

NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.
REGULAR BOARD MEETING MINUTES
February 26, 2024

The NEOCAA board meeting was called to order at 12:04 p.m. on February 26, 2024. Roll call determined the following members to be present: Gary Buchanan, Sharon Walker, Kathie Benson, Scott Van Hoose, Brian Wagnon, Meagan Hamby, Kim Harnar & Chase Burleson. A quorum of eight was present. Jake Stopp joined the meeting at 12:16 & Kathie Benson left the meeting at 12:17 keeping the quorum eight.

Brian Wagnon, Vice Chairman conducted the meeting.

January 29, 2024 Board Meeting Minutes

Brian asked the Board if there were any additions or corrections to the minutes. John Ann suggested changing the guest John Haynes to Jim Haynes. Kim Harnar made a motion to approve the January 29, 2024, regular board meeting minutes with the above-mentioned correction. Chaise Burleson seconded the motion. Motion passed 8-0.

Management Report for January 2024

John Ann stated that the management reports were given to the board of directors prior to the meeting & asked if there were any questions or concerns. There were none.

Financials Reports for January 2024

Tisha Nichols presented the financials to the NEOCAA Board via phone. She asked if there were any questions. Meagan Hamby made a motion to approve the financial reports for January 2024. Sharon Walker seconded the motion, and all were in favor. Motion passed 8-0.

Representative for the Public sector in Cherokee County

John Ann explained that the Governance Committee met to discuss the re-appointment of Ron Cambiano for public sector of Cherokee County, however Ron decided to resign from the Board of Directors. The Board of Directors voted to table this item as another representative will be sought. Kim Harnar made the motion to table this item. Chaise Burleson seconded the motion, motion carried 8-0.

Board appointment for the Public Sector in Ottawa County

Representative Steve Bashore is the appointing authority for the board of directors' member representing the public sector in Ottawa County. Steve Bashore recommended the appointment of Jim Haynes to the Board of Directors. The Governance committee met & agreed to accept Representative Steve Bashor's recommendation. Scott Van Hoose made a motion to accept the appointment of Jim Haynes to the Board of Directors. Kim Harnar seconded the motion. Motion carried 8-0.

After voting to approve Jim Haynes to the Board of Directors, our quorum changed to 9.

Board Appointment for the Low-income Sector in Delaware County

John Ann expressed The Home of Hope is the appointing entity for the low-income sector in Delaware County. She reached out to them to conduct a meeting to re-elect Kathie Benson or another representative to the NEOCAA Board of Directors. We did not get the documentation needed before our meeting, John Ann asked to table this item. Gary Buchanan made a motion to table this item for our next board meeting. Scott Van Hoose seconded. Motion carried 9-0.

Board Appointment for the Public Sector in Craig County

John Ann explained that Tammy Malone, Craig County Clerk has recommended the re-appointment of Sharon Walker to the Board of Directors. She will continue to represent the public sector in Craig County. Scott Van Hoose made a motion to approve the re-appointment of Sharon Walker. Meagan Hamby seconded the motion. Motion carried 9-0.

Board Orientation Process

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. Scott Van Hoose made a motion to approve the process for orientation of new board members. Kim Harnar seconded the motion, and all were in favor. motion passed 9-0.

EHS & EHS-CCP Policy Council Business & Monthly Reports

Suzie Powers discussed the Policy Council monthly operational reports for January, 2024 including monthly credit card expenditures CACFP, enrollment, attendance & disabilities reports. After review, Scott Van Hoose made a motion to approve all EHS & EHS-CCP policy council reports for January 2024. Gary Buchanan seconded the motion. Motion passed 9-0.

Amended By-Laws

John Ann stated that after review of our Agency By-Laws for another unrelated issue, that we noticed that under code of conduct and conflict of Interest, it stated that former employees of the corporation may not serve on the Board of Directors. The Governance committee met & recommended revising the agency by-laws to state that **former employees of the corporation may serve on the Board of Directors after a period of five years has expired**. Meagan Hamby made a motion to approve the revised by-laws. Sharon Walker seconded the motion. Motion carried 9-0.

RX Oklahoma Contract 19388 PDP 23

The agency received notification that a new contract to provide assistance to low-income families in need of free or inexpensive medications through RX Oklahoma was approved. Meagan Hamby made a motion to approve the budget in the amount of \$19,314.00 for a contract to participate in the RX Oklahoma prescription assistance program.

EHS & EHS-CCP Non-Federal Share Waiver

Suzie Powers related to the board that the EHS program is required to meet a non-federal share amount of 20% of grant award. The grant was awarded in Early Head Start funds

and 20% match amount is \$109,486. If the grant is unable to meet this obligation the program is required to request a waiver of the unmet amount. The program is requesting a Non-Federal share waiver in the amount of \$73,003.00. Kim Harnar made a motion to approve the Non-Federal Share Waiver in the amount of \$73,003.00. Jake Stopp seconded the motion. Motion passed 9-0.

