

Board of Directors Meeting
Wednesday, February 16, 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 Doolen*
Sheri Cooper*

Payne

Chris Reding*
Vacant

Seminole

Tim Porter*
~~Dennis Phillips~~

Staff Present:

Barbara Loudermilk, Cory Swearingen, Tina Lowery and Thelma McGee

Guest Speakers: None

1. **Call to Order** at 2:11 p.m. by Chris Reding, Board President
2. ***Roll call** was called and we had eight 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. Welcome and introduction of new COCAA Board Member House of Representative Garry Mize District 31 – new Logan County COCAA board member, representing the public sector.

Garry Mize was officially elected as a new board member at our last board meeting in January 2021, but since this is Garry's first official meeting, we decided to vote him in again. Lee Doolen made the motion for Garry Mize to officially be on the COCAA Board of Directors with Kay Steele Harrod seconding this motion.

Motion: (Doolen/Steele Harrod) to approve Garry Mize as our new board member representing Logan County.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, Mize: abstain, Reding: Yes, Barrett: Yes, Steele/Harrod: Yes, Porter: Yes

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

5. COTS – Central Oklahoma Transit System Training on COCAA Transit Program – Tina Lowery, COTS Director.

Tina stated that Fleetmatics, out of Florida, is the contracted company that is our tracking system for all of our COCAA and COTS vehicles. They track our drivers daily. This comes in handy for a variety of reasons. Sometimes people will call to say that our driver never showed up. Our drivers have proof they were there and for how long they waited for the person to come to the vehicle. We can pull a lot of information from the reports we receive from them for several months.

This system helped find our stolen vehicle when it was stolen. The City of Shawnee Police, CPN Police and Pottawatomie County were all involved in locating this vehicle. We have footage of the actual drivers of our stolen vehicle and it showed them trying to use our fuel card to purchase gasoline. They didn't have the PIN that is assigned to each driver, so they couldn't use the card.

There are also panic buttons in vehicles. These alert Tina and she can call the driver, the police, fire department or whatever needs to be done.

Tina was trying to pull up some examples, but the technology wasn't cooperating so Barbara asked if she would plan to attend our next board meeting and show everyone some examples of what Fleetmatics is doing for COCAA. Tina is planning to be at our next board meeting in April 2021.

6. Motion, Discussion and to vote to approve or disapprove the Minutes of the January 19, 2021, COCAA board meeting.

Each member had been sent a copy of the January 19, 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 Lee Doolen to approve the minutes; it was seconded by Tiffany Barrett.

Motion: (Doolen/Barrett) to approve the minutes of the January 19 board meeting as presented.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, Mize: abstain, Reding: Yes, Barrett: Yes, Steele/Harrod: Yes, Porter: Yes

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

7. Executive Director's Report

Barbara Loudermilk

- COCAA has been awarded 28th Tax Credit Program to purchase the Bank Building and start the two-year process to build 12 homes, create a park and renovate the entire bank building making 28 loft apartments for moderately priced families and individuals. The name of the project is titled SOONER Lofts, LLC. COCAA owns 51 percent of the project and the TAX Credit owners will own 49 percent. Upon the end of a fifteen-year period, the owners of the 49 percent will donate their ownership over to COCAA. Making COCAA the full owner of the building projected for Year 2036. COCAA's attorney is now writing up a performance contract for all sub-contractors to sign to bind them to COCAA's responsibilities. Ultimately, COCAA cannot relinquish our responsibilities. But the Sub contract agreements will bind all sub-contractors to performance standards to COCAA that we have promised through our contract to the Oklahoma Finance Housing Authority.
- I am glad to announce that communication with the City of Wewoka has taken place with the careful attention of Board Member Dennis Phillips. Dennis Phillips and I met with Mayor Paige Sheffield Sherry and City Manager Mark Moseley. Wewoka is going to lease a fairground building to COCAA for \$12.00 a year. Plans for a Wewoka food bank is ongoing. Plans to move and create a new office in the historical Wewoka Switch is ongoing. A **BIG THANK YOU** to Dennis Phillips and his funeral home staff and employees who have volunteered to move us this month.
- The Oklahoma Department of Commerce Innovative Grant award for COCAA's reintegration has been awarded to COCAA. We are back working with Oklahoma Career Tech and the Oklahoma Department of Corrections. DOC plans on allowing releases to

exit clean of COVID-19 early for transition. We have acquired a transitional house for homeless persons that will also include the reintegration clients from time to time. The house is located at 1309 E. Highland, Shawnee, Oklahoma. We leased it for \$1.00 a year. It will be utilized for COVID related homeless and reintegration that have been impacted by COVID-19.

