

Board of Directors Meeting
Tuesday, April 19, 2022 at 12:00 p.m.
131 N. Bell
SHAWNEE, OK

Minutes

Members Present (*at Roll Call)

Cleveland

Kim-Lopez
Lisa-Schmidt

Logan

Garry-Mize
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

Call to Order at 12:20 p.m. by Lee Doolen, Board Vice President. Board Chair, Chris Redding was out today, therefore Lee Doolen chaired this meeting.

***Roll call** was called and we had six members present out of twelve; therefore we met quorum and were able to proceed with the meeting.

New business was moved to the beginning of the agenda:

Barbara Loudermilk, Executive Director explained that we need to address items that were brought to our attention during the monitoring where terms had expired on four of our board members. This needs to be voted on in this meeting to correct the issue so they can continue serving on our board. Those members are:

- a. Lee Doolen – Public sector representative for Lincoln County
- b. Tim Porter – Public sector representative for Seminole County
- c. Tiffany Barrett – Private sector representative for Pottawatomie County
- d. Kaye Steele – Private sector representative for Pottawatomie County

There was discussion and everyone decided they would like to re-seat these board members for another three year term and they all accepted. Lee Doolen and Tim Porter are elected officials, which are considered public slots on our board. Lee and Tim both need to win their elections to remain on our board. Tiffany Barrett and Kaye Steele are business slots on our board. Tiffany works with the CPN and helps our agency in numerous ways. Kaye owns her own business and has helped us, also.

A motion was made by Sue DuCharme to remove and then reseal all four board members for a new three year term and that motion was seconded by John Chaffin.

Motion: (DuCharme/Chaffin) to Re-seat board members Lee Doolen, Tim Porter, Tiffany Barrett and Kaye Steele for a new three year term.

Vote: Doolen: Yes, Cooper: Yes, Barrett: Yes, Chaffin: Yes, Porter: Yes, DuCharme: Yes.

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

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.

Commissioner Doolen invited any members of the public to comment. There were none.

Guest Speaker: Mike Little (Sooner Lofts Partnership and Developer) Report on current status of Bank Building, Construction of Shawnee housing (12) houses, City of Shawnee Park (Pottawatomie County projects) and Wewoka Duplexes (Seminole County Projects).

Mike stated that we had some sewer problems that held us up in Wewoka, but we should still be finished by May 1, 2022. We have cabinets in our houses and they are working on laying carpet in the units. We are also addressing needs for the ADA compliant units. Barbara mentioned that we are already getting inquiries for applications for these units. Mike continued that the City of Wewoka gave a five year commitment on another property for another housing project. We are also looking at a senior housing project in Wewoka for future applications. HUD 202 funding is coming out soon. We will look at that funding for 10-12 unites in Wewoka and 15-18 unites in Seminole. Barbara is starting to

work on a wrap-around program to be part of the application that will show wrap around services for those seniors. Ms. DuCharme asked if this would be assisted living. Barbara explained that at this time, it would not be assisted living, but senior housing. Hopefully, in June, we can schedule time for the board to do a walk around of our new office building. Mike explained that the bank building is continuing with getting apartments built and working on office spaces. We have metal studs in the apartments now. The foyer is carpeted. Some processes have slowed in order to comply with the needs that must be met for historical preservation requirements. We are not allowed to put wood plank vinyl slats in a historic building. There are several laws and rules about things you can and cannot do to a historic building. Our bricklayers are supposed to be working on our houses on Pennsylvania, Minnesota and Park starting next Monday. Our first three houses should be ready by June 1, 2022, and we should have two more ready by June 15, 2022, depending on our weather. We've come across some problems with the elevator, so it will be at least November of 2022 before that will be operable. He discussed possible operations in Guthrie, Perkins, and Stillwater, Oklahoma. Lee Doolen stated he would look into getting some property in Lincoln County for housing. Some of the houses we are looking at being built in Wewoka are for home ownership and if we complete four of these houses, the COCAA could start seeing some revenue from the sale of these houses. Discussions are also being conducted in Payne County with Chris' help for projects in that area.

