

Board of Directors Meeting
Wednesday, August 17, 2021 at 12:00 p.m.
131 N. Bell
SHAWNEE, OK

Minutes

Members Present (*at Roll Call)

Cleveland

Christi Moore*
Lisa Schmidt*

Logan

Garry Mize
Sue DuCharme*

Pottawatomie

Tiffany Barrett*
Kaye Steele Harrod*

Lincoln

Lee Doolen*
Sheri Cooper

Payne

Chris Reding*
Vacant

Seminole

Tim Porter*
Dennis Phillips

Staff Present:

Barbara Loudermilk, Cory Swearingen, Alicia Ryan and Thelma McGee

Guests Present:

Kim Lopez

1. **Call to Order** at 12:00 p.m. by Chris Reding, Board President
2. ***Roll call** was called and we had eight members present out of eleven; therefore we met quorum and were able to proceed with the meeting.
3. **Introduction of guests – John Chaffin and Kim Lopez.** John Chaffin was unable to attend this meeting because of COVID in his family. He is running for the Low-Income Board Member position in Payne County. The election is on Thursday, August 19, 2021.

Kim Lopez is with the Cleveland County Sheriff's Department and will be running for our Low-Income Board Member position in Cleveland County to take Christi Moore's place when she retires. Kim told us a little about herself. She has 35 years of experience with Triad, 27 years with Cleveland County Sheriff's Department and seven years with Oklahoma County. She will be a great asset to our board.

4. **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.

Board Chair Chris Reding invited any members of the public to comment. There were none.

Chairman Reding proceeded to the items on the agenda.

5. **Motion, Discussion and to vote to approve or disapprove the Minutes of the June 15, 2021, COCAA board meeting.**

Each member had been sent a copy of the June 15, 2021, meeting minutes to review prior to the meeting. They reviewed them and agreed that the minutes accurately portrayed the events of that meeting. A motion was then made by Lee Doolen to approve the minutes; it was seconded by Tim Porter.

Motion: (Doolen/Porter) to approve the minutes of the June 15, 2021, board meeting as presented.

Vote: Schmidt: Yes, Moore: Yes, Doolen: Yes, DuCharme: Yes, Reding: Yes, Barrett: Yes, Steele/Harrod: Yes, Porter: Yes

The motion passed with a majority of the quorum present voting in favor.

6. **Executive Director's Report for August 2021**

Barbara Loudermilk

- **Welcome Back** to In-person COCAA Board meetings as directed by the Governor's authorization. Improvements to this public meeting process is the ability for the public and COCAA board members who cannot attend the ability to observe and watch the communications/meeting through ZOOM.
- This COCAA Board meeting in August is an important one with several approval docket items that project COCAA into housing goals and major community impact initiatives. Please denote that these two items are partnerships with the OFHA. The agreements are Home Investment Partnership written agreements to be reviewed and approved by this board.

- The COCAA Board will vote today also on important document reviews and revisions on the following: Community Action Plan, Customer Service Survey results, CSBG CARES Act revisions to award additional funds to the community, Identifying LMI-Low Moderate Income cities within our 6 county region, revisions of the Fiscal Policies, the possibility of reviewing/changing COCAA's Mission Statement and additional revisions to the ESG Homeless Manual that we have reviewed this summer but need further revisions for operational usage.
- COCAA has been involved with a national grant through the US Committee of Refugees and Immigrants Committee through Washington DC offices. We have assisted immigrants who have been brought to the USA for either labor or sex trafficking. Lee Doolen, Lincoln County Commissioner and the Lincoln County Sheriff requested assistance from COCAA this past July. Lee would you like to share during the meeting?
- During this meeting, I need to share that we work monthly with the Salvation Army in several counties in our region. We were specifically requested to assist a gentleman living at the Pottawatomie Salvation Army that is located only one block to the east of our building in Shawnee. After visiting with this gentleman, we found that he was eligible for services through ESG funding and he has been serviced. Also he had skills and abilities to apply for a COTS driver position with COCAA. We have offered him a position. He may need additional services through our agency as we hopefully transit him from homelessness to self-sufficiency. His name is Kenneth Thomas. We need board approval with legal assistance to award him with community action services after he becomes a COCAA employee. You will see this item also on the approval docket.
- Locally I wish to share that donations for the growth of a Cleveland County Clothing closet has occurred with John F Kennedy Elementary in Norman, Oklahoma. COCAA is working with Christie Roberson, Counselor to find a small group of volunteers to work weekly in the clothing closet sorting clothing and arranging the closet.
- As the Executive Director, I have been working directly with the Cities of Wewoka, City of Seminole and City of Shawnee. We are building HUD houses and duplexes and locating empty lots that could be in place in 2022 proposals.
- A big THANK You to the board for moving the COCAA Board meetings to NOON as well as our ability to provide a lunch for on-site members.
- Today we will also go into Executive Session to discuss the 2021 Evaluation and Compensation Plan for the COCAA Executive Director. I cannot believe it is my 4th evaluation since I was hired.
- Barbara introduced Alicia Ryan. She is the new Community Resource Development Manager for both Pottawatomie and Lincoln Counties.

