was passed 13-0

Community Services Block Grant Contract

John Ann related that the agency has received & provided a budget for the final allocation of funds for the CSBG contract. We now have received the contract for the total amount of \$450,007. Clark McKeon made a motion to approve the CSBG contract. Misty Bingham seconded the motion and a roll call vote was taken. Motion was passed 13-0

Amended Fiscal Policy

Tisha Nichols explained that the agency & the Budget & Finance Committee has reviewed and recommends amending the Fiscal Policies. The changes include: page 6 Update title for Services/WX Director to WX Director & Page 50 update record retention for Client Eligibility & Services from 5 years to 7 years. Patsy Winn made a motion to approve the amended Fiscal Policy including the changes on page 6 & 50 effective April 26, 2021. Bobbi Parris seconded the motion, roll call vote was taken. Motion passed 13-0

Agency Cost Allocation Plan

Tisha explained that there were no proposed changes to the Cost Allocation Plan. Jeanie Reed made a motion to approve the Agency Cost Allocation Plan. Lona Hampton seconded the motion. Roll call vote was taken, motion passed 13-0

Agency Operating Budget

Tisha Nichols related to the board of directors that the agency has prepared the annual operation budget that summarizes total expenditures expected for each grant for the coming fiscal year. The Budget & Finance Committee met to review the budget. Tisha gave an extensive explanation of the line items for each grant. Patsy Winn made a motion to approve the agency operating budget and performance measures for the fiscal year ending April 30, 2022. Misty Bingham seconded the motion and roll call vote was taken. Motion passed 13-0.

Amended Personnel Policies

Kristi Helsel explained to the board that due to our employee count reaching 50+ we have added FMLA back into policies to be compliant with DOL. Last month we proposed to remove the FFCFRA, the day of the meeting we received correspondence that we could voluntarily extend it through December 31, 2021. The BOD approved to keep it in the policy. Since that time with new hires onboarding and our count reaching 50+ the details of the FFCRA and FMLA would now put the agency in a position to possibly have to pay a portion of an employee's salary even though they may not have leave accrued. We propose to remove the FFCRA completely. The organizational chart has been updated to take supervision away from all EHSCCP managers. The Garden Manager will supervise all Garden Assistants. The Personnel Committee met to review & approved the changes Jeanie Reed made a motion to approve the amended Personnel Policies effective April 26, 2021. Clark McKeon seconded the motion and a roll call vote was taken. Motion was passed 13-0

Insurance

John Ann stated that Philadelphia Insurance Company has again been selected and presented their proposal for renewal of our agency Insurance. John Ann explained that the proposed total program premium has increased from \$63,504.00 to \$69,401.00 from last year. We have added two trailers & a vehicle to the policy. Kim Harnar made a motion to approve the proposed Insurance renewal from Philadelphia Insurance Company. Misty Bingham seconded the motion and a roll call vote was taken. Motion was passed 13-0

Board of Directors Policies

John Ann related to the Board of Directors that the organizational standards require that the Board of Directors and the agency meet all oversight for roles and responsibilities, CEO succession plan, and the process for selection of board members, including the democratic process for selecting low-income board members. Clark McKeon made a motion that the Board of Directors has reviewed and approves the policies as presented. Bobbi Parris seconded the motion and a roll vote was taken. Motion was passed 13-0

EFSP Phase 38 Cherokee County

The Agency was awarded \$1,589.00 in Cherokee County Emergency Food and Shelter Program funds. These funds will be used to provide emergency rent and utility payments to clients in Cherokee County. Jeanie Reed made a motion to approve the budget for the Phase 38 EFSP grant for Cherokee County. Patsy Winn seconded the motion. Roll call vote was taken & motion passed 13-0.

EFSP Phase 38 Cherokee County Salvation Army

The Agency was awarded \$1593.00 in Cherokee County Salvation Army Emergency Food and Shelter Program funds. These funds will be used to provide emergency rent and utility payments to clients in Cherokee County. Kim Harnar made a motion to approve the budget for the Phase 38 EFSP grant for Cherokee County Salvation Army. Misty Bingham seconded the motion. Roll call vote was taken, motion passed 13-0.

