

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
March 27, 2023

The NEOCAA board meeting was called to order at 12:05 p.m. on March 27, 2023. Roll call determined the following members to be present: Gary Buchanan, Sandye Berga, Bobbi Parris, Kim Roblyer, Mike Lillie, Rebecca Jim Lona Hampton and Meagan Hamby a quorum of 8 was present. Kim Harnar arrived at 12:08 making the quorum 9.

Rebecca Jim conducted the meeting.

John Ann announced that Misty Deffenbaugh, the representative from the public sector in Craig County resigned & read her resignation letter to the board of directors.

**February 27, 2023 Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Kim Roblyer made a motion to approve the February 27, 2023 board meeting minutes Mike Lillie seconded the motion. Motion Passed 9-0

**Management Report for February 2021**

John Ann mentioned that Gail Sperry recently was named Outstanding Training Instructor for non-traditional students. The ceremony was held at the state capital. Toms Woods and Senator Blake Stephens were on hand for the ceremony.

**NEOCAA Financial Reports February 2023**

Tisha went over the February financials via telephone. Mike Lillie had questions about a few line items, Tisha answered all questions & clarified any concerns he had. Mike Lille made a motion to approve the February financial reports as presented. Sandye Berga seconded the motion. Motion passed 9-0.

**Low-Income Representative for Delaware County**

John Ann explained that the Home of Hope is the appointing authority for the low-income sector for Delaware County. The Home of Hope met on February 16, 2023 and elected Kathie Benson as the representative to the Northeast Oklahoma Community Action Agency Board of Directors & Christy Youngblood as the alternate. Kim Harnar made a motion to approve the election of Kathie Benson as the representative for the low-income sector in Delaware County & Christy Youngblood as the alternate. Kim Roblyer seconded the motion. Motion passed 9-0. Kathie Benson was present to accept the position & at 12:52. The members present totaled 10.

**Low-Income Representative for Cherokee County**

John Ann explained that the agency had a vacancy for a member to represent the low-income sector in Cherokee County. After approving the Tahlequah Men's Shelter as the appointing authority, John Ann reached out for them to hold a meeting and elect a representative. The Tahlequah Men's s Shelter met on February 20, 2023 and elected Sam Bradshaw as the representative to the Northeast Oklahoma Community Action Agency Board of Directors. Lona Hampton made motion to approve the election of Sam Bradshaw as the representative for the low-income sector in Cherokee County. Meagan

Hamby seconded the motion. Motion passed 10-0. Sam Bradshaw was present to accept the position & at 12:53. The members present totaled 11.

### **Private Sector Representative for Cherokee County**

John Ann explained that Cherokee Nation is the appointing authority for the Private Sector in Cherokee County. Brian Wagnon's term expired in January 2023. Chief Chuck Hoskins nominated Brian to continue to serve on the Northeast Oklahoma Community Action Agency Board of Directors. Kim Roblyer made a motion to approve the reappointment of Brian Wagnon to represent the private sector in Cherokee County. Kim Harnar seconded them motion. Motion passed 11-0. Brian was present to accept the position & at 12:55. The members present totaled 12.

### **Fraud Risk Assessment**

John Ann explained that the Fraud Risk Committee met on March 23, 2023 at 10:00 am. & discussed Fraud Risk concerns. The committee was asked for their input on potential areas of concern that may exist within the agency. Agency staff recommended that the agency focus our attention on the agency inventory. One area of concern was during our annual review of the inventory it was brought to our attention the process in which computers & items over \$500 was purchased and inventoried was lacking. To improve our process, we added that laptops, printers, and computers systems will be ordered through the Housing/safety/ Facilities Director only. The Housing/Safety/Facilities Director and the Administrative Assistant will complete an initial inventory of these items before delivering them to the designated center, office and/or assigned personnel. All other purchased over \$500 should not leave the office or go to any department until it is inventoried by the Administrative Assistant. Additionally, the process for purchase orders was also discussed and the business manager and administrative assistant will be the responsible parties to implement these changes. Bobbi Parris made a motion to approve the recommendations from the fraud risk committee. Kim Roblyer seconded the motion & motion passed 12-0.

### **ARPA for Non-Profits Relief Program**

The Oklahoma State Legislature designated the Department of Commerce to distribute \$25 million in American Rescue Plan (ARPA) funds for Non-Profit agencies who were adversely affected by the COVID pandemic. Agencies that could prove a loss in revenue were eligible to apply. NEOCAA was awarded \$75,000.00 to be used as the agency determined to assist in the survival and stability of non-profit organizations for economic support. Kim Roblyer made a motion to approve the \$75,000.00 ARPA funds to be used to defray agency expenses. Mike Lillie seconded the motion and 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-23-24 grant. Grant #06-HP-000295. Lona Hampton made a motion to approve the EHS-CCP Continuation Application for program year renewal 2023/2024. Gary Buchanan seconded the motion. Motion passed 12-0.