EHS & EHS-CCP Policies & Procedures

Suzie Powers related to the board that she and the program managers continue to review and update program policies and procedures. Below are updates to Performance standards:

1302.52 – Family Partnership Services

1302.90(c) (1)(v), 1302.47(b)(5)(iii), and 1303.72(a)(3) – Incident Reporting Policy

1302.61 (b) –Additional services for Children

Jake made a motion to approve the EHS & EHS-CCP updates to the Program Policies & Procedures as presented. Gary Buchanan seconded the motion. Motion carried 9-0.

EHS-CCP New Partner

Suzie Powers related that the EHS-CCP program has a new partner to add to the partnership program. Little Lights Home Childcare is a large family childcare home in Grove, OK. The maximum per childcare the program is licensed to care for is twelve and the maximum number of EHS-CCP slots she is eligible for is seven. Meagan Hamby made a motion to approve the EHS-CCP partnership contract between NEOCAA, INC. and Heather Dysart-Little Lights Home Childcare. Chaise Burleson seconded the motion. Motion carried 9-0.

EHS-CCP Office Lease

Suzie Powers stated the EHS-CCP management team will begin the process of relocating to a new office building located at 337 S. 6th St Jay, Ok 74346 beginning March or April of 2024. The rent will be \$750.00 per month plus the cost of utilities. Chaise Burleson made a motion to approve the lease agreement for EHS-CCP office space. Meagan Hamby seconded the motion. Motion carried 9-0.

Expenditures over \$5000.00

- a. **Teaching Strategies:** EHS & EHS-CCCP programs would like to purchase Teaching Strategies Gold. This is the database used for classroom observations, assessment data, curriculum resources and Ready Rosie Resources for parents. The yearly cost for access to the Teaching Strategies resources and assessment portfolio subscription is \$8,961.50. Scott Van Hoose made a motion to approve the expense. Kim Harnar seconded the motion. Motion carried 9-0.
- b. **Greenhouse:** Produce & Posies has applied for a DHS Food Insecurity Grant. If the grant is approved, we would like to purchase a greenhouse from BWI.

The approximate cost is \$20,652.48. Jake Stopp made a motion to approve the expense over \$5000.00 to purchase a greenhouse. Meagan Hamby seconded the motion. Motion passed 9-0.

- c. **Produce Tables:** Produce & Posies has applied for a DHS Food Insecurity Grant. If the grant is approved, we would like to purchase produce display tables from Lemon Tree. The approximate cost is \$6,592.72. Kim Harnar made a motion to approve the purchase & expense. Gary Buchanan seconded the motion. Motion passed 9-0.
- d. **Produce Racks & Display Stands:** Produce & Posies has applied for a DHS Food Insecurity Grant. If the grant is approved, we would like to purchase produce racks & display stands. The vendor is Nelsons & the approximate cost is \$10,331.83. Meagan Hamby made a motion to approve the purchase of produce racks & display stands. Kim Harnar seconded the motion. Motion carried 9-0.
- e. **Produce Coolers:** Produce & Posies has applied for a DHS Food Insecurity grant. If the grant is approved, we would like to purchase Produce open air coolers. The vendor is Katom & the approximate cost is \$8,352.81. Kim Harnar made a motion to approve the expense for open air coolers. Gary Buchanan seconded the motion. Motion carried 9-0.
- f. **HVAC:** The agency would like approval to replace an HVAC system for a weatherization client. The expense will cost approximately \$6,803.08 & the vendor is Air Dixon. Kim Harnar made a motion to approve the expenditure over \$5000.00. Jake Stopp seconded the motion. Motion carried 9-0.

Discussion

John Ann and Cameron Dozier explained that the 2023 OHFA Home monitoring's were conducted on contract 1307-10 with no programmatic compliance issues that required corrective action. John Ann went over agency nepotism & who was related. Lindi gave an overview of the Community Needs Assessment and that it is part of the Community Action Plan, which will be presented to the Board of Directors at the March board meeting. Tisha presented the Board of Directors Fiscal Training via phone. There was discussion on presenting a more detailed financial report to the Board of Directors for approval each month, that would give a more detailed view of the expenditures and actuals.

New Business

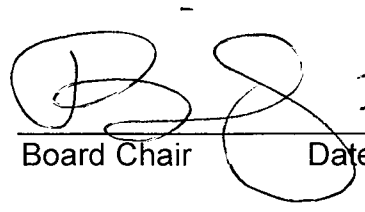
None

Announcements

None

Adjournment

At this time Scott Van Hoose made a motion to adjourn. Meagan Hamby seconded the Motion passed 9-0. The meeting was adjourned at 1:30 p.m.

 3/25/24
Board Chair Date

 3/28/24
Secretary Date