Agency Lease Agreement with Team W for Childcare Facility

Suzie Powers explained that NEOCAA is requesting consideration and approval on a lease agreement with Team W Real Estate for childcare expansion facilities in response to the COVID pandemic and EHSCCP administrative office relocation for property located at 1315 S Main Street in Jay, OK. John Ann added that this is also one of our Needs Assessment items for the CARES Grant to fulfill. Jeanie Reed made a motion to approve the lease agreement between NEOCAA and Team W Real Estate effective May 1, 2021. Patsy Winn seconded the motion. Roll call vote was taken, motion passed 13-0.

Risk Assessment Results

John Ann explained that the Risk Assessment Committee met on April 21, 2021 to go over current risks within the agency. The results are used to strengthen the overall security of the agency. It was the committees conclusion that the agency was adequately protected. The Risk Assessment results were including in the packets for the board to review. Scott Van Hoose made a motion to approve the Risk Assessment Results. Kim Harnar seconded the motion and a roll call vote was taken. Motion passed 13-0.

EHS-CCP Contract with Itty Bitty City Child Care

Suzie Powers stated that EHS-CCP would like to partner with Jennifer Trease & Itty Bitty City Child Care in Commerce, Ok. This is a large family child care home licensed

to provide care for up to 12 children. The contract was signed on April 14, 2021 by Jennifer Trease, Owner/Director of Itty Bitty City Child Care. Patsy Winn made a motion to approve the new partner EHS-CCP contract with a start date of April 14, 2021. Jeanie Reed seconded the motion. Roll call vote was taken, motion passed 13-0

Amended EHS & EHS-CCP By-Laws

EHS & EHS-CCP is requesting Consideration and Action as needed on EHS-CCP for By-Law changes. Suzie powers explained that we are reducing the required number of representatives and alternates in part to our success in attendance at meetings this year. For child care homes we will require 1 representative and 1 alternate with 12 or less slots and for centers we will require 2 representatives and 2 alternates per center. Lona Hampton made a motion to approve the EHS & EHS-CCP Policy Council By-Law changes. Jeanie Reed seconded the motion. Roll call vote was taken, motion passed 13-0

EHS/EHS-CCP Policy Council Business & Monthly Reports

EHS/EHS-CCP Policy Council met on April 19, 2021 to review & approve the monthly reports for March 202, which includes monthly credit card expenditures, CACFP reports, enrollment, attendance, and disabilities reports. Scott Van Hoose made a motion to approve the Policy Council business & monthly reports. Lona Hampton seconded. Roll call vote was taken, motion passed 13-0.

Items Over \$5000.00

a. Insurance Renewal

The Philadelphia Insurance Company has presented their proposal for renewal of our liability & property insurance. A copy of the renewal was attached for the Boards review. Clark McKeon made a motion to approve the Philadelphia Insurance Company's Liability Insurance renewal policy which will total \$69,401. Kim Harnar seconded the motion and a roll call vote was taken. Motion was passed 13-0.

b. Green House

After the BOD previously approved NEOCAA Garden Project for \$10,000 to purchase a green house, expenses have increased. Jeff Stout explained that trucking, shipping and expenses are changing daily. The Garden project is requesting approximately \$15,000 to purchase all materials & pay for trucking to get it here. Lona Hampton made a motion to approve this purchase over \$5000.00 to purchase a greenhouse for the Garden Project. Scott Van Hoose seconded the motion. Roll call vote was taken & motion passed 13-0

Discussion Items

OHFA Monitoring Results

John Ann revealed to the BOD that it was all clear, there were no findings.

RX Monitoring

John Ann noted that the RX monitoring report has not been received and will be presented at the May board meeting.

APR Report

Lindi discussed the procedures of creating the APR report & how all departments work together to get the results. She added it has been submitted to ODOC.

Customer Satisfaction Survey

John Ann discussed the latest results of the customer satisfaction survey that is given to each client that is served by NEOCAA. There were very favorable results.

Announcements

There were no announcements.

New Business

There was no new business

Adjournment

At this time Lona Hampton made a motion to adjourn. Patsy Winn seconded the motion and roll call vote was taken. Meeting adjourned at 1:26 p.m.

 5-25-21
Board Chair Date

 6/29/21
Secretary Date