7. Motion, Discussion and to vote to approve or disapprove the Executive Director's Report.

(The following matters may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the board members. However, upon requested by any Board member, any one or more of said matters will be removed from the docket and acted upon separately.)

A motion was made by Tim Porter to approve the Executive Director's Report as presented and was seconded by Sue DuCharme.

Motion: (Porter/DuCharme) to approve the Executive Director's Report.

Vote: Schmidt: Yes, Moore: Yes, Doolen: Yes, DuCharme: Yes, Reding: Yes, Barrett: Yes, Steele/Harrold: Yes, Porter: Yes

The motion passed with a majority of the quorum present voting in favor.

8. Finance Committee Report Barbara Loudermilk/Cory Swearingen

Tracy had sent out the June and July 2021 reports so the board could review before this meeting. Tracy had another appointment and could not be present today. Reimbursements were discussed. One board member asked if we could possibly get a "Petty Cash" account to pay for emergency items instead of employees and directors having to be reimbursed. We will need to check with Tracy to see if that is a possibility or not. We had a glitch in our MIP system and had to handwrite checks one time. The Monitor's with the Department of Commerce were not happy with this situation. The Payroll, taxes and all reports have been submitted as required. All bills are paid and taxes are up to date. Barbara asked if there were any other questions about finances, and there were none.

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

(The following matters may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the board members. However, upon requested by any Board member, any one or more of said matters will be removed from the docket and acted upon separately.)

A motion was made by Lee Doolen to approve the Finance Report as presented and was seconded by Kay Steele Harrod.

Motion: (Doolen/Steele Harrod) to approve the Finance Report.

Vote: Schmidt: Yes, Moore: Yes, Doolen: Yes, DuCharme: Yes, Reding: Yes, Barrett: Yes, Steele/Harrod: Yes, Porter: Yes

The motion passed with a majority of the quorum present voting in favor.

10. Program Development Committee Items & Report - Cory Swearingen, Grants Manager

In the Program Development Committee Meeting on July 20, 2021, the May 18, 2021, minutes were tabled until the next meeting as only one person in attendance was also at the May 18 meeting.

Discussion and possible action on the funding proposals report

New Funding Proposals:

- 1. State Appropriated Fund – Community Action Agencies Head Start**
- 2. Emergency Solutions Grants – Sponsor for Guthrie Hope House**
- 3. ODOT 5339a grant – COCAA will be applying for funds to purchase up to three minivans.**
- 4. State Revolving Fund - Transportation**

Previous Funding Proposal Updates:

- 1. Junior Service League Shawnee - The Volunteers Impacting People program received \$1,000 for their Shoes that Fit program for Pottawatomie County**
- 2. United Way of Norman – COCAA did not get chosen to be a partner agency this year. However, we did receive the donor designated funds in the amount of \$655. No reporting requirements will be required for these funds.**
- 3. City of Moore Community Development Block Grant – COCAA was not selected to receive these funds through this program this year.**
- 4. United Way of Pottawatomie County – COCAA received funds for the Volunteers Impacting People’s Meals on Wheels program in the amount of \$15,000.**

Discussion and possible action on current COCAA programs and client services report.

- a. 2021 Client services and program report
- b. 2020 logic models final
- c. 2021 logic models

Discussion and possible action on ESG Policies and Procedures. This is one of the items on the docket to be approved.

Discussion and possible action on the community action plan review 2020.

Discussion and possible action on the customer satisfaction survey reports.

Discussion and possible action on the monitoring reports.

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

(The following matters may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the board members. However, upon requested by any Board member, any one or more of said matters will be removed from the docket and acted upon separately.)

Chris Reding called for a motion to approve the Program Development Report as presented.

A motion was made by Sue DuCharme to approve the Program Development Report as presented and seconded by Tim Porter.

Motion: (DuCharme/Porter) to approve the Program Development Report as presented.

Vote: Schmidt: Yes, Moore: Yes, Doolen: Yes, DuCharme: Yes, Reding: Yes, Barrett: Yes, Steele/Harrod: Yes, Porter: Yes

The motion passed with a majority of the quorum present voting in favor.

The following items were on the approval docket. (All items and supporting information were included in the 'Board Package' which was emailed to the Board members within the last month.

Commissioner Reding, Board Chair, read all the items out to the Board members and asked them to decide if they would like to vote on each item separately, or some of them separately and the others as a whole, or if they would like to vote on all of the items in the 'Approval Docket' as a whole with one motion and vote. After he had read all of the items, he asked the Board members what they would like to do. A decision was made to vote on items **12, 13, 14, 15, 16, 17, 22, 24, 25** as a whole. The other items would be discussed individually.

