

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**REGULAR BOARD MEETING MINUTES**  
March 28, 2022

The NEOCAA board meeting was called to order at 12:34 p.m. on March 28, 2022. Roll call determined the following members to be present: Misty Bingham, Bobbi Parris, Clark McKeon, Jeanie Reed, Kim Roblyer, Scott Van Hoose, Rebecca Jim Lona Hampton, and Kim Harnar. A quorum of 10 was present

Rebecca Jim conducted the meeting.

**February 28, 2022 Board Meeting Minutes**

Rebecca asked the Board if there were any additions or corrections to the minutes. There were none. Scott Van Hoose made a motion to approve the February 28, 2022 board meeting minutes Bobbi Parris seconded the motion. Motion Passed 10-0

**Management Report for February 2021**

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

**NEOCAA Financial Reports January & February 2022**

Tisha went over the January & February financials via telephone. Scott Van Hoose made a motion to approve the January & February financial reports as presented. Jeanie Reed seconded the motion. Motion passed 10-0.

**Policy Council Representative & Alternate to NEOCAA Board of Directors**

Policy Council met on February 25, 2022 and selected Chase Burleson as the representative to NEOCAA Board of Directors & Terri Thomas as the alternate. Jeanie Reed made a motion to approve the representative & alternate to the NEOCAA Board of Directors. Lona Hampton seconded. Motion passed 10-0. Chase Burleson was present to accept the position & at 12:46 made the quorum 11.

**Fraud Risk Assessment**

John Ann explained that the Fraud Risk Committee met on March 22, 2022 & 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 COVID grant monies. One area of concern was the possibility of clients "double dipping" from other COVID resources other than our agency or trying to apply more often than is allowed. As part of the application process, the clients are asked if they have received assistance from other resources. The agency will keep stringent data entry policies and stay vigilant. Kim Roblyer made a motion to approve the recommendation to focus on COVID grant monies & the possibility of clients "double dipping" from other resources. Kim Harnar seconded the motion & motion passed 11-0.

**Agency Cost Allocation Plan**

Tisha Nichols explained that the Cost Allocation plan has been revised to cover one-time funding sources and the ability to retroactively process the administrative

allocation. Bobbi Parris made a motion to approve the changes to the Agency Cost Allocation Plan effective March 28, 2022. Misty Bingham seconded the motion and motion passed 11-0.

### **Amended ESG Policy**

John Ann explained that the U.S. Department of Housing and Urban Development released a notice prompting ODOC to create and release the ESG-CV program addendum to the implementation manual. NEOCAA has updated our ESG-CV policies to reflect the changes to the implementation manual. Misty Bingham made a motion to approve the addendum to the ESG-CV Policies as presented. Kim Harnar seconded the motion, motion passed 11-0.

### **ESG CR Funds for Community Crisis Center, Inc**

The Oklahoma Department of Commerce has awarded the Agency additional ESG-CR2 funds in conjunction with the Community Crisis Center, Inc. of Miami grant for a total of \$34,000.00. Kim Harnar made a motion to approve the additional \$34,000.00 in ESG CR2 Funds for the Community Crisis Center. Kim Roblyer seconded the motion & motion passed 11-0.

### **CSBG CARES Funds**

The Agency has received an award for additional funding in the amount of \$50,000 from the U.S. Department of Health & Human Services. These funds are awarded for the purpose of preventing, preparing for, or responding to the coronavirus. John Ann added the funds will be used for employment supports. Lona Hampton made a motion to approve the budget for CSBG CARES funding & authorizes the funds for the use of employment supports. Jeannie Reed seconded the motion. Motion passed 11-0.

### **EHS-CCP Continuation Application**

Suzie Powers asked the board for consideration and approval of the EHS-CCP Continuation Application for the FY-22 grant period of August 1, 2022 through July 31, 2023, Grant #06-HP-000295. Lona Hampton made a motion to approve the EHS-CCP Continuation Application. Kim Roblyer seconded the motion. Motion passed 11-0.

