

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

Minutes

Members Present (*at Roll Call)

Cleveland

~~Christi Moore~~

Lincoln

Lee Doolen*

~~Sheri Cooper~~

Logan

Mike Pearson*

Sue DuCharme*

Payne

Chris Reding*

Shad Hagan*

Pottawatomie

~~Tiffany Barrett~~

Kaye Steele Harrod*

Seminole

Tim Porter*

Dennis Phillips*

Staff Present:

Barbara Loudermilk, Cory Swearingen, Thelma McGee

Call to Order at 2:06 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.

Motion, Discussion and to vote to approve or disapprove the Minutes of June 16, 2020 board meeting.

Each board member had been sent a copy of the June 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 Lee Doolen to approve the minutes; it was seconded by Tim Porter.

Motion: (Doolen/Porter) to approve the minutes of June 16, 2020 COCAA Board meeting as presented.

Vote: Doolen: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Steele-Harrod: Yes, Porter: Yes, Phillips: Yes

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

Motion, Discussion and to vote to approve or disapprove the Minutes of the Special COCAA Board meeting held on August 4, 2020.

Each board member had been sent a copy of the August 4, 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 Shad Hagan.

Motion: (Steele-Harrod/Hagan) to approve the minutes of August 4, 2020 Special COCAA Board meeting as presented.

Vote: Doolen: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Steele-Harrod: Yes, Porter: Yes, Phillips: Yes

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

Barbara E. Loudermilk

Executive Director Report for August 2020

Character Trait for the Month of August 2020

Patience: Accepting a different situation without giving a deadline to remove it.

- COCAA has applied for the second round of Tax Credit Housing programs to build the 23 loft apartments, 12 homes and 1 park. This proposal was submitted August 12th. The collaborative is titled the SOONER Lofts, LLC. Program. We should hear back on our scored ratings sometime in late September. Mike Little with Little Construction and Norm Seaberg with Red Oak. LLC will be available at the next board meeting.
- During the COVID, COCAA will continue the deployment of the SHOES THAT FIT Programs in three counties. Two new school districts that will have this program deployed are Norman and

Wewoka Public Schools. Just this week we received a check for \$500.00 from Oklahoma Gas & Electric to support the Shoes That Fit program.

- I am excited to start the CARES ACT COVID-19 deployment. Two new collaboratives that are planned are the HOPE House in Guthrie (LOGAN County) and the Wewoka Ministerial Alliance (Seminole County) with Pastor Stubblefield leading out the food pantry. Both of these programs work with community through food distribution and food pantries with the Oklahoma Food Bank.
- The Oklahoma Department of Commerce Innovative Grant award for COCAA's reintegration has opened back up this summer and COCAA is receiving new clients being released from the Oklahoma Department of Corrections.
- We are continuing to serve all our communities during a very difficult time. The safety of all employees is at utmost concern. In the past week with the Federal/state unemployment money running out throughout the nation, the staff has been inundated with calls in all counties. I am currently working with AARP to get safe return of AARP seniors working in our closed offices to take phone calls.
- I am proud to announce that during the entire Pandemic the Meals on Wheels has had NO interruptions. Seniors have received their meals and continued to be served.
- The COTS Central Oklahoma Transit System staff attended a live conference in July in Lawton. There is a big conference planned at the Grand Casino called a BUS Rodeo. COTS plans on attending. In the past, we have won awards for driving at this fun and exciting BUS & Transit competition.

Each board member had been sent a copy of the Executive Director's Report for August 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 Sue DuCharme to approve the Executive Director's Report as presented and seconded by Tim Porter.

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

Vote: Doolen: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Steele-Harrod: Yes, Porter: Yes, Phillips: Yes

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

Finance Committee Report

Lee Doolen/Tracy 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.)

Barbara Loudermilk gave a brief summary of the Finance report since Tracy Izell is in quarantine.

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

A motion was made by Sue DuCharme to approve the Finance Report as presented and seconded by Mike Pearson.

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

Vote: Doolen: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Steele-Harrod: Yes, Porter: Yes, Phillips: Yes

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

Program Development Committee Report

Lee Doolen/C Swearingen

Discussed:

Funding proposals and updates:

Oklahoma Center for Non-profits

Emergency Food and Shelter (EFSP) Phase 37 and CARES ACT updates

CSBG CARES Act

ESG COVID

Monitoring's

Sooner Success

State Farm Neighborhood Assist

Client services/programs report

Approved the ESG Manual Updates and approval

Approved the COCAA addendum to the 2020 community needs and Community Action Plan

Part-Time person for Rayneta Manwarin

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 Development report as presented and seconded by Dennis Phillips.

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

Vote: Doolen: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Steele-Harrod: Yes, Porter: Yes, Phillips: 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 individually.

Approval Docket:

- 12. Motion, Discussion and vote to allow COCAA employees eligible to be able to apply and possibly receive COVID-19 CARES ACT services. If our board approves it, it still has to be approved by our attorney and the Department of Commerce before anyone can get help.**

Chair, Chris Reding called for a motion to approve or disapprove the employees of COCAA to be able to apply for services if qualified.

A motion was made by Kay Steele-Harrod to approve this as presented and seconded by Shad Hagan.

Motion: (Steele-Harrold/Hagan) to approve the COCAA employees to be able to apply for COVID-19 CARES ACT services. This can now be presented to the next level for approval.

Vote: Doolen: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Steele-Harrold: Yes, Porter: Yes, Phillips: Yes

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

13. Motion to go into Executive session Discussion and possible vote to enter Executive Session to discuss the employment/evaluation, hiring, appointment, promotion, demotion, disciplining or resignation of the Executive Director (Oklahoma Statute Title 25 O.S. SS 307(B)(1)).

Tim Porter made the motion to go into Executive Session and was seconded by Lee Doolen.

Motion: (Porter/Doolen) to go into Executive Session.

Vote: Doolen: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Steele-Harrold: Yes, Porter: Yes, Phillips: Yes

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

14. Consideration, Discussion, and Vote to Adjourn Out of Executive Session and the Regular Board Meeting Be Reconvened.

A motion was made by Kay Steele-Harrold to come out of Executive Session and to resume the regular board meeting and was seconded by Sue DuCharme.

Motion: (Steele-Harrold/DuCharme) to approve going back into regular board meeting.

Vote: Doolen: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Steele-Harrold: Yes, Porter: Yes, Phillips: Yes

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

15. Motion to approve or disapprove the 2020 Executive Directors annual Evaluation.

A motion was made by Sue DuCharme and seconded by Lee Doolen to approve Barbara Loudermilk's annual evaluation. Her money and benefits remain the same as before.

Motion: (DuCharme/Doolen) to approve the Executive Director, Barbara Loudermilk's annual evaluation.

Vote: Doolen: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Steele-Harrod: Yes, Porter: Yes, Phillips: Yes

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

Old Business

NONE

New Business:


Barbara stated she has to be in court this Friday morning, August 21, 2020, concerning our COCAA truck that was stolen. One female has been arrested and Barbara has some questions she would like to ask on behalf of COCAA.

Motion to vote to approve or disapprove---Adjournment

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

Vote: Doolen: Yes, Pearson: Yes, DuCharme: Yes, Reding: Yes, Hagan: Yes, Steele-Harrod: Yes, Porter: Yes, Phillips: Yes

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



Board Chair: Signature



10/22/2020 Date & Time