

Board of Directors Meeting
Wednesday, February 18, 2020 at 2:00 p.m.
131 N. Bell
SHAWNEE, OK

Minutes

Members Present (*at Roll Call)

Cleveland

Bobby Cleveland*
Christi Moore*

Logan

Mike Pearson*
Sue DuCharme

Pottawatomie

Tiffany Barrett
Kaye Steele Harrod*

Lincoln

Lee Doolen*
Sheri Cooper*

Payne

Chris Reding*
Shad Hagan

Seminole

Tim Porter

Staff Present:

Barbara Loudermilk, Tracy Izell, Cory Swearingen, Thelma McGee, Tina Lowery

Guests Present: Mr. Dennis Phillips

Call to Order at 2:02 p.m.

*Roll call was called and we had 7 members present out of twelve; therefore we met quorum and were able to proceed with the meeting. Sue DuCharme signed in at 2:06 p.m.

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. We had a special guest, Mr. Dennis Phillips, from Seminole, Oklahoma. Mr. Phillips was asked to tell the board about himself. He has lived in Wewoka for 45 years. Chairman Reding asked everyone to go around the table and introduce themselves to let Mr. Phillips know who everyone was and where they were from.

Chairman Reding proceeded to the next item on the agenda.

Motion, Discussion and to vote to approve or disapprove the Minutes of December 11, 2019 Special board meeting.

Each board member had been sent a copy of the December 2019 Board minutes to review prior to the meeting and had a hard copy in front of them for 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 Christi Moore.

Motion: (Doolen/Moore) to approve the minutes of December 11, 2019 COCAA Board meeting as presented.

Vote: Cleveland: Abstain, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Abstain, DuCharme: Yes, Reding: Yes, Harrod: Yes

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

The Oklahoma Department of Commerce is requesting we update training for our Board Members. There was discussion and participation conducting COCAA Board Training.

COCAA Board Training was on new Program Deployment – “Shoes That Fit” video and discussions.

We have had the “Shoes That Fit” program in Shawnee for 14 or 15 years and we have given out more than 11,000 pairs of shoes in Pottawatomie County. This is a national program that has been in existence for over 25 years. This program works directly with the schools to identify the children who need shoes. Now we would like to add two more counties, Cleveland and Seminole. Barb praised Bobby Cleveland for obtaining donations for the Cleveland County “Shoes That Fit” program. Thixie Totty is training Kali Morrison and Elena Johnson. Kali is trying to get together with the Lions Club and some local churches to do a sock rally in Norman. If Sunday school classes could bring socks, then we could purchase more shoes for children in need. Hopefully, we can get this successful program extended to all counties. Lee Doolen said his family owns a mattress store on 24th and Main in Norman by Hobby Lobby, and they would be happy to be a drop off site for anyone wanting to donate shoes or socks for Cleveland County.

Barbara E. Loudermilk

Executive Director Report for February 2020

Character First Monthly Trait -- Character Trait for the Month is Honesty – Sincerity and reverence or love for the truth

