

Board of Directors
Wednesday, October 25, 2023, at 12:00 p.m.
131 N. Bell
SHAWNEE, OK

MINUTES

Members Present (*at Roll Call)

Cleveland
~~Kim Lopez*~~
Lisa Schmidt*

Logan
~~Steve Gentling*~~
~~Sue DuCharme~~

Pottawatomie
Tiffany Barrett*
~~Kaye Steele*~~

Lincoln
Lee Doolen*
~~Sheri Cooper~~

Payne
Chris Reding*
John Chaffin*

Seminole
Tim Porter*
~~Dennis Phillips~~

Staff Present:

Tracy Izell, Susan Nedrow and Carol Samuels

1. **Call to Order** at 12:08 p.m. by Chris Reding, Board President.
2. **The Roll was called**, and six members were present in person out of twelve; therefore, quorum was met and the board was able to proceed with the meeting. No board members attended through Zoom.
3. **Public Expressions - The public may comment only on any item appearing on this agenda, subject to the following restrictions: statements to the COCAA board members are limited to no more than three (3) minutes for each speaker and, collectively, no more than 30 minutes are allowed for public expressions.**
4. **BOARD Training: COCAA Board Responsibilities - Amanda Ewing, Director of OKACAA** – Tracy reviewed what Ms. Ewing presented on October 18 such as, Board responsibilities and the fiduciary duties to the CAA. The Board was reminded to put the interests of the CAA’s and community before their own. Take into consideration of certain actions that may cause potential conflicts. The Board was encouraged to be diligent and exercise duty of care, which will include, attending board meetings, reading

materials in advance, ask questions during the board meeting and making informed decisions in voting on matters of the organization.

- 5. Motion, Discussion to vote to approve or disapprove Sheri Cooper Resignation.** The members present expressed appreciation for the great job Ms. Cooper did as a member of the COCAA board and accepted her resignation with sadness.

Motion: A motion was made by Tim Porter to accept the resignation of Sheri Cooper. The motion was seconded by John Chaffin.

Vote: Reding - Yes; Doolen - Yes; Porter - Yes; Barrett - Yes; Schmidt - Yes; Chaffin - Yes

The motion was passed unanimously.

- 6. Motion, Discussion to vote to approve or disapprove Lisa Schmidt Re-election from Cleveland County.** On September 11, 2023, the community of Cleveland County voted to re-elect Lisa Schmidt as a COCAA board member to represent the county. Ms. Schmidt was congratulated and thanked her for her continuation to serve.

Motion: Lee Doolen made a motion to approve the re-election of Lisa Schmidt to serve on the COCAA board representing the Low-Income community. The motion was seconded by Tim Porter.

Vote: Reding - Yes; Doolen - Yes; Porter - Yes; Barrett - Yes; Schmidt - Yes; Chaffin - Yes

The motion was passed unanimously.

- 7. Motion, Discussion and to vote to approve or disapprove the Minutes of August 15, 2023 COCAA Board Meeting.**

Motion: After review of the minutes of the August 15, 2023, COCAA board meeting, Lee Doolen made the motion to approve the minutes as presented. Seconded by Tim Porter.

Vote: Reding - Yes; Doolen - Yes; Porter - Yes; Barrett - Yes; Schmidt - Yes; Chaffin - Yes

The motion was passed unanimously.

8. Motion, Discussion to vote to approve or disapprove to Appoint a new Secretary for the Executive Committee and chair for the Board Development Committee. (Held by Sheri Cooper. According to Bylaws, the Secretary for the Executive Committee chairs the Board Development Committee.)

Ms. Lisa Schmidt asked questions about the duties and responsibilities of the position. The board conveyed the importance of this seat in regard to the ongoing activities of the COCAA programs. After careful consideration Ms. Lisa Schmidt expressed interest.

Motion: Lee Doolen made motion to approve Ms. Schmidt as the new Secretary for the Executive Committee which also chairs the Board Development Committee. Seconded by Tim Porter.

Vote: Reding - Yes; Doolen - Yes; Porter - Yes; Barrett - Yes; Schmidt - Yes; Chaffin - Yes

The motion was passed unanimously.

