

Board of Directors Meeting
Tuesday, April 18, 2023, 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, Trace Eller, and Thelma McGee

Guests Present:

Garry Saunders with Saunders & Associates auditing firm via zoom

1. **Call to Order** at 12:05 p.m. by Chris Reding, Board President.
2. **Roll call** was called and we had ten 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.
4. **Motion, Discussion and to vote to approve the Payne County COCAA Board seat with Chris Reding, Payne County Commissioner.** Lee Doolen made a motion to approve Chris Reding for another three year term and Tim Porter seconded the motion.

Motion: (Dooler/Porter) to approve Chris Reding, Payne County Commissioner for another three year term.

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

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

5. **Motion, Discussion and to vote to approve the Seminole County COCAA Board seat with Dennis Phillips, Owner of Phillips Stout Funeral Homes.** Sue DuCharme made a motion to approve Dennis Phillips for another three year term and Tim Porter seconded the motion.

Motion: (DuCharme/Porter) to approve Dennis Phillips, Seminole County for another three year term.

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

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

6. **Motion, Discussion and to vote to approve or disapprove the Minutes of February 21, 2023, COCAA Board Meeting.** Each member had been sent a copy of the February 21, 2023, meeting minutes to review prior to the meeting. They all agreed that the minutes accurately portrayed the events of that meeting. Commissioner Lee Doolen made a motion to approve the minutes of the February 21, 2023, Board Meeting and Kaye Steele seconded the motion.

Motion: (Doolen/Steele) to approve the minutes of the February 21, 2023, board meeting as presented.

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

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

7. Motion, Discussion and to vote to approve or disapprove the Audit Report from Saunders & Associates, Ada, Oklahoma. Garry Saunders with Saunders and Associates was in attendance via ZOOM. He stated that he would go over the whole report, but anytime anyone has any questions, just ask and we'll go over it right there. He said he appreciates the confidence that we chose their firm to do our audit. We spent more than \$750,000 so there are more audit standards that we have to adhere to. We have the Government Auditing Standards and the Report for Uniform Guidance. We select major programs on a risk basis. We have to do compliance requirements related to those. This year we selected CSBG and Rural Transit in addition to the financial statements. The board is probably most interested in our opinion. We think your financial state is good. Tax Credit Property percentages, we just couldn't get them. So we don't have the appropriate percentages related to the tax property credit. We had some findings. He asked the board members if they want to go over the financials or the results of the audit. He said he would do whichever the board so chooses. We chose to go to the issues of the audit. Overall we had a good financial year. Audit issues start on Page 36. Let's go to page 36 and we'll chat about it. We had trouble getting it in a timely manner. We had a similar situation last year, but we were able to get it finalized and reported by the end of December last year. March is your year end. We got a trial balance in October and then when we came in November, the balance had been modified. This year we couldn't make it happen. The first finding is that we couldn't get information in a timely manner. The second finding is 22-002. You have pretty good software. It is MIP. It is very sensitive. Once you learn the tricks to getting it set up to give you the information you are looking for, then it is pretty good. We've dealt with it through several audits with other agencies. It is complicated. Because you are still in the learning process, you had 36 pages of adjusting journal entries, which is extremely excessive. You have indicated that you are going to try to get some training on that. If you can get this done electronically, it will save you a lot of time and it will benefit your organization tremendously. Those are the findings. I know you had responses and we've included the responses word for word, that you submitted to us. Those start on Page 39 and go through Page 41. You had good financial statements. I will be happy to address any questions that you may have. Barbara asked how Lynn is doing. Garry said that he hasn't been able to come to the office and do a full day's work in two or three months. He is struggling. Barbara thanked Garry for the report and said if the board members have any further questions, we will email them. He said he would be happy to respond to any questions that we may have. He thanked us for our time.

Tracy explained a lot to our board after Garry Saunders left the meeting. Chris Reding, President of our board is writing a letter to put with our Audit for explanations to our exceptions in the audit report. Barbara stated that all agencies that used Saunders and Associates this year were late with their reports. At first, we thought it was just us, but it wasn't. There were five or six community action agencies that were in trouble. Tracy had written responses to our findings and Chris Reding stated they were "spot on". One of our board members asked if we could get a refund from the auditors. Tracy said probably not because we had to pay upfront for our audit.

