

Board of Directors Meeting
Wednesday, June 15, 2021 at 2:00 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 Doelen
Sheri Cooper*

Payne

Chris Reding*
Vacant

Seminole

Tim Porter*
Dennis Phillips*

Staff Present:

Barbara Loudermilk, Tracy Izell, Cory Swearingen and Thelma McGee

1. **Call to Order** at 2:00 p.m. by Chris Reding, Board President
2. ***Roll call** was called and we had seven members present out of eleven; therefore we met quorum and were able to proceed with the meeting.
3. **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.

4. Motion, Discussion and to vote to approve or disapprove the Minutes of the April 20, 2021, COCAA board meeting.

Each member had been sent a copy of the April 20, 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 Lisa Schmidt to approve the minutes; it was seconded by Kay Steele Harrod.

Motion: (Schmidt/Steele Harrod) to approve the minutes of the April 20, 2021, board meeting as presented.

Vote: Schmidt: Yes, Moore: Yes, Cooper: Yes, Reding: Yes, Steele/Harrod: Yes, Phillips: Yes, Porter: Yes

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

5. Executive Director's Report for June 2021

Barbara Loudermilk

- This month we were honored by the Life Church with a donation of faith for \$6,000.00. Life Church has a new pastor for their benevolence giving her name is Jess Downard. Jess and Pastor Brown both surprised the COCAA staff with special decorated community action cookies with the check last month. We have a wonderful relationship of trust to help Life Church with clients who have special needs.
- COCAA has submitted an OFHA HOME Building proposal to build 2 duplex units that will provide 4 homes for rent for home income families. The property is planned to be built on 1st street in downtown Wewoka. The duplexes are approximately 2,200 square feet and will have two 1,100 square feet homes built for rent.
- Sue DuCharme and Cory Swearingen worked tedious on a HUD Continuum of Care proposal for CPCA to sponsor the newly created homeless shelter in Guthrie called HOPE House. We hope to hear good things that the shelter will receive funding for the next year and it means an obligation of COCAA staff to monitor and supervise the first year of operations with HUD COC funds.
- COCAA has received a letter of resignation from Rayneta Manwarin, Pottawatomie County Manager. COCAA will be posting and looking for a replacement quickly.
- Last month Chris Reding and I had lunch with a pastor in Stillwater, Oklahoma. He has worked extensively with low income families in the City of Stillwater and other pastoral assignments. He will be notifying us of his interest to run for the low-income slot in Payne County.
- I would like to inform the COCAA board that we are continuing our involvement in the national organization through the US Committee for Refugees and Immigrants out of

Arlington, Virginia. Our regional partner is Cecily Cook, Program Officer for Trafficking Assistance.

- On June 3rd Chris Reding, Lee Doolen and the Executive Team zoomed with Sarah Rodefeld and listened to the Exit report for the annual monitoring of the CSNG funding. I have attached a letter from the Oklahoma Department of Commerce on findings that they department would like us to improve and report back. This is the continuous quality improvement processes that are part of the growth for COCAA. A special thanks to Lee and Chris for being active members in this oversight.
- In the fall of 2020, the Executive Team and COCAA Board reviewed the 2020-21 Strategic Plan and revised it to include at that time goals of deploying more HUD/OFHA housing proposals due to the fact that there were several opportunities for funds for housing renovations and development. The COCAA Board reviewed and revised the Strategic Plan of 2020-21 to be responsive to an ever-changing environment during a pandemic and pre-planned for 2021-22. Now at this time it is necessary to vote on those goals for the year 2021-22. We will be voting and making final adjustments to this plan at this June COCAA Board meeting. A big thank you to the COCAA Board for working very closely with the Executive Team and staff while we changed and responded during the 2020 COVID year with revising goals and objectives for the COCAA deployment of new initiatives.

6. 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 Sheri Cooper.