9. Motion, Discussion to vote to approve or disapprove moving Tiffany Barrett to chair Finance Committee. (According to bylaws, the Treasurer needs to be the chair of the Finance Committee.)

Motion: After a short discussion about the Finance Committee Chair, Tim Porter made the motion to approve Tiffany Barrett as the Chair of the Finance Committee since she is currently serving as the COCAA Board Treasurer. The motion was seconded by John Chaffin.

Vote: Reding - Yes; Doolen - Yes; Porter - Yes; Barrett - Yes; Schmidt - Yes; Chaffin - Yes

The motion was passed unanimously.

10. Executive Director's Report

Tracy Izell

Training:

- We attended our state association conference in September sending 9 people from COCAA. This is the most participation we have had at our state conference since I have been here at COCAA. The topics covered were in areas of: Transit, HR,

Finance, CSBG, Weatherization and Headstart. Our own Cory Swearingen received the Guy Davis Leadership Award.

- We sent Carol Samuels and Samantha Robinson to the Oklahoma Works Conference. This was a conference recommended by Carol Samuels. They both said it was a great conference.
- I will attend NCAP's New Executive Director Institute later this month in October. This conference came highly recommended by many other ED's in the association.
- November 16th, Oklahoma Community Justice Network will come do a training for our county managers. It is the Legal First Aid Case Manager Training Program. This is a free program that was networked from the State Conference.
- I am working with Kim Lopez to take her up on her offer to do a safety training for all our female staff.

Networking/Outreach:

- Working with Gabby McGarrah in Little Axe to put together a Shoes that Fit Program again in that area. We have hired a new part time person for Cleveland County who has several connections so we are hoping to get this underway for Spring.
- I have been attending more meetings including NonProfit Roundtable at Avedis, United Way Partnership Meeting, Life Church, State Director's Meetings, and will begin attending the advisory board meetings for each county.
- Sam and I interviewed with Streetlight Online. A link to that interview has been sent.
- I met and had lunch with Amy Range from KIRC. She not only works for the radio station but has many connections to non-profits. She has offered to help in Shoes that Fit.
- We signed a collaborative agreement with CPN and NICOA.
- Since we are needing a low-income slot in Lincoln County, I have reached out to Jon Greenwood with Gateway. They have an office in Lincoln County.
- Cory and I are talking with some new staff in Washita Valley CA. They are new staff in training and have questions about CSBG and Finance.

Programs:

- Thanks to Chris Reding for securing \$70,000 for purchase of an office site in Stillwater, closer to the community in which we serve! This is a HUGE help!
- Received a VITA grant for \$18,000. We were hoping to move into 2 counties, but this is a good start since we haven't had this program for a few years in Pott County.

- We had a fire in one of the Wewoka Duplexes. Estimated repair is about \$20K. Dennis Phillips has been a HUGE help with the Wewoka properties and has helped with recommended contractors.
- Checking for bids for the Shawnee Duplex for new flooring. We would like to move away from carpet and put Vinyl Plank Flooring to reduce costs down the road.
- Those counties with inactive advisory boards are starting to ramp up again. This is part of my wish that we become more visible in those satellite counties.
- We are nearing the tail end of our EFSP funding. We did receive another ESG grant for \$50,000 with spending conditions.

11. Motion, Discussion and to vote to approve or disapprove Executive Director’s Report.

Motion: John Chaffin made a motion to approve the Executive Director’s Report. The motion was seconded by Tim Porter.

Vote: Reding - Yes; Doolen - Yes; Porter - Yes; Barrett - Yes; Schmidt - Yes; Chaffin - Yes

The motion was passed unanimously.

12. Finance Committee Report

Lee Doolen, Vice President

The Mileage Audit has been completed.

The financial audit information was submitted to Landmark PLLC on September 16, 2023. Susan Nedrow, who is very knowledgeable of software programs and COCAA regulations, has been such a huge help. Tracy has been in discussions with Sue Talkington. More will be reported at the November meeting.

The COTS reports for Department of Transportation will be finalized by November 15, 2023, if not sooner. All of the reports needed will be submitted at the end of the week.

Lee Doolan asked if all the taxes were paid. Tracy answered with a “Yes”. Tiffany Barrett questioned one of the checks she signed. Tracy said this was a client assistance check for utilities. Tracy also noted that utility bills have been higher in recent months.

