

Board of Directors Meeting
Wednesday, January 19, 2021 at 1:00 p.m.
131 N. Bell
SHAWNEE, OK

Minutes

Members Present (*at Roll Call)

Cleveland

Christi Moore*
Lisa Schmidt*

Logan

Mike Pearson
Sue DuCharme*

Pottawatomie

Tiffany Barrett
Kaye Steele Harrod*

Lincoln

Lee Doolen*
Sheri Cooper*

Payne

Chris Reding*

Seminole

Tim Porter*
Dennis Phillips

Staff Present:

Barbara Loudermilk, Tracy Izell, Cory Swearingen, and Thelma McGee

Guest Speakers: Mike Little, Norm Seaburg – Sooner Lofts, LLC – Report on progress
Garry Saunders with Saunders and Associates – Audit Report

1. Call to Order at 1:00 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. Motion, Discussion and to vote to approve or disapprove the Minutes of the October 20, 2020 board meeting.

Each member had been sent a copy of the October 20 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 Kaye Steele Harrod to approve the minutes; it was seconded by Tim Porter.

Motion: (Harrod/Porter) to approve the minutes of the October 20 board meeting as presented.

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes, Porter: Yes

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

5. Special Guests: Mike Little & Norm Seaburg - Sooner Lofts, LLC - Reporting

Mike Little spoke about our building at Main and Broadway. COCAA will occupy the bulk of the basement of that building, as well as the first and second floors. Floors four through six will be housing. There will be 23 units of housing in that building. Mike brought drawings and plans. He passed them around and asked if anyone had any questions.

Board members asked questions, one being what size the lots are that we are building on. Mike said Shawnee lots are generally 25 x 25 or 25 x 50 feet.

Mike talked about the park we are building, the two duplexes in Wewoka, and several other projects they have going and have completed in the past.

Mike introduced Norm Seaburg for the entrepreneurial approach. Norm spoke about financing, grants, incubators, lines of credit, etc. We are shopping for money. Our architect is flying in next Wednesday. We have a total of 35 units that we are building in Shawnee. Barbara said someone told her that if a non-profit is going to make money, you have to get into housing. Another board member said and you have to make some money. You can't just depend on grants, etc.

6. Saunders & Associates - 2020 Audit Report by Garry Saunders

Mr. Garry Saunders was working in Springdale, Arkansas, on another audit, but we contacted him by telephone and he gave the full audit presentation to our Board of Directors.

We had copies of our audit presented to each board member to look through and ask any questions they may have. Mr. Saunders briefly went through the report and spoke of our Federal and State money that starts on Page 12. The auditing firm makes determinations whether CSBG money and other Federal funds have been expended properly. They looked at our Internal Controls, the Pension Plan to employees, and many other topics in our Audit Report. They tested our attributes in various areas.

He stated there were no findings, no deficiencies and we are in compliance with all attributes of cash management and reporting. We met all standards. All taxes have been filed and paid properly. You can't do better than that. Pages 7 – 11 that's what we refer to as notes to the Financial Statements. We discussed the depreciation on Page 10. I have graphs to refer to in our report.

Some of our board members asked specific questions and he answered each of them. He stated that his company would like to be a resource for our organization. Mr. Saunders said his company encourages any and all questions, not only from management and staff, but any of the board members. Any of us are free to call anytime. His name and number are on the audit report.

Motion, Discussion and to vote to approve or disapprove the Audit Report as presented by Mr. Garry Saunders. A motion was made by Lee Doolen to accept our audit report and was seconded by Christi Moore.

Motion: (Doolen/Moore) to accept the Audit Report as presented.

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes, Porter: Yes

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

7. Board Development Committee Report - Sue DuCharme – Logan County Slot

Ms. DuCharme is Chairman of two boards. She spoke about State Representative Mr. Garry Mize and all of the good things he does for Logan County. He was born and raised in Guthrie, Oklahoma, and has their interest at heart. He has his own financial planning company will be taking the place of Mike Pearson, an elected official on our COCAA board. Mike Pearson is retiring. He said he might come in today for his last board meeting.

Sue DuCharme made a motion for Garry Mize to be on our Finance Committee and take Mike Pearson's seat as Treasurer on our Board of Directors. Tim Porter seconded this motion.

Motion: (DuCharme/Porter) to ask Garry Mize to serve on our Finance Committee and to be the Treasurer on our Board of Directors.

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes, Porter: Yes

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

8. 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.
- 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. The Wewoka Ministerial Alliance lead by Pastor Matt Stubblefield is going to renovate the building into a Food Pantry for the City of Wewoka. COCAA has purchased three freezers for the pantry to assist families in Seminole County impacted by COVID-19.
- 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 releasees to exit clean of COVID-19 early for transition.

- 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.
- COCAA staff and COTS Central Oklahoma Transit System staff attended a live in-person conference in October. COCAA was the host agency for the competition. Each year transit agency participants compete in a BUS rodeo to see who are the most competent drivers of transit in Oklahoma. The host site was the Grand Casino. During the conference Mayor Ed Bolt of Shawnee greeted the conference participants and also met with representatives of Green Power Motor Company out of California to discuss writing a federal proposal for a fixed transit system in Pottawatomie and Lincoln counties.
- Jennifer Roysdon has worked very hard on the Payne County Christmas Connection that gives out toys and food to hundreds of families in Stillwater. 70 families received a full Christmas dinner supply/meal, 200 children received toys and over 20 bicycles were given out. Also, Christmas cards all went out to nursing homes in Payne County facilities.
- COCAA worked with community business leaders and the Shawnee Law Enforcement agencies and numerous COCAA families got the opportunity to SHOP with A COP prior to Christmas. Each child received a one-hundred dollar Walmart card to shop with a law enforcement officer in the Shawnee Walmart.
- Please see the attached Strategic Plan Update that has data for the 2020 year. I wish to give you a total review of our plans in April after the year end March 2021.