### **Lease Agreement with Team W Real Estate**

John Ann & Tisha explained that team W has increased the lease amount on the building at 1315 S Main Street based on the fair market rental value. The new monthly amount will be \$ 3000 per month. A new lease agreement was present for the Directors to review. Kim Harnar made a motion to approve the lease agreement effective March 22, 2022 and the lease term will begin on May 1, 2022. Scott Van Hoose seconded the motion. Motion passed 11-0.

### **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. She added that the Governance Committee met, but did not reach a quorum to vote on these items & that these items needed to be tabled.

### **Governance Committee Members**

Bobbi Parris made a motion to table this item until next board meeting. Kim Harnar seconded the motion. Motion passed 11-0.

### **Budget & Finance Committee Members**

Bobbi Parris made a motion to table this item until next board meeting. Kim Harnar seconded the motion. Motion passed 11-0.

### **Risk Assessment Committee Members**

Bobbi Parris made a motion to table this item until next board meeting. Kim Harnar seconded the motion. Motion passed 11-0.

### **Strategic Plan Committee Members**

Bobbi Parris made a motion to table this item until next board meeting. Kim Harnar seconded the motion. Motion passed 11-0.

### **Personnel/Affirmative Action Committee Members**

Bobbi Parris made a motion to table this item until next board meeting. Kim Harnar seconded the motion. Motion passed 11-0.

### **EHS & EHS-CCP Policy Council Reports**

Suzie Powers stated that the Policy Council monthly operational reports for March 2022, including monthly credit card expenditures, CACFP, enrollment, attendance & disabilities reports were attached for board review and approval. Lona Hampton made a motion to approve monthly operational reports for March 2022. Jeanie Reed seconded the motion. All approved & motion passed 10-0. At 1:02 Chase Burleson left the meeting making the quorum 10.

### **Fair Housing Month Proclamation**

John Ann Thompson 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. Bobbi Parris 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 Harnar seconded the motion. Motion passed 10-0.

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

#### **a. Vision Screeners**

EHS-CCP is requesting approval to purchase two portable vision screeners including a carrying case, neck strap, wireless printer & self adhesive labels. The cost is approximately \$6,817.14 for each machine. Jeanie Reed made a motion

to approve the purchase over \$5000 for two vision screeners & accessories. Lona Hampton seconded the motion. Motion passed 10-0.

**b. Lakeshore Learning**

The EHS program would like to make three separate purchases to Lakeshore learning. Each is under \$5000, but the total spending with equal \$12, 992.32 for playground and classroom supplies. Kim Harnar made a motion to approve the purchase of playground & classroom supplies from Lakeshore Learning. Misty Bingham seconded the motion. Motion passed 10-0.

**New Business**

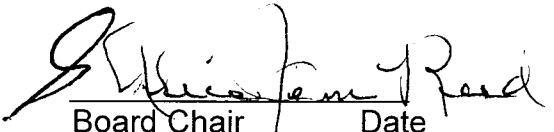
John Ann explained that the agency had no new business to discuss.

**Discussion**

- John Ann revealed the Oklahoma Department of Commerce administered a desktop monitoring of our RX for Oklahoma Prescription Drug Program. She added that no problems were noted during the review.
- John Ann related the Oklahoma Department of Commerce conducted a desktop monitoring for the ESG 21 & ESG CR2. She added that no problems were noted that needed corrective action.
- Tisha Nichols gave a brief overview on the Neosho Ridge status & stated that they presented a financial report. The information has been forwarded to our attorney for review.
- Ernie Flagg reported to the Board of Directors an overview of the Weatherization program & his concerns.

**Adjournment**

Kim Roblyer made a motion to adjourn meeting at 1:43 p.m. Bobbi Parris seconded the motion. Motion passed 10-0.

  
Board Chair                      Date

  
Secretary                      Date