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

Vote: Schmidt: Yes, Moore: Yes, Cooper: Yes, Reding: Yes, Steele/Harrod: Yes, Phillips: Yes, Porter: Yes

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

7. Finance Committee Report Tracy Izell, Finance/Assistant Director

Tracy had sent out the April and May 2021 reports and the only thing the May financials did not show on them was the amount of receivables. Tracy pointed out different financial items that she wanted the board to notice. ODOT has

approved the 5311. They are waiting for all transits in the state to get paperwork into them before we can draw down on that. We will be receiving a new passenger van soon. COCAA had a new employee start in the middle of the pay period and Barbara Loudermilk advanced her \$300.00 to be able to purchase gas to get back and forth to work before her first paycheck arrived. Barbara was reimbursed later. Barbara Loudermilk had used her personal credit card to pay for the ZOOM last year during the COVID pandemic and was reimbursed. Barbara stated that you have to keep things going and that was something that we needed to take care of. She does what she needs to do to keep things going as they should. This was during COVID and everyone was working from home at this time. There was no access to the company credit card. We needed ZOOM for our meetings. That was one of the findings in an audit. Board President, Chris Reding stated that is something we should not do, but those were extenuating circumstances. We will try to keep our personal money from being spent on company items. We will have emergencies from time to time, but will try to use our company credit card instead of our personal one. When we were billed this year, it came to Barbara's house and she paid with her credit card and will be reimbursed again this year. Board President, Chris Reding also stated he had looked at the Financial Reports that had been sent out. The Payroll, taxes and all reports have been submitted as required. He asked if there were any questions about finances, and there were none.

8. 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 Kay Steele Harrod to approve the Finance Report as presented and was seconded by Tim Porter.

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

Vote: Schmidt: Yes, Moore: Yes, Cooper: Yes, Reding: Yes, Steele/Harrod: Yes, Phillips: Yes, Porter: Yes

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

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

Discussion and possible action on the funding proposals report

- a. New Proposals:
 - i. Meals on Wheels Association of Oklahoma
 - ii. RX for Oklahoma
 - iii. City of Moore
 - iv. State Appropriated Fund – Community Action Agencies
- b. Previous funding applications: None at the time of posting.

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.

10. 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 Tim Porter to approve the Program Development Report as presented and seconded by Kay Steele Harrod.

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

Vote: Schmidt: Yes, Moore: Yes, Cooper: Yes, Reding: Yes, Steele/Harrod: Yes, Phillips: 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.

Approval Docket:

11. Discussion and approval or disapproval to vote on updated COCAA Organizational Chart. It was noted that Rayneta Manwarin will need to be removed after she leaves, so this will need updated again in the near future.

12. Discussion and approval or disapproval to vote on updated Personnel Policies.

13. Discussion and approval or disapproval to vote on updated Affirmative Action Report.

14. Discussion and approval or disapproval to vote on the Revisions of the Emergency Solutions Grant Manual June 2021.

15. Discussion and approval or disapproval to vote on Assistant Community & Resource Coordinator Job Description.

16. (a) Discussion and approval or disapproval to vote on 2021-22 Strategic Plan.

16. (b) Discussion and approval or disapproval to vote on the Oklahoma Department of Transportation (DOT) Authorization Resolution.

A motion was made by Kay Steele Harrod and seconded by Tim Porter to approve Items 11, 12, 13, 14, 15, 16(a), and 16(b) on the approval docket.

Motion: (Steele Harrod/Porter) to approve items numbered 11, 12, 13, 14, 15, 16(a), and 16(b) as presented.

Vote: Schmidt: Yes, Moore: Yes, Cooper: Yes, Reding: Yes, Steele/Harrold: Yes,
Phillips: Yes, Porter: Yes

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

17. 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).

Chris Reding asked if anyone had any questions about anything. No one had questions. Chris stated he thought things were moving well. Barbara stated that Christi Moore will be retiring in November 2021 so we need to be thinking of someone to take her place in Cleveland County.

Chris Reding thanked everyone for taking time out of their afternoon to meet.

18. Motion to vote to approve or disapprove – Adjournment

A motion was made by Tim Porter to approve adjournment at 2:40 p.m. and was seconded by Lisa Schmidt.

Motion: (Porter/Schmidt) to adjourn the meeting at 2:40 p.m.

Vote: Schmidt: Yes, Moore: Yes, Cooper: Yes, Reding: Yes, Steele/Harrold: Yes,
Phillips: Yes, Porter: Yes

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



Signature

8/17/21 12:54:25

Date & Time