9. 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 Sue DuCharme to approve the Executive Director's Report as presented and was seconded by Kay Steele Harrod.

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

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes, Porter: Yes

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

10. Finance Committee Report

Lee Doolen, Vice President &

Mike Pearson, Treasurer

Chris Reding stated that Tracy could report this better and faster than he could so he had Tracy present this report. Tracy had Financial Statements printed for October, November and December 2020 for everyone to go over before the meeting. She talked about the non-profit grants, COTS accounts receivables, CARES act money, and 5311 Client Services. We were required to pay back \$12,000.00 of EFSP money and Cory can explain that in more detail.

Cory said we had a miscommunication in what the time frame was in which to spend the funds. We spent outside of the contract time frame so that was what caused some of it. Some of it was just disallowed so we had to pay back some other funds for that. We had \$7,000.00 in Pottawatomie County where we didn't spend all of our funds that we were allotted. One of the things was the Salvation Army shelter expenses.

Kaye Steele Harrod asked if they just didn't communicate the timeline or what happened to cause this problem. Cory explained when we got the compliance letter; they said the date was May 31. We were working really hard during the month of May to spend everything and then they said it was March 31 instead of May 31. This was the problem with Cleveland County funds. So everything that we spent after March 31 had to be paid back. As far as EFSP was concerned, it was our allocation and that was our timeframe. This was a learning lesson. We know to double check our dates.

We are fixing to start Phase 38 and it will run at the same time as Phase 37. We are really going to have to watch these funds and their dates as we spend this money. They have around twelve people to cover the whole United States when anyone has questions.

Tracy said that each Monday morning when she comes in, she has numerous emails from clients that say that can't get help. Tracy forwards the emails to the appropriate county manager and nine times out of ten, the county manager has met with them and is waiting for them to send in the proper paperwork. Our county managers have been inundated with calls and e-mails. It was bad before COVID hit, but now it is a plethora worse.

Tracy printed our Vendor activity from October through December 2020. Our board had several questions and Tracy answered each of them thoroughly.

11. 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 Lee Doolen to approve the Finance Report as presented and was seconded by Sheri Cooper.

Motion: (Doolen/Cooper) to approve the Finance Report.

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes, Porter: Yes

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

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

In our Program Committee Meeting in November, we approved the minutes for the September 2020 meeting. We have four new proposals. They are all CSBG:

- i. CSBG Discretionary funds – CAPTAIN PIP
- ii. CSBG Discretionary funds – CAPTAIN
- iii. CSBG Discretionary funds – Reintegration
- iv. CSBG 2021

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. As of today, January 19, 2021, everything has been cleared. We have sent that last response in and the monitoring has been closed for the year.

13. 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 Lee Doolen to approve the Program Development Report as presented and seconded by Tim Porter.

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

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, 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.

Approval Docket:

14. Motion, Discussion and to vote to approve or disapprove Strategic Plan Update 2020 Report.

15. Motion, Discussion and to vote to approve or disapprove COCAA employees and family members to apply for CARES ACT funding impacted by COVID-19 waiver to the Oklahoma Department of Commerce.

**COCAA Employee List: 1) Jonathon Wind Family (son of a COCAA employee)
2) Robert Yoder & Tori Ernst (daughter of employee)
3) Rayneta Manwarin (employee) and family.**

16. Motion, Discussion and to vote to approve or disapprove the resignation of Low-Income slot of Payne County Board Member.

17. Motion, Discussion and to vote to approve or disapprove to seat Mr. Garry Mize for the Logan County Elected Public Official Slot.

Motion, Discussion and to vote to approve or disapprove the items as presented on the approval docket. A motion was made by Tim Porter and was seconded by Sue DuCharme.

Motion: (Porter/DuCharme) to approve items numbered 14 through 17 as presented.

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes, Porter: Yes

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

18.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).

Tracy introduced Sonia Harrington. With some of the COVID money, we were able to hire Sonia Harrington on October 12, 2020. Sonia is very detail oriented and very organized. We are very pleased to have her with us.

Barbara stated we have a new COCAA baby. Kali Morrison had her baby girl. Kali is doing fine, but the baby has some problems. At our last report, the baby will be in NIQUE for a week or two.

Chris took a minute to remind us to all give clients and people around us a word of encouragement. This helps to ease grief and leaves people with a more positive attitude. Some now are thinking they are losing everything and we need to help them with more than just their finances. It could just be a time of testament. We will see the rewards.

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

19. Motion to vote to approve or disapprove – Adjournment

A motion was made by Lee Doolen to approve adjournment at 2:35 pm and was seconded by Christi Moore.

Motion: (Doolen/Moore) to adjourn the meeting at 2:35 pm.

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DuCharme: Yes, Reding: Yes, Harrod: Yes, Porter: Yes

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



Signature



Date & Time