

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Regular BOARD MEETING MINUTES
February 28, 2022

The NEOCAA board meeting was called to order at 1:01 p.m. on February 28, 2022. Roll call determined the following members to be present: Misty Bingham, Bobbi Parris, Clark McKeon, Jeanie Reed, Mike Lillie, Brian Wagnon, Rebecca Jim, Lona Hampton, Kim Harnar and Meagan Hamby. A quorum of nine was present. Rebecca Jim conducted the meeting.

December 17, 2021 Board Meeting Minutes

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Misty Bingham made a motion to approve the December 17, 2021 regular board meeting minutes. Mike Lillie seconded the motion & it passed 9-0.

Management Report for January 2021

John Ann explained to the Board of Directors that Procedures are constantly changing due to COVID. Our childcare facilities are still in need of employees. John Ann stated that she wrote a discretionary grant to finance a new phone system. Our current system could not keep up with the volume of calls we were receiving. She added that she attended several zoom meetings this month, such as the COC meeting, ROMA module webinar, ESG roundtable, & the OKACAA meeting in OKC.

Financials Reports for November & December 2021

Tisha Nichols presented the financials to the NEOCAA Board via phone. She asked if there were any questions. Tisha stated that the January 2022 Financials were on the agenda, but needed to be tabled until our next meeting. Jeanie Reed made a motion to approve the financial reports for November & December 2021 & table the January 2022 reports. Lona Hampton seconded the motion and all were in favor. Motion passed 9-0.

Board appointment for the Public Sector in Adair County

John Ann explained Representative David Hardin is the appointing authority to the NEOCAA Board of Directors, which represents the public sector for Adair County. He accepted his role for this position and recommended Bobbi Parris serve as his alternate as he is in Oklahoma City serving as the state representative. Mike Lillie made a motion to approve David Hardin as the Appointing authority & his recommendation for Bobbi Parris to serve as the alternate for the Public Sector in Adair County. Kim Harnar seconded the motion. Motion passed 9-0. Meagan Hamby left the meeting after this item & Bobbi Parris was part of the quorum.

EHS/CCP COVID Re-Admittance Policy

Suzie Powers related to the Board of Directors that this policy was for COVID-19 re-admittance & exclusions. This policy will be followed at our centers & is in place to keep our centers open, but ensure our centers are safe for the children & staff. Mike Lillie made a motion to approve the EHS & EHS-CCP COVID 19 Re-Admittance and Exclusion policy. Misty Bingham seconded the motion. Motion passed 9-0.

EHS/CCP Non-Federal Share Waiver

Suzie Powers explained that EHS & EHS-CCP is requesting approval on the EHS Non-Federal Share Waiver for program year 2021-2022 for grant #06-CH-01453-21/22. A waiver must be completed if the program is unable to meet the 20% match amount for the program year. Brian Wagnon made motion to approve the EHS & EHS-CCP Non-Federal Share Waiver. Clark McKeon seconded the motion. Motion passed 9-0.

EHS Disabilities Waiver

Suzie related that EHS is requesting a disabilities waiver due to the program only serviced half of the required 10 % of services to children with disabilities. Jeanie Reed made a motion to approve the EHS Disabilities Waiver for grant year 2021-2022 grant. Mike Lillie seconded the motion. Motion passed 9-0.

EHS/CCP Illness Re-Admittance Policy

Suzie Powers related to the Board of Directors that this policy was for illness re-admittance. This Policy is in place to keep infection controlled by using good sanitizing procedures and by following the strictest exclusion and re-admittance policies. Bobbi Parris made a motion to approve the EHS & EHS-CCP Illness Re-Admittance Policy. Misty Bingham seconded the motion. Motion passed 9-0.

EHS & EHS-CCP Policy Council Business & Monthly Reports

Suzie Powers stated that the Policy Council monthly operational reports for December & January 2021, including monthly credit card expenditures CACFP, enrollment, attendance & disabilities reports were reviewed and approved by the Policy Council and needs NEOCAA Board of Directors approval. After review, Mike Lillie made a motion to approve all EHS & EHS-CCP policy council reports. Brian Wagnon seconded the motion. Motion passed 9-0.

