

Board of Directors Meeting  
Tuesday, October 18, 2022 at 12:00 p.m.  
131 N. Bell  
SHAWNEE, OK

**Minutes**

**Members Present (\*at Roll Call)**

Cleveland

Kim Lopez  
Lisa Schmidt

Logan

Steve Gentling\*  
Sue DuCharme\*

Pottawatomie

Tiffany Barrett\*  
Kaye Steele\*

Lincoln

Lee Doolen\*  
Sheri Cooper

Payne

Chris Reding\*  
John Chaffin\*

Seminole

Tim Porter\*  
Dennis Phillips\*

**Staff Present:**

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

**Guests Present:**

Mike Little

1. **Call to Order** at 12:15 p.m. by Lee Doolen, Board Vice President. Board President and Chair, Chris Redding joined this meeting late.
  
2. **Roll call** was called and we had nine members present out of twelve; 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. There were none.

4. **Motion, Discussion and to vote to approve or disapprove the Minutes of August 16, 2022, COCAA Board Meeting.** Each member had been sent a copy of the August 16, 2022, meeting minutes to review prior to the meeting. They all agreed that the minutes accurately portrayed the events of that meeting. Mayor Steve Gentling made a motion to approve the minutes of the August 16, 2022, Board Meeting and Commissioner Tim Porter seconded the motion.

Motion: (Gentling/Porter) to approve the minutes of the August 16, 2022, board meeting as presented.

Vote: Doolen: Yes, Barrett: Yes, Steele: Yes, Chaffin: Yes, Phillips: Yes, Porter: Yes, DuCharme: Yes, Gentling: Yes

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

5. **Executive Director's Report for October 2022**

**Barbara Loudermilk**

**Character First Monthly Trait - - Character Trait for the Month of October 2022: is Creativity. Creativity versus underachievement – approaching a need, a task, or an idea from a new perspective.**

- I have met with the Cheyenne Arapaho Tribes and their intent for Criminal Justice Programs. We are currently scanning the environment with other nations, such as CPN to review Reintegration grants for criminal justice reform services.
- Mike Little has completed the twelve (12) houses located in downtown Shawnee. Currently eight of them are either rented or sold. Four more are available. The City Park is also completed. (See Pictures.)
- The Wewoka duplexes are being screened for prospective tenants. Cory Swearingen has taken on this job of placing four families in Seminole County into the new duplexes. Dennis Phillips is helping us locate families that may need housing.
- Friday, October 21, 2022, all COCAA Board Members and staff are invited to a large party to celebrate the 10<sup>th</sup> anniversary of the Avedis Foundation. (Please see copy of this invitation.) I believe each of you were invited personally by Avedis.
- Last week Chris Reding and I had the pleasure of attending the evening program of open house at Glenco Elementary School. Over 200 children received a brand new pair of

shoes and new socks. One family had five children. It was so good to see how pleased they were to have all five of their children receive new shoes and five new pairs of socks. Please see the pictures of Chris Reding and Tammy Lane, Principal. It was a very special evening.

- Last statement is Barb's testimony of her surgery and tests. Barbara stated that she was diagnosed with breast cancer. She had surgery and will probably have to have some radiation. She will keep us informed and she will be out in the near future for some doctor's visits.

**6. Motion, Discussion and to vote to approve or disapprove 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 Commissioner Tim Porter and seconded by Kaye Steele to approve the Executive Director's Report as presented.

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

Vote: Doolen: Yes, Barrett: Yes, Steele: Yes, Chaffin: Yes, Phillips: Yes, Porter: Yes, DuCharme: Yes, Gentling: Yes

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

Mike Little joined us during the Executive Director's Report, therefore we are going to have him update us on what he has been doing. Mike stated that most of our houses would be Section 8 housing. A management company will be taking care of the people who wish to purchase a house. Qualifying people would have to pay rent for 15 years and then they will have to qualify to purchase the house. It will be at a discounted price. They do have to take care of the house and qualify in order to purchase one of the homes. We are supposed to get the elevator installed in January 2023 in the bank building. After that it shouldn't be too long to get the building ready for occupancy. One board member asked what he was working on now and he said they are working in Oklahoma City at the old Harmony School a few blocks from the Capitol building.

## **7. Finance Committee Report**

**Tracy Izell, Finance Director**

Tracy stated that our all of our bills have been paid. Payroll is up to date and taxes have been paid. Barbara stated that since the COVID money ran out, we have had some upset clients because we can't help them. She wants the board members to be aware of why this is happening so if they receive calls, they will know what is going on. This will definitely impact all of our counties. Tracy said she is still in the process of switching the 401K accounts to Arvest instead of Mutual of America. Everything has been sent to our auditor's with the exception of ODOT items. A lot of agencies are having trouble with them. We are small potatoes compared to a lot of agencies. The Federal auditors are giving them trouble, therefore they are giving everyone else trouble. Kaye Steele stated that Tracy is doing a great job! Our auditors do know about the problems with ODOT, not only from us, but from all state agencies. Mr. Doolen asked if there were any other finance questions. There were not.

## **8. Motion, Discussion and to vote to approve or disapprove Finance 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 Kaye Steele to approve the Finance Report as presented and was seconded by Tim Porter.