Motion, Discussion and to vote to approve or disapprove the Minutes of the February 15, 2022, COCAA board meeting.

Each member had been sent a copy of the February 15, 2022, 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 Sue DuCharme to approve the minutes; it was seconded by Tiffany Barrett.

Motion: (DuCharme/Barrett) to approve the minutes of the February 15, 2022, board meeting as presented.

Vote: Doolen: Yes, Cooper: Yes, Barrett: Yes, Chaffin: Yes, Porter: Yes, DuCharme: Yes.

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

**Character First Monthly Trait- - Character Trait for the Month of April 2022:
Enthusiasm vs Apathy---expressing joy in each task as I give it my best effort.**

- The City of Shawnee has hired a new Homeless Coordinator named Erika Gentry. She will be working directly with some of COCAA's case managers in works with Homeless and Homeless prevention. This is the City of Shawnee's initiative through Mayor Ed Bolt to work on the homeless in Pottawatomie County.
- The months of March and April have been very busy for the staff. Staff attended the State Community Action Conference where they received trainings. One in particular is the required ROMA training similar to the ROMA training that Board members received upon being seated. Their ROMA was an all-day affair. Also, COCAA Staff attended the Region 6 Community Action Conference that was held in Oklahoma City this year.
- The month of April the Oklahoma Department of Commerce held an annual monitoring of CSBG-Community Service Block Grant funds. The results will be discussed at this board meeting on April 19th.
- I met with the Red Cross of Oklahoma this month. They are interested in possibly being housed in the new Bank Building upon completion.

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 Tiffany Barrett to approve the Executive Director's Report as presented and was seconded by Sheri Cooper.

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

Vote: Doolen: Yes, Cooper: Yes, Barrett: Yes, Chaffin: Yes, Porter: Yes, DuCharme: Yes.

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

Finance Committee Report

Tracy Izell

Tracy stated that the financials were emailed on Monday, April 18, 2022. Last fiscal year ended March 31, 2022, and March has not been reconciled yet so all of March information is not included in these financials. The Department of Transportation was monitored at a federal level and has changed some of the reporting requirements. Tracy talked about our monitors used to choose ten out of 45 lines, but now everyone of these have to have documentation. Our cost has to be allocated according to the Program, COTS, Client Services, etc. ODOC will be audited soon. We are still waiting on ODOT for payments from October 2021 forward.

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 Commissioner Porter to approve the Finance Report as presented and was seconded by Sue DuCharme.

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

Vote: Doolen: Yes, Cooper: Yes, Barrett: Yes, Chaffin: Yes, Porter: Yes, DuCharme: Yes.

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

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

Cory talked about the items discussed in the March 22, 2022, Committee Meeting. The committee approved the program committee minutes from January 18, 2022. The committee discussed new and updated funding proposals that included:

New funding proposals:

- LifeChurch – LifeChurch of Shawnee sent COCAA an email requesting us to apply for funds. LifeChurch determines how much funding is given to the agency. In the past it has been \$6,000.
- United Way of Pottawatomie County – COCAA is applying for the Volunteers Impacting People program to assist with their Meals on Wheels project. COCAA is requesting \$20,000. These funds help with salary and fringe for the VIP program coordinator and mileage for Meals on Wheels drivers.
- Canadian Valley Electric Cooperative – COCAA is requesting \$3,500 for the Volunteers Impacting People program to cover mileage reimbursements for VIP volunteers.
- State Revolving Fund – COCAA is applying for funds for their Central Oklahoma Transit System (COTS) program. These funds are used for COTS staff salary and fringe and operational expenses for the program. Last year, COCAA received \$39,889
- Rx for OK – COCAA will be applying for Rx for OK funds. These funds assist with salaries and fringe for staff that work the Rx for OK processing centers in our service area. Rx for OK is a prescription assistance program where staff are advocates for the clients that work with the pharmaceutical companies to try and get free or low-cost prescriptions for our clients. We are a partner agency with Oklahoma City Community Action Agency. Last year we received \$36,975.
- State Appropriated Funds for Community Action Agencies – COCAA will apply for SAF CAA funds to assist with the executive director’s salary as she helps with the partnerships and linkages within the counties we serve. Last year, COCAA received \$37,234.

