

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
SPECIAL BOARD MEETING MINUTES
Teleconference
March 29, 2021

The NEOCAA board meeting, via teleconference was called to order at 12:00 p.m. on March 29, 2021. Roll call determined the following members to be present: Gary Buchanan, Misty Bingham, Bobby Parris, Clark McKeon, Jeanie Reed, Kim Roblyer, Mike Lillie, Scott Van Hoose, Rebecca Jim, Lona Hampton, Kim Harnar and Meagan Hamby. A quorum of 11 was present. Meagan Hamby was approved by the Board of Directors on Agenda item 8, after she was approved as the At-Large Board Position the quorum was 12.

Rebecca Jim conducted the meeting via teleconference.

February 25, 2021 Special Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Jeanie Reed made a motion to approve the February 25, 2021 special board meeting minutes Lona Hampton seconded the motion, roll call vote was taken, motion passed 11-0.

Management Report for February 2021

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

NEOCAA Financial Reports February 2021

Tisha went over the financials via telephone. Scott Van Hoose made a motion to approve the February financial reports as presented. Misty Bingham seconded the motion. Roll call vote was taken & motion passed 11-0.

Appointing Authority for the Low-Income Sector in Adair County

John Ann explained that the Governance Committee met & recommends the Safe House Foundation in Stilwell to be the Appointing Authority. The Safe House Foundation has agreed to serve as the appointing authority for the low-income sector in Adair County. They plan to meet to appoint a representative for this position on the board of directors. Kim Roblyer made a motion to approve the Safe House Foundation to serve as the appointing authority for the low-income sector in Adair County. Mike Lillie seconded the motion. Roll call vote was taken, motion passed 11-0.

Board Member Reappointment

John Ann explained that the Safe House Foundation in Stilwell has agreed to serve as the appointing authority for the low-income sector in Adair County. They plan to meet in April to appoint a representative to serve in this position, but unable to do so before our board meeting. John Ann asked the board to table this item. Jeanie Reed made a motion to table this agenda item. Lona Hampton seconded the motion. Roll call vote was taken, motion passed 11-0.

Board Member appointment for At-Large Representative

John Ann explained that Senator Bergstrom is the appointing authority for the At-Large position on the NEOCAA Board of Directors. Kim Williams resigned, leaving a vacancy for this position. Senator Bergstrom appointed Meagan Hamby to serve as the representative for the at-large position. Lona Hampton made a motion to endorse Meagan Hamby to serve on the NEOCAA board of directors. Jeanie Reed seconded the motion. Roll call vote was taken, motion passed 11-0.

Board Member appointment for Low-Income Sector of Cherokee County

The appointing authority for the low-income sector of Cherokee County is the Hope House. The Hope House held an election and elected Laura Garner to serve on the NEOCAA Board of Directors. Misty Bingham made a motion to approve Laura as the representative for the low-income sector in Cherokee County. Bobbi Parris seconded the motion. Roll call vote was taken, motion passed 12-0.

Fraud Risk Assessment

The agency Fraud Risk Committee met to consider items for review and analysis for this year's fraud risk assessment. The staff suggested oversight on the gardens & greenhouse project. It was recommended that gardens be selected due to relocating & expanding. The recommendations were presented to the Budget & Finance Committee & they agreed scrutiny should be given to this program this fiscal year.

Kim Roblyer made a motion to approve the recommendations from the agency staff & Budget & Finance Committee. Bobbi Parris seconded the motion, roll call vote was taken, and motion passed 12-0.

Amended Personnel Policy

Kristi Helsel expressed that the agency received updates before the board meeting and recommended to extend the FFCRA leave through March 31, 2021. Kristi asked that the board approve the updated Organizational chart, the updated Early Head Start salary scale to reflect current rates & we also added two additional holidays to the child care holiday schedule. Bobbi Parris made a motion to approve the amended Personnel Policy. Jeanie Reed seconded the motion, roll call vote was taken. Motion passed 12-0.

Amended ESG Policy

John Ann explained that the ESG policies have been reviewed and recommends amending the policy to reflect grant regulations. Changes include, Page 3; HUD waived the monthly case manager meeting until September 30, 2021 for ESG 2020 for the duration of ESG CR, Page 10; the declining scale has been waived for participants receiving assistance with ESG CR funds, Page 14; the length of total ESG assistance has been updated to reflect the change in 24 CFR 576.106 (a) limiting the total number of months a program participant can receive assistance, Page 15; HUD has waived the required 90 day re-evaluation until March 31, 2022 so long as the recipient conducts the required re-evaluation not less than once every six months, Page 17 the length of total ESG assistance was updated to reflect the change in 24 CFR 576.106 9a0 limiting the total number of months a program participant can receive rental assistance, Page 25; the requirement relating to the Fair market Rent is waived so long as the rent complies

with HUD's standards for rent reasonableness, Page 27; a section relating to the ODOC's allowance of landlord incentives for ESG-CR funding was added, Page 29; the ESG P&P revision due to COVID-19 effective April 1, 2020 was updated to remove the expiration date of December 31, 2020. Jeanie Reed made a motion to approve the amended ESG Policy. Clark McKeon seconded motion. Roll call vote was taken, motion passed 12-0.

EHS-CCP Continuation Application

Suzie Powers asked the board for consideration and approval of the EHS-CCP Continuation Application for the FY-21 grant period of August 1, 2021 through July 31, 2022, Grant #06-HP-000295. Lona Hampton made a motion to approve the EHS-CCP Continuation Application. Bobbi Parris seconded the motion. Roll call vote was taken, motion passed 12-0

Board of Director's Committee Members

John Ann explained that pursuant to the agency By-Laws, the Board of Directors' committee members need to be elected each year.