- I wish to share with the board that Elena Johnson, Seminole County Coordinator and I are attending community meetings in East Seminole County (Wewoka, Oklahoma) with a large group of volunteers and community leaders. To mention a few, in attendance are Mark Moseley, City of Wewoka, OK and Wewoka Public Schools new Superintendent Dr. Shellie Gammill. Also in attendance is a large group of the Wewoka Ministerial Alliance. We are working together to discuss a community food pantry and the desperate needs of the children of Wewoka Public Schools.
- I wish to give the COCAA board an up-date on the Bank Building proposal with Mike Little Construction that we submitted to OHFA-Oklahoma Housing Finance Agency in January for a Tax Credit initiative to build low-income housing in the City of Shawnee. The first preliminary assessments that rate with a point system, the applications look very good. COCAA's assessment is ranked 5th out of 25 proposals.
- I wish to THANK each board member for participating in Board trainings during Board meetings. It is our goal to deploy small nuggets of training during your time here with us. To expedite trainings, keep you informed and meet organizational standards, your participation in these trainings, as well as your participation in viewing on line trainings from your offices, assist us with answering questions and keeping you all up-dated on board responsibilities and COCAA goals.
- Today you will be reviewing and voting on the 2020 Affirmative Action Plan for COCAA. Many of you are aware and remember the enactment of the Equal Employment Opportunity Act of 1972. This national enactment ensured that organizations, businesses and all governmental agencies deployed Human Resource (HR) goals to ensure and eliminate employment discrimination in the workplace. Ensuring that all organizations find reasonable cause not to discriminate based on race, color, religion, sex or national origin. Thus, each year the COCAA Executive Team reviews and shares with the COCAA board the composition of the COCAA staff and recent annual hiring's of employees. As you can see we have more women than males. We lost Douglas this past year. We do not have Hispanic or Asian on our staff. We only have 28 employees as of this date and I believe we are very sensitive to hiring bi-lingual employees. Most bi-lingual employees are a win for an organization and to obtain this candidate is difficult in the applicant pool. We wish to

always hire candidates that are competent, as well as, reflect the communities demographics in which we serve in each county.

- This past month the COCAA Executive Team met with the Oklahoma Parents as Teachers (OPAT) collaborative. We completed another year with the partners. The collaborative is composed of Prague Public Schools, private donors and COCAA. Prague Public Schools has wished to become the 2020 fiscal agent.
- Last week, COCAA assisted the United States Committee for Refugees and Immigrants with initiating COCAA's first case of Human Trafficking in Oklahoma. This committee was awarded a grant called TVAP-Trafficking Victim Assistance Program. The current client is housed in Enid, Oklahoma. COCAA is the ONLY community action and non-profit approved with Washington, D.C. to fund and work through case management. COCAA will be networking with criminal justice task forces to get the word out that there is financial and case management for identified clients. Without breaking confidentiality, I can tell you that this client is from an international island and has found themselves in the middle of the United States without family support. This person was brought into the country for illegal purposes and is a victim of a federal crime. The U.S. Citizen who brought this person into the country is now under arrest in federal custody. COCAA will be reimbursed monthly for case management/administrative costs and costs associated with assistance given directly to the client.
- I enjoy informing the COCAA board about donations in counties. Payne County received a donation check from the Carpenter Family Foundation. This Foundation was formed by Suzanne Carpenter. The Carpenter Family plans on making an annual donation to COCAA. In Logan County we received a \$3,000.00 donation from Dr. Ken Smith to assist families in Guthrie. I would like to inform the board regarding the continuous work of our new Board Member, Bob Cleveland. He has gotten additional donations from our last board from private donors. I would like to recognize that he got a donation from John Ireland Funeral Home in Moore. THANK YOU Bob, for the county works that you are doing to create program start-up funds for Cleveland County.
- On the agenda today is the 2020 Risk Assessment Report & Summary. There are good recommendations for the Executive Team to consider working towards during 2020. Examples are talking in more depth with IT vendors regarding data breaches and protecting computers from data interfering. This seems to be a continuous concern in most organizations. Another example to consider is revising COCAA's volunteer handbook. We have been working on revisions and re-formatting of all of our documents. We plan on placing the volunteer handbook on the list for revisions and up-dating. The full recommendations are in the report and summary that has been given to you today.

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

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

Motion: (DuCharme/Doolen) to approve The Executive Director's Report.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

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

Finance Committee Report

Lee Doolen/Traci Izell

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.)

Financial Updates: Basically in January we got our tax returns out. W-2's and 1099's have been processed. We are still waiting on Parents as Teachers funding. Audit/bid packets should go out this week. All payroll is paid and up to date.

Chair, Chris Reding called for a vote on the Finance report.