### **EHS COLA & QI**

Suzie Powers asked the board of directors for consideration and approval on the EHS 5.6% COLA & Quality Improvement Application for FY23. Kim Harnar made a motion to approve the EHS COLA & Quality Improvement Application for FY23. Kim Roblyer seconded the motion. Motion carried 12-0.

### **EHS-CCP COLA & QI**

Suzie Powers asked the board of directors for consideration and approval on the EHS-CCP 5.6% COLA & Quality Improvement Application for FY23. Brian Wagnon made a motion to approve the EHS-CCP COLA & Quality Improvement Application for FY23. Gary Buchanan seconded the motion. Motion carried 12-0.

### **EHS & EHS-CCP Business**

Suzie Powers went over the operational reports for February, 2023, as approved by the Policy Council. The reports include monthly credit card expenditures, CACFP reports, enrollment, attendance, in-kind and disability reports. Meagan Hamby made a motion to approve the EHS & EHS-CCP business & monthly as presented by the Policy Council. Lona Hampton seconded the motion. Motion carried 12-0.

### **Grand Savings Bank Signatories**

John Ann Thompson explained that Meagan Hamby was selected to carry out the term as treasurer for Jeanie Reed & we would need to add her as signer for checks & banking business at Grand Savings Bank. Kim Roblyer made a motion to approve Meagan Hamby as a signer & the signatories would be as follows: Rebecca Jim, Chairman of the Board, Meagan Hamby, Treasurer, Gary Buchanan, Secretary and John Ann Thompson, Executive Director. Bobbi Parris seconded the motion & motion carried 12-0.

### **Audit Service Contract FYE April 30, 2023**

John Ann related that the agency had sent letters requesting bids for our FYE 2023 audit to over 80 CPA firms in Oklahoma. We received one back, which was Saunders & Associates. Mike Lillie made a motion to approve the proposal for our annual audit from Saunders & Associates. Kim Roblyer seconded the motion. Motion carried 12-0.

### **Committee to address Executive Director Evaluation Procedures**

It was recommended that a committee be formed to examine the procedures and tools used for annual evaluation and compensation of the Executive Director. The personnel committee met & recommended the following: Gary Buchanan, Ron Cambiano, Mike Lillie, Bobbi Parris, Lona Hampton & Kim Harnar. Gary Buchanan, Mike Lillie, & Kim Harnar accepted to serve on the committee. Kim Roblyer made a motion to approve Gary Buchanan, Mike Lillie, & Kim Harnar to serve on the committee. Rebecca Jim will follow up with Ron Cambiano to see if he would like to serve as well. Brian Wagnon seconded the motion. Motion passed 12-0.

### **Agency Cost-of Living Increase**

John Ann explained that the Agency will receive additional funds from the Office of Head Start to provide a 5.6% Cost of living for Early Head Start & Early Head Start/Child Care Partnership staff. The agency proposes to provide the same COLA to the remainder of the NEOCAA staff. The 5.6% increase in NEOCAA salaries will be approximately \$68, 439.28 annually. Gary Buchanan made a motion to approve the 5.6% cost-of-living (COLA) for NEOCAA staff, if funding is adequate. Brian Wagnon seconded the motion. Motion carried 12-0.

### **Fair Housing Month Proclamation**

John Ann Thompson expressed that HUD regulations encourage all agencies to provide 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. Brian Wagnon 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. Kim Roblyer seconded the motion. Motion passed 12-0.

### **Items over \$5000.00**

#### **a. Lakeshore Learning**

The EHS program would like to refurbish the playground to increase outdoor learning by purchasing new items. Mike Lillie made a motion to approve the purchase of playground supplies in the amount of \$25,410.04 from Lakeshore Learning. Kim Harnar seconded the motion. Motion passed 12-0.

### **New Business**


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


### **Discussion**

- John Ann explained that ODOC conducted a desktop monitoring for the Weatherization Program & DOE grant. She added that no problems were noted that needed corrective action. Meagan Hamby attended the exit interview & added that the monitors were very complimentary of our agency , weatherization staff & finance department.
- Tisha Davis, Chief Financial Officer presented detailed Fiscal Training to the board of directors.
- Lindi gave a strategic plan update to the board of directors.

### **Adjournment**

Kim Roblyer made a motion to adjourn meeting at 1:35 p.m. Bobbi Parris seconded the motion. Motion passed 12-0.

5/22/23  
Board Chair Date

05/22/2022  
Secretary Date