

Board of Directors Meeting
Wednesday, June 16, 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, Tracy Izell, Thelma McGee

Call to Order at 2:00 p.m.

*Roll call was called and we had 8 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.

Mike Little joined our meeting on Zoom. He updated the Board concerning the bank building and various other business. He stated the bank building has been put on the National Register and has a new roof. The first and second floors will be the part we will remodel first. We should know about our application by the end of August. If not approved, we will keep doing applications until we are approved. It takes an average of three applications most of time.

Motion, Discussion and to vote to approve or disapprove the Minutes of May 12, 2020 board meeting.

Each board member had been sent a copy of the May 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 Kay Steele Harrod to approve the minutes; it was seconded by Lee Doolen.

Motion: (Steele Harrod/Doolen) to approve the minutes of May 18, 2020 COCAA Board meeting as presented.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Barrett: Yes, Steele-Harrod: Yes

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

Barbara E. Loudermilk

Executive Director Report for June 2020

Character Trait for the Month of June 2020

Citizenship: Positively contributing to society and community as well as dutifully respecting authority and the law.

- COCAA has applied for two programs offered by COVID-19 federal legislation for funding for communities. The CARES ACT-COTS and Paycheck Protection Program (PPP). The agency was able to pay the drivers and staff an 8-week hazard pay stipend. I have attached the Essential Duty / Hazard pay personnel language included in your packet to remind the COCAA board that this was approved last month and has been distributed to the staff through the personnel policies. The Personnel Policy change is in regards to Essential Duty/Hazard Pay and is located on page 79 of the personnel policies. While this is the only change in personnel policies, we are sending the full personnel policies to every COCAA employee so that they have copies of the latest version. Also, we sent every board member a revised copy of the By Laws dated May 2020 for your electronic files at home or office.
- Oklahoma Department of Commerce will be conducting their annual monitoring of the agency planned for August 4th. Usually, the monitor wishes to talk with at least three board members. I will need some of you available to talk with them in August. COCAA will be reporting the auditing findings in the fall.

- In your board packet is the “new” Award Letter May 27, 2020, FY20 Community Services Block Grant (CSBG) Coronavirus Aid, Relief, and Economic Security (CARES) ACT Funds.
- Mike Little will report on the progress of the OFHA application to purchase and renovate the Bank building and build low housing for Pottawatomie county.
- Jim Stuart , COCAA attorney has been advising the Executive Team on how to deploy the Return To Work plan for employees. There are two categories. Returning employees and Vulnerable employees. The Plan To Return to Work is scheduled for Monday, June 29th.

Each board member had been sent a copy of the Executive Director’s Report for June 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 Tiffany Barrett to approve the Executive Director’s Report as presented and seconded by Sue DuCharme.

Motion: (Barrett/DuCharme) to approve The Executive Director’s Report.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Barrett: Yes, Steele-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.)

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

A motion was made by Shad Hagan to approve the Finance Report as presented and seconded by Sheri Cooper.

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

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Barrett: Yes, Steele-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:

CARES Act for COTS program

City of Moore COVID

City of Shawnee COVID

Rx for Oklahoma

State Appropriated Funds for COCAA and Head Start

CSBG Discretionary Infrastructure

Life Church Shawnee

Emergency Shelter Grant COVID

Emergency Food and Shelter (EFSP) Phase 37 and CARES

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 Sue DuCharme to approve the Program Development report as presented and seconded by Kay Steele Harrod.

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

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Barrett: Yes, Steele-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 decision was made to vote on all of the items as a whole.

Approval Docket:

a. Motion, Discussion and vote to re-seat Sue DuCharme, Logan County Board seat (Private sector).

b. Motion, Discussion and vote to re-seat Mike Pearson, Logan County Board seat (Public sector).

c. Motion, Discussion and to vote to amend By-Laws revised June 2020. See amended language due to ZOOM:

Each term shall not exceed three years and each member must be removed at the end of each term. The member may be re-selected/appointed or a new member may be selected/appointed. Directors are able to serve additional consecutive three-year terms, if approved by the board.

The Board Chair, Vice Chair, Secretary, and Treasurer shall serve for a term of one year, or during membership on the Board should this be of shorter duration. No individual shall hold more than one office at any given time. There is no limit to the number of years a board member may serve as an officer as long as the officers are approved by the full Board each year.

d. Motion, Discussion and vote to approve or disapprove the MOU with Early Childhood Coalition – Healthy Steps (Payne County).

Chair, Chris Reding called for a motion to approve the items on the docket as presented.

A motion was made by Lee Doolen to approve the items as presented and was seconded by Sheri Cooper.

Motion: (Doolen/Cooper) to approve the items on the approval docket as presented.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Barrett: Yes, Steele-Harrod: Yes

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

Old Business

NONE

New Business:

We do have new business to discuss.

First item: Bobby Cleveland, Board Member representing Cleveland County low-income sent in his resignation letter.

Second item: Telecommuting Policy - suggested by Department of Commerce – needs added to the Personnel Policies Manual

Commissioner Reding, Board Chair, read these new items out to the Board members and asked them to decide if they would like to vote on each item separately, or individually. After he had read the items, he asked the Board members what they would like to do. A decision was made to vote on the new business items as a whole.

Motion, Discussion and to vote to approve or disapprove the items above

Chair, Chris Reding called for a motion to approve the new items as presented.

A motion was made by Kay Steele Harrod to approve the new items as presented and was seconded by Sue DuCharme.

Motion: (Steele Harrod/DuCharme) to approve the new business items as presented.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Barrett: Yes, Steele-Harrod: Yes

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

Chris Reding made an announcement that he would be conducting the Executive Director evaluation this summer. Each Board Member will be receiving an evaluation form. These forms need to be completed and returned to Chris Reding by mid-July to have ready for the August Board meeting.


Chair, Chris Reding thanked the board members for being such hard working people and told them he appreciates all they are doing for COCAA and the communities we serve.

Motion to vote to approve or disapprove---Adjournment

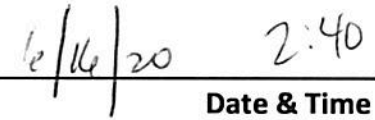
Motion: (Hagan/Doolen) to approve adjournment at 2:40 p.m.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Barrett: Yes, Steele-Harrod: Yes

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



Board Chair: Signature



Date & Time