

Board of Directors Meeting
Wednesday, April 20, 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 and Thelma McGee

Guest Speakers: Mike Little

1. **Call to Order** at 2:00 p.m. by Chris Reding, Board President
2. ***Roll call** was called and we had nine 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 Mike Little in the ZOOM to discuss current status of OFHA Bank Building and New Home construction projects. He will also share future RFP's to OFHA on behalf of COCAA.

Mike discussed the First American Title. We are bringing the abstract up to date on the title for the building on East Main with them. The architects are finalizing their drawings. We are supposed to have some final drawings here in about two weeks. There are a lot of little details that are getting taken care of. We are in the process of surveying the lots. We have nine of the twelve lots surveyed. Most of those are on South Pennsylvania. Most of them are clear. We have the HUD funding of \$470,000, but they are making us go through a few more hoops this time. Mary Jane Maness and the City of Shawnee are doing environmentals. The environmentals are to make sure we are not harming any endangered species of wildlife, that there is not too much traffic on the railroad tracks and we are not in a flood area. Paperwork has to be in by June 1, 2021. Arvest Bank is our construction loan lender. We did have one issue with one of our lots that Barbara put to bed. We had a gentleman that said we are building on his wife's lot. Of course, that is not true. We had sheriff's deputies, police officers, and two dog catchers out there. We got the dogs taken to the pound and we were able to survey the lot. Barbara got things taken care of. You have one tough young lady for your Executive Director and I really appreciate her. Things are moving along well. We have submitted a proposal to build two duplexes in Wewoka. This will be a \$500,000 project. The City of Wewoka is excited to work with COCAA. The City of Seminole has reached out to try to do some construction, also. Habitat for Humanity is a non-profit that also builds affordable housing. Does the board have any questions? There were none.

5. Motion, Discussion and to vote to approve or disapprove the Minutes of the February 16, 2021, COCAA board meeting.

Each member had been sent a copy of the February 16, 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 Tim Porter.

Motion: (Doolen/Porter) to approve the minutes of the February 16 board meeting as presented.

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

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

6. Executive Director's Report

Barbara Loudermilk

- Tracy Izell and Rayneta Manwarin, Pottawatomie County Manager will attend a luncheon planned by Life Church in Shawnee, Oklahoma. COCAA has been an annual awardee of funds for helping citizens and families in need from the Life Church organizations. COCAA feels privileged to be trusted to assess and complete case management for Life Church funds.
- COCAA has completed a desk top audit with the City of Moore for deployment of CARES ACT funds that were given to COCAA to be administered.
- COCAA has submitted a OFHA HOME Building proposal to build 2 duplex units that will provide 4 homes for rent for low income families. The property is planned to be built on 1st street in downtown Wewoka. The duplexes are approximately 2200 sq feet and will have two 1100 square feet homes built for rent.
- This month Barbara Loudermilk, Cory Swearingen and our new Cleveland County Manager Lynzi Wheeler made a proposal presentation requesting \$5,000 from the United Way of Norman. The funds would be used for Cleveland County "Shoes That Fit" programs that could provide shoes and socks for Little AXE and Norman Public Schools.
- COCAA will be partnering with certified OFHA Home Buying trainers to provide Home Buying Education in our building upstairs. The classes will be composed of first-time home buyers and there are 15 persons enrolled for the classes.
- Cory Swearingen is enrolled with the Mayor of Shawnee ED Bolt and other city employees to study the national program titled ZERO TO BUILD. This is a national program on how to prevent and assist homelessness in cities. The City of Shawnee paid for the training that is being provided to COCAA employees.
- Barbara Loudermilk completed a 15-course on-line program titled HOME Build that is required while applying and managing OFHA/HUD grants.
- REMINDER to the COCAA board: we are looking for a candidate as a low-income candidate for the Payne County and Cleveland County Board slots. Christi Moore will shortly be retiring from her position.
- Mrs. Doolen will be teaching Home Buying classes in the fall of 2021. She is volunteering her time to teach and will not be paid.

7. 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 Sheri Cooper.

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

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

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

8. Finance Committee Report

Chris Reding, Board President

Cory Swearingen stated that Tracy Izell had a doctor's appointment this afternoon and could not attend the board meeting. Cory stated that Tracy had sent out the March reports and the only thing the March financials did not show on them was the amount of receivables that we have received for those March expenditures. Board President, Chris Reding 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.

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

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

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DeCharme: Yes, Reding: Yes, Barrett: Yes, Steele/Harrold: Yes, Porter: Yes

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

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

Discussion and possible action on the funding proposals report

- a. New Proposals:
 - i. CDBG City of Moore – Community Development Block Grant (City of Moore) – COCAA is requesting \$3,000 to initiate the Shoes that Fit Program in Moore Public Schools. That request actually went to \$5,000.
 - ii. Junior Service League Shawnee – Volunteers Impacting People (VIP) is requesting \$1,000 for Shoes that Fit in Pottawatomie County.
 - iii. United Way of Pottawatomie County – Volunteers Impacting People (VIP) is requesting \$20,000 to assist with operations and volunteer mileage for the Meals on Wheels program.
- b. Previous funding applications:
 - i. EFSP Phase 38 Seminole County – COCAA will receive \$8,255 for rent and utility assistance for Seminole County.
 - ii. EFSP Phase 38 Payne County – COCAA will receive around \$5,500 for rent assistance.
 - iii. Avedis Foundation – COCAA received \$70,890.28 to continue with a non-profit grant specialist for Pottawatomie County.
 - iv. 5310 grant – COCAA received the award letter for the 5310 grant application for 2020. It allows us funding to purchase one 10-passenger van and one minivan for the COTS transportation program.

11. 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 Lee Doolen.

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

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DeCharme: 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.

Approval Docket:

- 12. Discussion and approval or disapproval to vote on Annual Community Action Plan.**
- 13. Discussion and approval or disapproval to vote on the 2021 slate of COCAA Board Officers and Committee assignments.**
- 14. Discussion and approval or disapproval to vote on the revised ESG-Emergency Solutions Grant Policies to include the CARES ACT addendum with policies and guidelines.**

A motion was made by Tim Porter and seconded by Sue DuCharme to approve Items 12, 13 and 14 on the approval docket.

Motion: (Porter/DuCharme) to approve items numbered 12, 13, and 14 as presented.

Vote: Moore: Yes, Schmidt: Yes, Doolen: Yes, Cooper: Yes, DeCharme: Yes, Reding: Yes, Barrett: Yes, Steele/Harrold: Yes, Porter: Yes

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

15. 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. Sue DuCharme asked why Barbara was asking about the Ethnicity of the board members in her e-mail earlier. Barbara explained that it is a requirement for each non-profit board member to prove the communities are properly represented. The United Way of Norman is requiring this information.

Chris asked if there were any other questions or any other items that anyone had for this meeting.

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

16. Motion to vote to approve or disapprove – Adjournment

A motion was made by Tim Porter to approve adjournment at 2:31 pm and was seconded by Kay Steele Harrod.

Motion: (Porter/Steele Harrod) to adjourn the meeting at 2:31 pm.

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

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

A handwritten signature in blue ink, consisting of a stylized 'C' followed by a long horizontal stroke.

Signature

Handwritten date and time in blue ink: '6/15/2021' followed by '2:05 pm'.

Date & Time