2022 Affirmative Action Plan

The Annual Affirmative Action Plan has been completed. The Affirmative Action Committee met. Lindi Conover-Thompson presented a summary of the plan & a copy of the 2022 Affirmative Action Audit Plan was available to the board of directors for review. Jeanie Reed made a motion to approve the Affirmative Action Plan dated January 2022. Kim Harnar seconded the motion and all were in favor. Motion passed 9-0.

Board Orientation of New Board Members

John Ann related to the board that the CSBG Organizational Standards require a process to provide a structured orientation for governing board members within 6 months of being seated. Misty Bingham made a motion to approve the process for orientation of new board members. Brian Wagnon seconded the motion and all were in favor. Roll call was taken, motion passed 9-0.

EHS Policy Council Member to NEOCAA Board of Directors

Policy Council met on December 10, 2021 & elected Chase Burleson to serve on the NEOCAA Board of Directors. Chase was unable to attend our board meeting to accept this position, so the Board of Directors voted to table this agenda item. Brian Wagnon made the motion to table this item. Jeanie Reed seconded the motion and all were in favor. Motion passed 9-0

CSBG CR Discretionary Funds for Tax Aide

John Ann related to the board that the agency requested a CSBG CR discretionary Grant in the amount of \$5,799.68 from the Oklahoma Department of Commerce. John Ann stated that the number of volunteers has decreased due to COVID, but the numbers of client needing assistance has not decreased. These funds will assist in hiring a part time aide to assist clients and ensure that tax returns are processed in a timely manner. Kim Harnar made a motion to approve the CSBG CR Discretionary funds for a tax Aide. Brian Wagnon seconded the motion. Motion passed 9-0.

CSBG CR Discretionary Grant for Phone System

The agency requested a CSBG Discretionary in the amount of \$6,715.66 from the Oklahoma Department of Commerce to assist with a new phone system. The funds will be used to pay to upgrade our current and outdated phone system. Mike Lillie made a motion to approve the CSBG CR Discretionary Grant for a phone system. Lona Hampton seconded the motion and motion passed 9-0.

ESG Policies & Procedures Addendum

John Ann related to the board that the ESG Policies have been updated to include the Emergency Solutions Grant '21 waivers to be in effect until March 31, 2022 & are instituted as a result of COVID-19. Brian Wagnon made a motion to approve the ESG Policies & Procedures Addendum. Jeanie Reed seconded the motion. Motion passed 9-0.

ESG Community Crisis Center Budget 2020 CR2

The Oklahoma Department of Commerce has awarded the agency additional funds for Emergency Solutions. The grant is in conjunction with the Community Crisis Center for a total of \$50,978.83. The funds will be utilized to purchase a vehicle & tag, tax, title. Jeanie Reed made a motion to approve the ESG Community Crisis Center Budget. Kim Harnar seconded his motion. Motion passed 9-0.

ESG Hope House Budget 2020 CR2

The Oklahoma Department of Commerce has awarded the agency additional funds for Emergency Solutions. The grant is in conjunction with the Hope House for a total of \$50,978.83. The funds will be to pay for case management for salaries. Brian Wagnon made a motion to approve the ESG Hope House Budget. Lona Hampton seconded his motion. Motion passed 9-0.

ESG Tahlequah Men's Shelter Budget 2020 CR2

The Oklahoma Department of Commerce has awarded the agency additional funds for Emergency Solutions. The grant is in conjunction with the Tahlequah Men's Shelter for a total of \$50,978.83. The funds will be utilized to purchase a vehicle for the Tahlequah Men's Shelter. Bobbi Parris made a motion to approve the ESG Tahlequah Men's Shelter Budget. Misty Bingham seconded his motion. Motion passed 9-0.