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

Yes, Doolen: Yes, Barrett: Yes, Steele: Yes, Chaffin: Yes, Phillips: Yes, Porter: Yes, DuCharme: Yes, Gentling: Yes

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

## **9. Program Development Report**

**Cory Swearingen**

Cory talked about the items discussed in the September 2022, Committee Meeting. The committee tabled the approval of the minutes from the July 19, 2022, until the November committee meeting. The committee discussed new and updated funding proposals that included:

**New funding proposals:**

1. Junior Service League Shawnee – COCAA is applying for \$1,000 for the Volunteers Impacting People (VIP) Shoes that Fit program.
2. JCOIN Rapid Innovation Grant – COCAA is applying for \$10,000 for reintegration program.

**Previous funding proposal updates:**

1. CSBG 2022 – COCAA received the 4th allocation award in the amount of \$9,605 which brings the total contract to \$926,813.70.
2. Canadian Valley Electric Cooperative – COCAA applied for \$3,500 to assist with VIP volunteer mileage reimbursements.
3. Oklahoma Department of Transportation 5311 grant for 2022 – 23 – COCAA received \$109,716 plus \$5,000 RTAP funds
4. Oklahoma Department of Transportation 5311 ARPA grant for 2022-23 – COCAA received \$63,433 plus \$5,000 RTAP funds.
5. Oklahoma Department of Transportation 5311 CRRSAA for 2022-23 – COCAA received \$3,490
6. Emergency Solutions Grant 2022-23 – COCAA received \$44,713, which are funds to help the homeless or those at risk of becoming homeless
7. State Appropriated Funds for Community Action Agencies – COCAA received \$40,957 to assist with the Executive Director’s salary and fringe.
8. Rx for OK – COCAA received \$42,891 to assist with the salaries, fringe, and database program for this prescription assistance program.

**10. Motion, Discussion and to vote to approve or disapprove Program Development 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 Program Development Report as presented and was seconded by Sue DuCharme.

Motion: (Porter/DuCharme) to approve the Program Development Report.

Yes, Doolen: Yes, Barrett: Yes, Steele: Yes, Chaffin: Yes, Phillips: Yes, Porter: Yes, DuCharme: Yes, Gentling: Yes

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

**Approval Docket:**

Lee Doolen read the items in this approval docket and the board agreed to vote on Item #'s 11 – # 16 with one vote and then go to the remainder of the items.

- 11. Motion, Discussion and to vote to approve or disapprove the approval of COCAA employee April Deere to receive services through application process.**
- 12. Motion, Discussion and to vote to approve or disapprove the proclamation to apply for the national award Pathways to Excellence.**
- 13. Motion, Discussion and to vote to approve or disapprove the 2022 Strategic Plan Update report. (This is the 3<sup>rd</sup> report and update given to COCAA Board this year.)**
- 14. Motion, Discussion and to vote to approve or disapprove the 2023-2025 Three-year Strategic Plan.**
- 15. Motion, Discussion and to vote to approve or disapprove to apply in Payne County for the new Elite Repeat annual funding application.**
- 16. \_\_\_\_\_**

(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.)

After several questions and a lot of discussion, a motion was made by Steve Gentling to approve the Board Agenda items numbered 11 through 16 as presented and was seconded by Tim Porter.

Motion: (Gentling/Porter) to approve Items #11 through #16.

Vote: Doolen: Yes, Barrett: Yes, Steele: Yes, Chaffin: Yes, Phillips: Yes, Porter: Yes, DuCharme: Yes, Gentling: Yes

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

**17. Motion to go into Executive Session to Discuss and conduct the Executive Director's Annual evaluation.**

A motion was made by Tim Porter and seconded by Sue DuCharme to go into Executive Session for the Executive Director's Annual Evaluation. Everyone was asked to leave the room except for the Board of Directors.

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

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Steele: Yes, Chaffin: Yes, Phillips: Yes, Porter: Yes, DuCharme: Yes, Gentling: Yes

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

**18. Motion to come out of Executive Session.**

A motion was made by Tim Porter and seconded by Sue DuCharme to come out of Executive Session for the Executive Director's Annual Evaluation. Everyone was asked to return to the meeting room.

Motion: (Porter/DuCharme) to come out of the Executive Session and to return to the remainder of the regular board meeting.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Steele: Yes, Chaffin: Yes, Phillips: Yes, Porter: Yes, DuCharme: Yes, Gentling: Yes

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

**19. Motion, Discussion and to vote on any business conducted in Executive Session.**

Sue DuCharme made a motion to approve Barbara Loudermilk's evaluation and was seconded by Kaye Steele.

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

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Steele: Yes, Chaffin: Yes, Phillips: Yes, Porter: Yes, DuCharme: Yes, Gentling: Yes

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

**20. 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).

There was no new business.

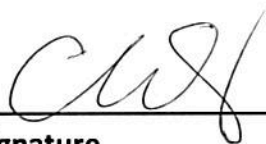
**25. Motion to Adjourn ---**

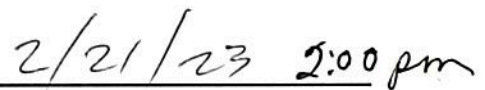
Sue DuCharme made a motion to adjourn the meeting at 1:30 p.m. Kaye Steele seconded that motion.

Motion: (DuCharme/Steele) to adjourn this board meeting.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Steele: Yes, Chaffin: Yes, Phillips: Yes, Porter: Yes, DuCharme: Yes, Gentling: Yes

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

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date & Time