A motion was made to accept the audit report with rebuttals and a letter written by our board President, Chris Reding to accompany the audit report by Lee Doolen, Vice President and seconded by Kaye Steele.

Motion: (Doolen/Steele) to approve the audit report with rebuttals and a letter from our board president.

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

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

8. Executive Director's Report for March 2023 Barbara Loudermilk

Character First Monthly Trait - - Character Trait for the Month of March 2023: is Resilience. Resilience is recovering from adversity.

- The Housing in the City of Shawnee as well as City of Wewoka have been in application for the Ad Valorem Tax exemption given to non-profits that own and operate housing for low-and moderate-income families. Applications were submitted to respective county assessors. Tenants are being screened and some are moving into the Wewoka duplexes. The Shawnee houses are all filled at this time.
- The week of March 27th through March 31 the Oklahoma Department of Commerce will be conducting a desk top monitoring of COCAA.
- COCAA employees will be participating in the City of Shawnee - Shawnee Kiwanis Pancake Feed on April 5th.
- This month COCAA partnered with the Hope House of Guthrie and has leased an office with the homeless shelter. It is a pleasure to work with the Hope House and Sue DuCharme and Steve Gentling who sit on the board of Hope House.

- Each COCAA Board Member should have received an electronic copy of the By Laws.
- Each COCAA Board Member should have signed a Conflict of Interest form for our files as a requirement of the annual Organizational Goals requirements.

Barbara stated that we have had several different people help us with our MIP Program and we plan to get more training in the future. Right now they do not have anyone to help us. Many community action agencies are having trouble with the MIP system.

We did have four findings in our audit report. I shared with our President what was going on so he knew about this before the rest of the board members.

Barbara said that next month she will be bringing to the Executive Committee Meeting a request to approve officers for the next term. So please be thinking about if anyone wants to change around, move titles or whatever.

9. 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 Lee Doolen and seconded by Tim Porter to approve the Executive Director's Report as presented.

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

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

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

10. 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. The financials were sent to the board members prior to the meeting. We are still in arrears several months with payments from ODOT. This was created because of a

Federal audit that was done with ODOT. We just received payment for November 2021. Our financial year end was March 31, 2023. President Reding stated that the financial reports had been sent out for everyone to review prior to the meeting. He said to please review these reports and bring any questions that you may have for Tracy to the board meetings. She is always willing to answer questions.

11. 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 Lee Doolen to approve the Finance Report as presented and was seconded by Tim Porter.

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

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

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

12. Program Development Report

Cory Swearingen

Cory discussed new and updated funding proposals that included:

New funding proposals:

1. United Way of Pottawatomie County – Volunteers Impacting People will apply for \$20,000 to assist with their Meals on Wheels program.
2. Emergency Solutions Grant 2023 – COCAA will apply for \$50,000. This funding helps those that are homeless or at risk of homelessness with emergency shelter, rapid rehousing, and prevention funds.
3. Community Development Block Grant – Moore – COCAA will be applying for \$5,000 - \$10,000 in funds to help City of Moore residents with utility assistance.
4. Junior Service League Shawnee – COCAA will be applying for \$1,000 to assist our Volunteers Impacting People program with their Shoes that Fit project. This is their spring application cycle.

5. LifeChurch – COCAA will be requesting \$6,000 from LifeChurch of Shawnee for funds to assist with direct client services in Pottawatomie County.
6. RX for Oklahoma 2023 – COCAA will be working with Oklahoma County Community Action Agency to receive funds under their grant for RX for Oklahoma. COCAA has three processing centers and received \$42,891 for last year’s contract.
7. State Appropriated Funds for Community Action Agencies – COCAA will request funds under this grant based on allocations provided by ODOC. Last year COCAA received \$40,957.
8. EFSP Phase 39 – COCAA is looking at applying in the following counties:
 - a. Lincoln County – up to \$4,764
 - b. Logan County – up to \$5,306
 - c. Payne County – up to \$16,339
 - d. Pottawatomie County – up to \$16,931
 - e. Seminole County – up to \$6,077
9. EFSP Phase 40 – COCAA is looking at applying in the following counties:
 - a. Lincoln County – up to \$9,539
 - b. Logan County – up to \$12,186
 - c. Payne County – up to \$20,948
 - d. Pottawatomie County – up to \$22,230
 - e. Seminole County – up to \$7,711
10. EFSP Phase ARPA – COCAA is looking at applying in the following counties:
 - a. Lincoln County – up to \$14,658
 - b. Logan County – up to \$10,000
 - c. Payne County – up to \$50,501
 - d. Pottawatomie County – up to \$52,330
 - e. Seminole County – up to \$18,784