- In November, I met with the City Manager of Guthrie, Leroy Alsup. We discussed Community Action and CARES ACT funding that is coming out in 2021. COCAA will be referencing the prospect of acquiring empty lots for future housing projects in Payne, Lincoln and Logan Counties. In January, Sue DuCharme and I met with Logan County Treasurer Sherri Longnecker. Sue and I toured downtown Guthrie observing a few empty lots that are currently available. Also, in late March and April there will be more prospective lots available. COCAA would like to apply for HOME Funds to build moderate to low income homes in downtown Guthrie, possibly Perkins, Chandler and Stillwater, Oklahoma.
- COCAA is currently working with community leaders in downtown Seminole to locate a new part time office in downtown Seminole. If this office area is located, we will have two major cities in Seminole County to give a presence to serve clients.
- I wish to remind the COCAA Board that we still have a Board vacancy in Payne County. I encourage all of you to think about a person of influence that could fit into the Low-income slot.

8. 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 Kay Steele Harrod to approve the Executive Director's Report as presented and was seconded by Garry Mize.

Motion: (Steele Harrod/Mize) to approve the Executive Director's Report.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, Mize: Yes, Reding: Yes, Barrett: Yes, Steele/Harrod: Yes, Porter: Yes

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

9. Finance Committee Report

Lee Doolen, Vice President

Lee stated that we had the full board report in January with no findings from our auditors. That is an excellent audit report. Tracy had Financial Statements printed for October, November and December 2020 for everyone to go over before the meeting.

Tracy printed our Vendor activity for December 2020. Tracy was out ill so there were no questions from the board about specific activities this month. Please, anytime you have questions, just ask us. It can be before or after a board meeting, not just during board meetings.

10. 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 Tim Porter to approve the Finance Report as presented and was seconded by Tiffany Barrett.

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

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, Mize: Yes, Reding: Yes, Barrett: Yes, Steele/Harrod: Yes, Porter: Yes

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

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

In our Program Committee Meeting in January, we approved the minutes for the November 17, 2020 meeting.

We have new proposals. They are:

- i. Emergency Solutions Grant 2021 – COCAA is requesting up to \$50,000 to provide housing services in Pottawatomie and Seminole Counties that include emergency shelter, rapid rehousing, and prevention services.
- ii. United Way of Norman – COCAA is requesting up to \$5,000 for the Shoes that Fit program to work with Norman schools in providing shoes to elementary school children in need.
- iii. Emergency Food and Shelter Program (EFSP) Phase 38 Seminole County – COCAA is requesting \$8,255 to provide rent or utility assistance to Seminole County residents.

- iv. EFSP Phase 38 Lincoln County – COCAA is requesting up to \$10,538 for rent or utility assistance for Lincoln County residents.
- v. EFSP Phase 38 Pottawatomie County – COCAA is requesting up to \$23,372 for rent or utility assistance for Pottawatomie County residents.
- vi. EFSP Phase 38 Cleveland County – COCAA requested \$12,500 for rental assistance.
- vii. EFSP Phase 38 Payne County – COCAA is requesting up to \$23,772 for rent or utility assistance in Payne County.
- viii. EFSP Phase 38 Logan County – COCAA will apply for this funding if funds become available for Logan County residents to help with rent or utility assistance.
- ix. City of Shawnee – COCAA is requesting up to \$80,000 for operation of the COTS program.
- x. ODOT 5311 Grant – COCAA is requesting up to \$175,000 for operation of the COTS program.
- xi. Avedis Foundation – COCAA is requesting up to \$75,000 for the non-profit grant specialist and operation expenses.