Motion: (Cooper/Harrod) to approve the Finance Report as presented.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

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

Program Development Committee Report

Lee Doolen/C Swearingen

Approved minutes from previous meeting

New proposals:

Elite Repeat

United Way Cleveland County

ODOT 5339A & ODOT 5339B
CSBG Discretionary Reintegration 2020

At our next Program Committee meeting, we have all of the data for 2019. We discussed the 2020 Logic Models for this year. Central Oklahoma Transit System (COTS) policies are on the approval docket for today. We discussed updated monitoring reports for 2019. That is closed out now. A lot of COTS funding comes from the Department of Transportation. Tina Lowery is our COTS Director.

Motion, Discussion and to vote to approve or disapprove Program Development Committee Items and 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.)

Chair, Chris Reding called for a motion to approve the Program Development report as presented.

Motion: (Doolen/DuCharme) to approve the Program Development report as presented.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: 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 unanimous decision was made to vote on all of the items as a whole.

Approval Docket:

12.a. Motion, Discussion and to vote to approve or disapprove the 2020 Risk Assessment, reviewing the summary for board discussions.

Motion: (DuCharme/Harrold) to approve the 2020 Risk Assessment Summary

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

12.b. Motion, Discussion and vote to approve or disapprove the Community Action Plan 2020.

Motion: (DuCharme/Harrold) to approve the Community Action Plan for 2020

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

12.c. Motion, Discussion and to vote to approve or disapprove 2020-2022 Title VI Plan from Federal Transit Administration – Policy and Procedures.

Motion: (DuCharme/Harrold) to approve the 2020-2022 Title VI Plan from Federal Transit Administration – Policy and Procedures.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

12.d. Motion, Discussion and to vote to approve or disapprove the donation of lots from the City of Shawnee, Urban Renewal division – Pottawatomie County.

Motion: (DuCharme/Harrold) to approve the donation of lots from the City of Shawnee, Urban Renewal division – Pottawatomie County.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

12.e. Motion, Discussion, and vote to approve or disapprove the donation of (12) lots from the City of Shawnee.

Motion: (DuCharme/Harrold) to approve the donation of (12) lots from the City of Shawnee.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

12.f. Motion, Discussion and vote to approve or disapprove the 2020 Affirmative Action Plan.

Motion: (DuCharme/Harrold) to approve the 2020 Affirmative Action Plan.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

12.g. Motion, Discussion and vote to approve or disapprove the annual budget.

Motion: (DuCharme/Harrold) to approve the annual budget.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

12.h. Motion, Discussion and vote to approve or disapprove the COTS-Central OK Transit System Handbook.

Motion: (DuCharme/Harrod) to approve the COTS-Central OK Transit System Handbook.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

12.i. Motion, Discussion and vote to approve or disapprove the COTS – authorizing resolution for proposal for 5339A contract.

Motion: (DuCharme/Harrod) to approve the COTS – authorizing resolution for proposal for 5339A contract.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

12.j. Motion, Discussion and vote to approve or disapprove the COTS - authorizing resolution for proposal for 5339B contract.

Motion: (DuCharme/Harrod) to approve the COTS – authorizing resolution for proposal for 5339B contract.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

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

Old Business

NONE

New Business:

Kaye Steele Harrod made a recommendation to vote to approve Mr. Dennis Phillips as our new Board Member representing Seminole County, taking the place of Dillon Robinson. Sue DuCharme seconded the motion. Board Chair Chris Reding asked Mr. Phillips if he would accept the position of Board Member for Seminole County and he said he would be thrilled.

Motion: (Harrod/DuCharme) to approve Dennis Phillips as a Board Member for Seminole County.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

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

Motion to vote to approve or disapprove---Adjournment

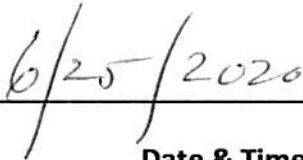
Motion: (Doolen/DuCharme) to approve adjournment at 3:04 p.m.

Vote: Cleveland: Yes, Moore: Yes, Doolen: Yes, Cooper: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes

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



Board Chair: Signature



Date & Time