CSBG Budget for 1st & 2nd allocations

The agency has received notification of the first and second allocation of funds for the CSBG contract. The total allocation amount is \$226,738.00. Kim Harnar made a motion to approve the first and second allocation of funds in the amount of \$226,738.00. Bobbi Parris seconded, the motion passed 9-0.

Agency Line of Credit

John Ann related that the agency has a revolving line of credit with Grand Savings Bank that will need to be extended to cover issues with receivables on grant funds. The agency is asking for an extension for the line of credit in the amount of \$125,100 and a \$100.00 processing fee. Jeanie Reed made a motion to approve the extension on the line of credit in the amount of \$125,100.00 with Grand Savings Bank and the processing fee of \$100.00 Brian Wagnon seconded, the motion passed 9-0.

Expenditures over \$5000.00

- a. **Phone System:** They agency requested a CSBG Discretionary Grant in the amount of \$6,715.66 from ODOC to cover the cost of a new phone system. Misty Bingham made a motion to approve the expenditure over \$5000.00 to purchase and upgrade our phone system. Bobbi Parris seconded, the motion passed 9-0.
- b. **Central Heat/Air Replacement:** The weatherization program would like to purchase a Central Heat/Air for a client. The vendor is Air Wise & the total expenditure is \$5,950.00. Bobbie Parris made a motion to approve the expenditure over \$5000.00 to purchase a Heat/Air unit for a weatherization client. Kim Harnar seconded, motion passed 9-0.
- c. **EHS Laptop Computers**
Early Head Start would like to purchase new laptop computers for teaching staff & Center Directors. This expense will be approximately \$9000.00 Brian Wagnon made a motion to approve the purchase of laptop computers. Misty Bingham seconded the motion, motion passed 9-0.
- d. **Classroom Smart Board**
Early Head Start would like to purchase smart boards for the classrooms to stay up to date with current teaching technology. This expense will be approximately \$12,000 to \$13,000.00. Kim Harnar made a motion to approve the purchase of smart boards for the classrooms. Clark McKeon seconded, motion passed 9-0.
- e. **Temperature Kiosk**
Early Head Start would like to purchase temperature Kiosk to assist in temperature checks due to the pandemic. Kim Harnar made a motion to

approve the expenditure over \$5000.00 to purchase temperature kiosks. Clark McKeon seconded, the motion passed 9-0.

Executive Session

At this time Mike Lillie made a motion to go into executive session under the Open Meeting Act at 1:56 to discuss the evaluation and compensation of the Executive Director. Lona Hampton seconded the motion and all were in favor.

Return from Executive Session

A 2:15 Brian Wagon made a motion to return from executive session under the Open Meetings Act. Brian stated that the only items discussed were the Evaluation and Compensation of John Ann Thompson, Executive Director. Jeanie Reed seconded the motion and all were in favor.

Accept Evaluation of Executive Director

Kim Harnar made a motion to accept and approve the evaluation of the Executive Director that was discussed in Executive Session & approve a 2% raise for her compensation. Clark McKeon seconded the motion and motion passed 9-0.

Discussion


Every two years organizational standards require board training on Roles & Responsibilities. John Ann discussed the Board of Directors Roles & Responsibilities & the members watched a video; she went over agency nepotism, and those employees that were related. She also explained the CSBG & CSBG Cares monitoring reports were good, & we had no findings. John Ann discussed produce safety & protocols for the gardens.

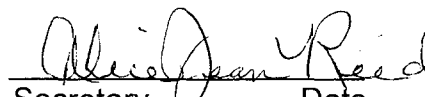
Tisha presented the Board of Director Fiscal Training.

Linda Conover-Thompson explained the Community Plan & Mission Statement. The mission statement must be reviewed with the board at least once every five years.

Adjournment

At this time Jeanie Reed made a motion to adjourn. Misty Bingham seconded the motion and the motion passed 9-0. The meeting adjourned at 2:30 p.m.


Board Chair 3-28-22
Date


Secretary 03/28/22
Date