13. Motion, Discussion and to vote to approve or disapprove Finance Items & Report.

Motion: The motion was made by Tim Porter to approve the Finance items and reports. The motion was seconded by Lee Doolen.

Vote: Reding - Yes; Doolen - Yes; Porter - Yes; Barrett - Yes; Schmidt - Yes; Chaffin - Yes

The motion was passed unanimously.

14. Program Development Report

Chris Reding, Board President

The board was informed of funding proposals COCAA intends to submit:

- Canadian Valley Electric Cooperative – (\$3500) To assist with Volunteers Impacting People program and their Meals on Wheels project. These funds assist with mileage reimbursement for the Meals on Wheels volunteer drivers.
- Junior Service League – (\$1000) To help fund the Shoes That Fit project which is managed by the Volunteers Impacting People program to help purchase athletic shoes to be distributed to children in need in Pottawatomie County.
- Impact Oklahoma Grant – (Up to \$100,000) COCAA will be attending their grant workshop on November 9, 2023. This grant will benefit the Logan and Cleveland County communities. The project is yet to be determined.
- The Central Community Foundation – (Up to \$10,000) The funding from this source will assist the laundry program in Stillwater to assist the homeless and others in the community in need of laundry services.
- Elite Repeat – (\$10,000) COCAA will use the funding to assist Payne County residents with rent and/or utility needs.

Proposal updates:

- CSBG 2023 Grant – COCAA received a third allocation for the year in the amount of \$9794.00. This brings the total amount to \$945,715. These funds are used for administration, salaries, fringe and operational expenses.
- Rx For Oklahoma – The funding from this source is allocated to our processing centers in Seminole, Norman and Shawnee offices to assist clients with applications to pharmaceutical companies to enable them to receive prescriptions at little or no cost. The funds also assist with salaries and fringe for staff members. Last year's contract was \$42,891, and we received \$42,891 for the 2023-24 grant cycle.

The Customer Satisfaction reports were provided to the board. We look forward to watching the numbers increase due to the county managers encouraging the clients to complete the surveys.

15. Motion, Discussion and to vote to approve or disapprove Program Development Items & Report.

Motion: A motion was made by Lee Doolen to approve the Program Development Report. Seconded by Tim Porter.

Vote: Reding - Yes; Doolen - Yes; Porter - Yes; Barrett - Yes; Schmidt - Yes; Chaffin - Yes

The motion was passed unanimously.

APPROVAL DOCKET (Items 16 – 20):

Board President Reding read the items in the Approved Docket and the board agreed to vote on all items 16-20 with one vote.

16. Motion, Discussion and to vote to approve or disapprove the new and reviewed/revised Executive Director Succession Plan.

17. Motion, Discussion and to vote to approve or disapprove the COCAA Holiday Dates for 2024.

18. Motion, Discussion and to vote to approve or disapprove the COCAA Board Meeting Dates for 2024.

19. Motion, Discussion to vote to approve or disapprove Organizational Chart.

20. Motion, Discussion to vote to approve or disapprove attendance of Interim Executive Director to NCAP.

Motion: A motion was made by Lee Doolen to approve all items listed on the Approval Docket. Seconded by Tim Porter.

Vote: Reding - Yes; Doolen - Yes; Porter - Yes; Barrett - Yes; Schmidt - Yes; Chaffin - Yes

The motion was passed unanimously.

21. New Business---any matter not known about or which could not have been reasonably foreseen prior to the time of the agenda posting. 25 Okla. Stat. §311 (A) (9).

COCAA received \$70,000 from ARPA money from Payne County for the purchase of a permanent office for Payne County. Board President Reding asked permission to look into options that he believed would benefit COCAA.

22. Motion to Adjourn ---

Motion: After all business was discussed, Lisa Schmidt made a motion to adjourn the meeting. The motion was seconded by John Chaffin.

Vote: Reding - Yes; Doolen - Yes; Porter - Yes; Barrett - Yes; Schmidt - Yes; Chaffin - Yes

The motion was passed unanimously. The meeting was adjourned at 1:03 pm.

Signature

Date and Time