A motion was made by Lee Doolen and seconded by Sue DuCharme to approve items **12-17, 22, 24 and 25** on the approval docket.

Motion: (Doolen/DuCharme) to approve items numbered **12-17, 22, 24 and 25** as presented.

Vote: Schmidt: Yes, Moore: Yes, Doolen: Yes, DuCharme: Yes, Reding: Yes, Barrett: Yes, Steele/Harrold: Yes, Porter: Yes

The motion passed with a majority of the quorum present voting in favor.

Item #'s **18, 19, 20, 21 and 23** all need to be reworded. On the Agenda it said "Discussion and approval or disapproval to move item to full board vote" and it should have stated "Discussion and approval or disapproval to vote". Those items have been corrected. The board members agreed to vote on items **18-21** with one vote.

A motion was made by Lee Doolen and seconded by Sue DuCharme to approve items **18-21** on the approval docket after corrections are made.

Motion: (Doolen/DuCharme) to approve items numbered **18-21**.

Vote: Schmidt: Yes, Moore: Yes, Doolen: Yes, DuCharme: Yes, Reding: Yes, Barrett: Yes, Steele/Harrold: Yes, Porter: Yes

The motion passed with a majority of the quorum present voting in favor.

Item # **23** was determined not to need a vote. The board is just being updated with new information.

Item # **26** needs to have the times changed to 12:00 pm instead of the 2:00 pm schedule that was printed for the board meeting schedule for 2022. It was discussed and all board members

agree that 12:00 is a better meeting time than 2:00 p.m. We will revise this schedule and present it at the next board meeting for approval.

Approval Docket:

12. Discussion and approval or disapproval to vote on form 990.
13. Discussion and approval or disapproval to vote on the Operating Agreement of MILLENNIUM SOONER LLC AN OKLAHOMA LIMITED LIABILITY COMPANY.
14. Discussion and approval or disapproval to vote on CAP-Community Action Plan 2020.
15. Discussion and approval or disapproval to vote on Customer Service survey results.
16. Discussion and approval or disapproval to vote on revisions on the CSBG CARES ACT guidelines.
17. Discussion and approval or disapproval to vote to identify LMI-Low Moderate Income COCAA cities that may need to have funding services for food pantry/food bank funding and services.
18. Discussion and approval or disapproval to vote on Fiscal Policies up-date and amendments.
19. Discussion and approval or disapproval to vote on the current COCAA Mission Statement.
20. Discussion and approval or disapproval to vote on HOME OFHA contract tax credit program.
21. Discussion and approval or disapproval to vote on Wewoka OFHA Duplex program for 4 units of low housing in Wewoka, OK.
22. Discussion and approval or disapproval to vote on the Revisions of the Emergency Solutions Grant Manual August 2021.
23. Discussion and approval or disapproval to vote on update on TVAP – National Human Trafficking participation.
24. Discussion and approval or disapproval to vote on the Exception of new employee COTS driver Kenneth Thomas. He was receiving services before employment at COCAA.

25. Discussion and approval or disapproval to vote on the COCAA Reintegration Client Handbook, Policies & Procedures and selection Rubric.

26. Discussion and approval or disapproval of Board Meeting Dates for 2022 and the 2022 Holiday Schedule.

Motion to go into Executive session for the purpose of evaluating the Executive Director:

27. Discussion and approval or disapproval to vote on Executive Director's Evaluation and annual compensation review.

Chris stated that he did not receive enough feedback from the board members and this will need to be postponed. The Executive Team will need to have a meeting prior to the next board meeting to discuss Barbara Loudermilk. Kay Steele Harrod agreed to host this meeting via zoom from Barbara's office while Barbara is away from her office in the near future.

28. 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).

Sue DuCharme said it wasn't really new business, but she had an announcement. She stated that she has a warehouse full of wipes and hand soap. She would like to make sure that some of this is sent to each of our counties for our clients to maybe help slow the spread of the COVID viruses.

Chris Reding stated that he wishes for each of us to reach out to any of our veteran's that we can. The last couple of days have been really hard on them. We need to let them know they can call the Veteran's Administration for any help they may need. A lot of them are getting more depressed and angry because of the recent circumstances.

Chris asked if anyone had any questions about anything. No one had questions. Chris stated he thought things were moving well and thanked everyone for taking time out of their afternoon to meet.

29. Motion to vote to approve or disapprove – Adjournment

A motion was made by Kay Steele Harrod to approve adjournment at 1:15 p.m. and was seconded by Lee Doolen.

Motion: (Steele Harrod/Doolen) to adjourn the meeting at 1:15 p.m.

Vote: Schmidt: Yes, Moore: Yes, Doolen: Yes, DuCharme: Yes, Reding: Yes, Barrett: Yes, Steele/Harrod: Yes, Porter: Yes

The motion passed with a majority of the quorum present voting in favor.



Signature

10/19/21 12:30 pm

Date & Time