

Board of Directors Meeting  
Wednesday, May 12, 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\*  
Dennis-Phillips

Staff Present:

Barbara Loudermilk, Cory Swearingen, Thelma McGee

Call to Order at 2:32 p.m. due to technical difficulties.

\*Roll call was called and we had 6 members present out of twelve; therefore we met quorum and were able to proceed with the meeting.

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 next item on the agenda.

**Motion, Discussion and to vote to approve or disapprove the Minutes of February 18, 2020 board meeting.**

Each board member had been sent a copy of the February 2020 board 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 Tim Porter to approve the minutes; it was seconded by Mike Pearson.

Motion: (Porter/Pearson) to approve the minutes of February 18, 2020 COCAA Board meeting as presented.

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: Yes

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

Barbara E. Loudermilk

#### Executive Director Report for May 2020

**Character First Monthly Trait -- Character Trait for the Month is Courage – Displaying integrity in spite of obstacles and challenges.**

- I wish to inform the board that in late March as the COVID-19 hit national awareness the Executive Team made the decision to send home all personnel that could work remotely. We did have to ask some personal questions of each employee. COCAA management was not aware of high risk health issues that could endanger a COCAA employee during this pandemic. I also was in constant communication with Board President Chris Reding. He and I made the decision to cancel the April Board meeting. I wish to make known that our Logan county manager Jennifer Roysdon was able to quickly complete an assignment that she was previously working on prior to the COVID. Jennifer was converting all the in-take electronic forms for the entire six county agencies. This made it readily available for county managers/coordinators to work electronically with clients from home.
- Also during these past few weeks, I am proud to announce that the Oklahoma Department of Commerce awarded a discretionary grant of \$15,000.00 to up-grade our entire server, routing and switch/cabling for the entire agency. During this period COCAA retained a new IT vendor – GO Computers of Shawnee, Oklahoma.
- COCAA received a donation of 20 lap tops for client usage and training opportunities. Some of the lap tops can be used by county managers/coordinators.
- I would like to commend two COCAA employees, Ms. Thixie Totty and Kathy Gatz who work at the City of Shawnee Senior Center down the street from our Shawnee offices. The City of Shawnee closed the senior center on the onset of the COVID to protect seniors. Thixie and Kathy continued to work and prepared to ensure that the numerous seniors who receive meals on wheels could have at least one meal during the entire pandemic. All the seniors received a daily meal either provided by SSM St. Anthony hospital or purchased prepared meals that could be stored for use in the case that direct delivery was not possible. Unfortunately, during this period the program lost three seniors who received our services. I am not able to inform you if their deaths were due to COVID-19.

- COCAA is working directly with the cities of Shawnee, Moore and Seminole. Larger cities will receive funding from CDBG and CSBG to assist families impacted by COVID.
- COCAA has applied for two programs offered by COVID-19 federal legislation for funding for communities. The CARES ACT and Paycheck Protection Program (PPP). BancFirst and the Oklahoma Department of Transportation assisted COCAA with the application process.
- On March 15, 2020, the Oklahoma Department of Corrections, Oklahoma Career Tech and the Oklahoma Department of Commerce (Community Action Division) submitted a 3.8 million grant proposal to the Federal Department of Labor. This is a direct result of COCAA's Reintegration local grant that has been serving released inmates. COCAA will continue to run our smaller program for Pottawatomie County.

Each board member had been sent a copy of the Executive Director's Report for May 2020, to review prior to the meeting.

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

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

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

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: 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.)*

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

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

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

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: 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:

CSBG Discretionary Items – New Shoes That Fit Programs

Grant Specialist Position approved for one more year

Funding Proposal's

ODOT monitoring-Annual monitoring is due August 4 through August 12, 2020. This could be desktop monitoring this year instead of actually coming to our office and monitoring.

Received new Laptop computers

Client Services Reports

Parents as Teachers – partial funding – We were the fiscal agent.

**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.

A motion was made by Tim Porter to approve the Program Report as presented and seconded by Mike Pearson.

Motion: (Porter/Pearson) to approve the Program Development report as presented.

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: 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 all of the items as a whole, with the exception of b.

**Approval Docket:**

**a. Motion, Discussion and vote to approve or disapprove the COCAA Fiscal Policies.**

Motion: (Pearson/Porter) to approve the COCAA Fiscal Policies.

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: Yes

**b. Motion, Discussion and vote to approve or disapprove the COCAA By-Laws and specifically in the section on review the slate of officers for COCAA Board.**

Motion: (Doolen/Harrod) to approve the COCAA By-Laws stating the term limit for officers will be four years instead of the prior two years and there shall be no limit on the term of a board member.

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: Yes

**c. Motion, Discussion and possible action to approve or disapprove the ODOT-CARES ACT authorizing resolution.**

Motion: (Pearson/Porter) to approve the ODOT-CARES ACT.

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: Yes

**d. Motion, Discussion and vote to approve or disapprove the review of the Conflict of Interest Declaration.**

Motion: (Pearson/Porter) to approve the Conflict of Interest Declaration.

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: Yes

**e. Motion, Discussion and vote to approve or disapprove to allow qualified COCAA employees to apply for COVID City of Shawnee funding through COCAA processes.**

Motion: (Pearson/Porter) to approve the qualified COCAA employees to apply for COVID City of Shawnee funding.

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: Yes

**f. Motion, Discussion and vote to approve or disapprove the Board Orientation Manual.**

Motion: (Pearson/Porter) to approve the Board Orientation Manual.

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: Yes

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

**Old Business**

**NONE**

**New Business:**

Insert new paragraph into personnel policies so COTS drivers will qualify to get hazard pay while driving during COVID-19:

**ESSENTIAL DUTY/HAZARD PAY**

An employee may receive additional pay for performing work duties considered essential duties during a hazardous time or event. Hazard pay is considered additional compensation for performing duties that involve physical hardship or that place workers in potentially dangerous situations. Work duty that causes extreme physical discomfort and distress which is not adequately alleviated by protective devices is deemed to impose a physical hardship. Essential duty/hazard pay could be implemented during such events as natural disasters, health events, such as epidemics, pandemics, etc., or known exposure to serious disease or virus for which adequate protection cannot be provided.

1. Essential duty/hazard pay will be given temporarily either as an increase in hourly pay or as a flat dollar amount per pay period.
2. Essential duty/hazard pay is not a permanent change in pay, but rather temporary until the situation that caused the essential/hazardous duty is over.
3. Implementation of the essential duty/hazard pay is dependent upon budget considerations and is within the discretion of the Executive Director.

Motion: (Harrod/Pearson)

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: Yes


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

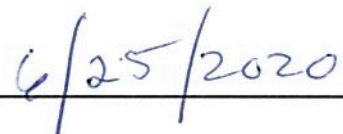
**Motion to vote to approve or disapprove---Adjournment**

Motion: (Porter/Pearson) to approve adjournment at 2:56 p.m.

Vote: Moore: Yes, Doolen: Yes, Pearson: Yes, Reding: Yes, Steele-Harrod: Yes, Porter: Yes

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

  
\_\_\_\_\_  
Board Chair: Signature

  
\_\_\_\_\_  
Date & Time