Previous funding proposal updates:

- HOME 2022 – COCAA plans to apply for HOME funds through the Oklahoma Housing Finance Agency that would fund three new homes in Wewoka that would be for home ownership rather than rental properties. Amount to be determined at this time.

The programs and client services reports were presented. These were also sent to the full board for review. There were two this month: the final for 2021 and the new one to start 2022.

There were three items that were mentioned in the committee meeting that is going to the full board for approval today. They are the Community Action Plan for 2022, the logic models for 2021 and 2022 and the Emergency Solutions Grant manual.

The committee also discussed the monitoring's that are being conducted now and in the future. They included the CSBG/SAF contracts monitoring's that were going on the week of the meeting. Upcoming ESG monitoring's will be May 23 – 27 and June 13 – 17.

No new business was presented and then they adjourned.

Barbara mentioned that during the monitoring the board trainings were discussed. We have been conducting them through videos, but we may have to start having some in person trainings as well to better comply with what ODOC is wanting for trainings and make sure we are well documented for future monitoring's.

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.)

A motion was made by Commissioner Porter to approve the Program Development Report as presented and seconded by Tiffany Barrett.

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

Vote: Doolen: Yes, Cooper: Yes, Barrett: Yes, Chaffin: Yes, Porter: Yes, DuCharme: 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 Doolen 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 items as a whole.

Approval Docket:

Motion, Discussion and to vote to approve or disapprove Authorizing Resolution 5311 for the Oklahoma Department of Transportation.

Motion, Discussion and to vote to approve or disapprove review of the Whistle Blower Policy in Personnel Policies. (Page 32-33)

Motion, Discussion and to vote to approve or disapprove the revised COCAA Organizational chart.

Motion, Discussion and to vote to approve or disapprove the report of the 2021/22 Oklahoma Department of Commerce Monitoring Report.

Motion, Discussion and to vote to approve or disapprove the 2022 Affirmative Action Report.

Motion, Discussion and to vote to approve or disapprove the 990 filing.

Motion, Discussion and to vote to approve or disapprove the 2022 Community Action Plan.

Motion, Discussion and to vote to approve or disapprove the ESG-Emergency Solutions Grant Policies.

Motion, Discussion and to vote to approve or disapprove the 2021 Logic Model.

Motion, Discussion and to vote to approve or disapprove the 2022 Logic Model.

Motion, Discussion and to vote to approve or disapprove the 2022 revised COCAA Fiscal Policies. Tracy discussed the COCAA fiscal policies and passed out a sheet to show the major changes within the fiscal policies. She explained these changes were to comply with the monitoring item and take out of the policies outdated circular items.

A motion was made by Commissioner Porter to approve the all of the items on the "Approval Docket" as presented and seconded by Sue DuCharme.

Motion: (Porter/DuCharme) to approve the "Approval Docket" items as presented.

Vote: Doolen: Yes, Cooper: Yes, Barrett: Yes, Chaffin: Yes, Porter: Yes, DuCharme: Yes.

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

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).

This item was moved to the front of the agenda. Please see new business there.

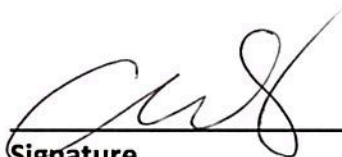
Motion to Adjourn

A motion was made by Sheri Cooper to approve adjournment at 1:25 p.m. and was seconded by John Chaffin.

Motion: (Cooper/Chaffin) to adjourn the meeting at 1:25 p.m.

Vote: Doolen: Yes, Cooper: Yes, Barrett: Yes, Chaffin: Yes, Porter: Yes, DuCharme: Yes.

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



Signature

6/21/2022 12:40 pm

Date & Time