Governance Committee Members

Mike Lillie made a motion to approve Patsy Winn, Brian Wagnon, and Scott Van Hoose for the Governance Committee. Lona Hampton seconded the motion, roll call vote was taken, Approved 12-0

Budget & Finance Committee Members

Lona Hampton made a motion to approve Scott Van Hoose, Kim Roblyer, and Kim Harnar for the Budget & Finance Committee. Jeanie Reed seconded the motion, roll call vote was taken, approved 12-0.

Risk Assessment Committee Members

Clark McKeon made a motion to approve Scott Van Hoose and Kim Harnar for the Risk Assessment Committee. Misty Bingham seconded the motion roll call vote was taken & approved 12-0.

Strategic Plan Committee Members

Clark McKeon made a motion to approve Brian Wagnon, Clark McKeon & Misty Bingham for the Strategic Plan Committee. Jeanie Reed seconded the motion roll call vote was taken & approved 12-0.

Personnel/Affirmative Action Committee Members

Jeanie Reed made a motion to approve Jeanie Reed, Rebecca Jim, Clark McKeon, Bobbi Parris and Kim Roblyer for the Personnel/Affirmative Action Committee. Clark McKeon seconded roll call vote was taken, & approved 12-0.

CSBG OADP Discretionary Funds for VITA

John Ann revealed that the Oklahoma Association of Community Action Agencies partners with ODOC, the IRS and the Oklahoma Community Action Network to provide asset development programs for Oklahoma. OKACAA has provided a new contract for funding in the amount of \$13,947.37 in funds for February 1, 2021 through August 31,

2021. These funds will subsidize a portion of the agency's costs for free tax preparation assistance. Misty Bingham made a motion to approve the CSBG OADP funds for VITA. Bobbi Parris seconded the motion. Roll call vote was taken, motion passed 12-0.

EHS COLA

EHS is requesting consideration and approval on the EHS cost of living application for the FY-21. This is a COLA application for a 1.22% increase in employee's salaries. Lona Hampton made a motion to approve the 1.22% cost of living application. Mike Lillie seconded the motion. Roll call vote was taken, motion passed 12-0

EHS-CCP

EHS-CCP is requesting consideration and approval on the EHS-CCP cost of living application for FY-21. This is a COLA application for a 1.22% increase in employee's salaries. Jeanie Reed made a motion to approve the 1.22% cost of living application. Clark McKeon seconded the motion. Roll call vote was taken, motion passed 12-0

Agency COLA

The agency will receive additional funds from the Office of Head Start to provide a 1.22% Cost of Living Adjustment for the Early Head Start & Early Head Start/Child Care Partnership staff. The agency proposes to provide the same COLA to the remainder of the staff. It is expected that the cost will not exceed \$12,716.60 for the remaining staff. These funds will be budgeted from the grant in the agency or unrestricted funds & will be included in the agency's operating budget. Kim Harnar made a motion to approve a Cost of Living Adjustment for all employees for a 1.22% salary increase. Bobbi Parris seconded the motion. Roll call vote was taken, motion passed 12-0.

EHS & EHS-CCP Policy Council Reports

Suzie Powers stated that the Policy Council monthly operational reports for February 2021, including monthly credit card expenditures, CACFP, enrollment, attendance & disabilities reports were attached for board review and approval. Jeanie Reed made a motion to approve monthly operational reports for February 2021. Kim Harnar seconded the motion, and roll call vote was taken, motion passed 12-0.

Fair Housing Month Proclamation

Cameron Dozier expressed that HUD regulation encourage all agencies to providing housing support using federal monies to actively assist clients to understand and advocate for Fair Housing practices for themselves. NEOCAA staff and Board of Directors actively promote Fair Housing throughout the year and highlight this support during the month of April which has been declared Fair Housing Month. Clark McKeon made a motion to support efforts throughout the year that promote Fair Housing in the five county area the agency serves and declares a proclamation of April as Fair Housing Month. Bobbie Parris seconded the motion and roll call vote was taken. Motion passed 12-0.

Items over \$5000.00

a. Canopy/Cantilever

EHS-CCP is requesting approval to purchase and the instillation of a new canopy (cantilever) at all 5 partnership sites. The canopies provide shade on the playground. The Cost is \$15,566 per canopy. Mike Lillie made a motion to approve the expenditure over \$5000.00 to for canopy/cantilevers at all 5 partnership sites. Lona Hampton seconded the motion, and roll call vote was taken. Motion passed 12-0.

b. New Greenhouse

The NEOCAA Gardens is requesting approval to purchase a new green house. The purpose of the greenhouse is to start seeds until ready to transplant into six packs. It will be used to raise produce inside from early fall until early spring. The total cost will be approximately \$10,000. Jeanie Reed made a motion to approve the purchase over \$5000.00 for the purchase of a green house. Clark McKeon seconded the motion. Roll call vote was taken, motion passed 12-0

New Business

John Ann explained that the agency had no new business to discuss.

Discussion

- John Ann revealed the Oklahoma Department of Commerce administered a desktop monitoring of our DOE 20 weatherization contract on February 1-3, 2021. She added that no problems were noted during the review.
- Lindi Conover-Thompson reported that the APR report will be provided at the April Board meeting.

Adjournment

Clark McKeon made a motion to adjourn the teleconference meeting at 1:02 p.m. Mike Lillie seconded the motion and roll call vote was taken. Motion passed 12-0.

 6/29/21
Board Chair Date

 6/29/21
Secretary Date