Previous funding proposal updates:

1. Community Services Block Grant 2023 – COCAA will be applying for CSBG 2023 funds. These funds will be used for salaries, fringe, and operational expenses for the organization. 1st allocation amount is \$236,154.
2. Impact Oklahoma – COCAA applied for \$100,000 for their Shoes that Fit program to benefit Cleveland and Logan Counties. We did not get selected for site visits or funding this year.
3. Emergency Solutions Grant 2022 – COCAA was approached to receive \$26,261.50 in additional funds for the current 2022 ESG contract. This was allocated to another agency that was unable to receive funds this year. These funds are used for emergency shelter, rapid rehousing, and prevention services for those that are

homeless or at risk of homelessness. This will take our grant from \$44,713 to \$70,974.50.

Cory also discussed the client services report and the Programs Report. We will have an Emergency Solutions Grant 2022 monitoring that will take place May 8 – 12, 2023.

13. 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 Kim Lopez.

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

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

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

Approval Docket:

Commissioner Reding read the items in this approval docket and the board agreed to vote on all Item numbers' 14 through 18 with one vote.

Approval Docket:

14. Motion, Discussion and to vote to approve or disapprove the Revised Organizational Chart – dated March 2023. Barbara stated that we will probably have a resignation or two in the next six months or so. Right now we have three county managers working six counties. Barbara introduced Trace Eller. He used to work for COTS and is now being trained to take Thelma's place. He has been with COCAA for 13 years so he is familiar with the agency.

15. **Motion, Discussion and to vote to approve or disapprove the Job Description for the Part-time County Coordinator Job Description.**
16. **Motion, Discussion and to vote to approve or disapprove the Agency Wide Budget for 2023.**
17. **Motion, Discussion and to vote to approve or disapprove the CAP-Community Action Plan.**
18. **Motion, Discussion and to vote to approve or disapprove the Customer Satisfaction Survey.**

A motion was made by Lee Doolen to approve Item #'s 14 through 18 as presented and was seconded by Tim Porter.

Motion: (Doolen/Porter) to approve Item #'s 14 through 18.

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

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

19. **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, but we had some questions asked about Wewoka housing. Someone wondered why we do not have grass at our houses in Wewoka. Barbara said it is because we need someone to be living in the houses so they will be able to water the yards. When we get tenants, we will get grass growing. Tiffany asked if there is something that we could post to advertise for the proper clients to get our houses filled. Cory said out of four or five applications, only one was qualified for our income qualifications. A lot of our applicant's don't have any income. They have to be able to pay rent and utility bills.

Lt. Kim Lopez shared tornado preparedness items with the board members and staff. Kid's backpacks are the best way to have items handy. Even if you are in a wheelchair, you can put it in your lap and be ready to go. Saline solution is a good thing that most people do not think about. There are particles flying around in the air that may need to be washed out of eyes. Be sure to include a good pair of hard soled boots and some

good gloves. You will also need a notebook and a pen. You will need to register your shelters with the Fire Administrators Office. Shelter registry.org is a really good thing to have to make sure you and your family members have their shelters registered so someone will know where to find you if something happens.

Commissioner Reding stated that he was grateful for all of our board members and he considers it an honor and privilege to serve with all of the members. He thanked everyone for their time today.

20. Motion to Adjourn ---

Lee Doolen made a motion to adjourn the meeting at 1:45 p.m. Kim Lopez seconded that motion.

Motion: (Doolen/Lopez) to adjourn this board meeting.

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

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



Signature



Date & Time