Previous funding applications:

- xii. SoonerSuccess – COCAA received \$1,000 for assistance with childhood trauma victim in Logan County.
- xiii. Emergency Solutions Grant 2020 – COCAA requested \$50,000, but received \$35,895.91 to assist with homeless housing activities, which includes emergency shelter, rapid rehousing, and prevention services.
- xiv. CSBG 2020 Discretionary Reintegration Program – COCAA requested \$57,000 and received \$57,000 to continue the reintegration program.
- xv. EFSP Phase 38 Cleveland County – COCAA applied for \$12,500 and did not receive any funding for this Phase of EFSP funds.
- xvi. CSBG Discretionary funds CAPTAIN PIP – COCAA requested \$6,050 for CAPTAIN client intake portal for initial setup and the first year of maintenance costs and received the full amount of \$6,050.
- xvii. CSBG Discretionary funds CAPTAIN – COCAA requested \$5,644 for the annual maintenance fees for the CAPTAIN client and agency databases and received the full amount of \$5,644.

Everyone should have received the previous client service report. They are still working trying to get the data entry caught up. I should have the final 2020 numbers at the March Committee meeting.

At the November 2020 Program Development Committee Meeting we still had one outstanding item in which to respond to in reference to the Oklahoma Department of Commerce Monitoring. COCAA responded in December to that finding and ODOC accepted the response and closed the 2020 monitoring. COCAA's response letter and ODOC's letter closing the 2020 monitoring was included with the program committee packet.

12. 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 Kay Steele Harrod to approve the Program Development Report as presented and seconded by Christi Moore.

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

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, Mize: Yes, Reding: Yes, Barrett: 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 number 15.

Approval Docket:

13. Discussion and approval or disapproval to vote on Risk Assessment report – See Summary items.

14. Discussion and approval or disapproval on COCAA's annual Budget.

15. Discussion and approval or disapproval to replace the office of COCAA Board Treasurer.

Garry Mize was asked to tell the board about himself and his past experiences. He stated that he had twenty years as a Financial Advisor. He sold his practice after the first session in office. He lives in north Edmond and has three children ages 10, 7, and 3.

A motion was made by Kay Steele Harrod to nominate Garry Mize as our new Treasurer for the COCAA Board considering all of his experience in the financial field. Also, since the board representative that he is replacing, Mike Pearson was our Treasurer, if he will accept that position. Mr. Mize stated he would accept the position as Treasurer of the COCAA board. This motion was seconded by Tiffany Barrett. There were no other nominations for this position.

Motion: (Steele Harrod/Barrett) to approve the Garry Mize as the new Treasurer for the COCAA Board.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, Mize: Yes, Reding: Yes, Barrett: Yes, Steele/Harrod: Yes, Porter: Yes

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

Motion, Discussion and to vote to approve or disapprove Items # 13 and # 14 as presented on the approval docket.

A motion was made by Kay Steele Harrod and was seconded by Sheri Cooper.

Motion: (Steele Harrod/Cooper) to approve items numbered 13 and 14 as presented.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, Mize: Yes, Reding: Yes, Barrett: Yes, Steele/Harrod: Yes, Porter: Yes

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

16. 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).

Barbara stated that Kali Morrison had her baby girl and has turned in her resignation. She has decided to stay at home with her baby and they are moving to Durant to be closer to family. We will be posting a position for a new County Manager for Cleveland County.

Barbara also asked for prayers for Lisa Schmidt.

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

17. Motion to vote to approve or disapprove – Adjournment

A motion was made by Lee Doolen to approve adjournment at 2:53 pm and was seconded by Kay Steele Harrod.

Motion: (Doolen/Steele Harrod) to adjourn the meeting at 2:53 pm.

Vote: Moore: Yes, Doolen: Yes, Cooper: Yes, Mize: Yes, Reding: Yes, Barrett: Yes,
Steele/Harrodd: Yes, Porter: Yes

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

Ca

Signature

4/20/2021 2:10 pm

Date & Time