

Board of Directors Meeting  
Tuesday, August 16, 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

Julia L. Teska

Prior to our regularly scheduled board meeting, Barbara introduced Julia L. Teska. Julia was at our meeting to do some training for our board members. We have new board members and members who have several years with us, but we all need more training from time to time. The topic was "Responsibilities of a Board Member". This training lasted 45 minutes and was very informative.

- 1. Call to Order** at 12:45 p.m. by Chris Reding, Board President. Board Chair, Chris Redding chaired this meeting. Chris Reding stated that he had to leave this meeting in around 30 minutes and asked if Commissioner Lee Doolen would please take over when he had to leave. Mr. Doolen said he would be happy to finish this meeting.
- 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. Mr. Redding invited any members of the public to comment. There were none.
  
4. **Welcome Guests in the meeting:** Steve Gentling, Mayor of Guthrie and Logan County Elected COCAA Board seat. Mayor Gentling attended our last meeting via Zoom, so this was the first time many of the board members were able to meet him. Mike Little, Little Construction and Developer of COCAA housing projects for COCAA.
  
5. **Motion, Discussion and to vote to approve or disapprove the update from Mike Little Construction: Construction Report on construction progress.**

Mike Little was asked to make updates to the board members. Mr. Little said we had both good and bad things happen in the past month. He told us they are working on the 6<sup>th</sup> floor of the bank building and working their way down. They are having a little trouble getting heat and air equipment. The biggest holdup is the elevator. They plan to have it in by Thanksgiving, but will have to wait and see what happens. They have discovered some marble floors under some of the carpeting that was removed. They had it restored and it is beautiful. The bottom floor is marble and tile. They are hoping to have some of the living quarters finished by Thanksgiving. They used quartz instead of formica which is a better finish. They are high quality homes for low-income residents. They do have to coordinate with the Historic Society, as this is a Historic Building and certain items have to be original. Concrete benches are being placed in the park area so hopefully they will not be destroyed like a wood or plastic could be. The contractors are waiting for cooler weather before laying new sod. Hopefully that will happen in two to three more weeks. There are eight finished units. Three are occupied including the handicapped unit. There is a waiting list and are hoping to have all twelve units filled by the middle of September to the first of October 2022. Mike said if any of our six counties have any land they would like to donate to COCAA, just let Barbara know. Mike asked if anyone had any questions. Barbara stated that our board members took a tour of the bank building after the last board meeting and hopefully will be able to schedule another tour after it cools off a bit. Mike Little thanked our Executive Director, Barbara Loudermilk for all she has done for the agency and for the community. He stated that he has worked with several different COCAA Director's and

she is absolutely amazing in all that she has accomplished since she has been in Shawnee.

Tim Porter made a motion to accept this report and Kim Lopez seconded the motion.

Motion: (Porter/Lopez) to approve the construction report 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.

Commissioner Reding had to leave the meeting at this point and Commissioner Doolen took over the meeting.

**President Chris Reding said he would like to change the order of the agenda and go to the "Approval Docket" and start the meeting with those items and then come back to the remainder of the agenda. The board members agreed to do this.**

**Approval Docket:**

**13. Motion, Discussion and to vote to approve or disapprove the COTS - Transit DBE-49-CFR-Part 26 (Disadvantaged Business Enterprise Program).**

**14. Motion, Discussion and to vote to approve or disapprove COTS part time employee to receive COVID funds per Oklahoma Department of Commerce approval. (Brittany Hardesty).**

**15. Motion, Discussion and to vote to approve or disapprove the review of the 2021-2022 COCAA Info Gram.**

**16. Motion, Discussion and to vote to approve or disapprove the Customer Service Report 2022.**

**17. Motion, Discussion and to vote to approve or disapprove the Fiscal Procurement Policy Review.**

**18. Motion, Discussion and to vote to approve or disapprove the review of the Low-Income Involvement in COCAA Operations, volunteerism and /or management.**

**19. Motion, Discussion and to vote to approve or disapprove the review of Fiscal retention and destruction policies.**

**20. Motion, Discussion and to vote to approve or disapprove the review of the CSBG CARES Program Dashboard June 2022 report.**

**21. Motion, Discussion and to vote to approve or disapprove the revisions of the COCAA Needs Assessment.**

Commissioner Reding stated that he would like to remove Item # 14 and vote on it as a separate item after voting on items # 13, and # 15 through # 21. If anyone has any other items they would like to discuss individually, please let us know at this time. Lee Doolen made a motion to approve item # 13 and items # 15 through # 21 and Kaye Steele seconded the motion.

Motion: (Doolen/Steele) to approve the Approval Item # 13 and Items # 15 through # 21.

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 Item # 14 was voted on separately since it involved a COCAA employee. The board wanted to make sure that special attention was brought to this item and it be noted in the minutes that we were not trying to hide an item in our approval docket that needs special approval. Lee Doolen asked to make sure that Brittany Hardesty, part-time driver employee, did qualify for help by all other standards according to the Federal guidelines. Because she is an employee, we had to have her application looked at and approved by two separate employees and show that we are not being biased. We were assured that this was done properly and it went through our legal area, also. A letter was attached in our board meeting packet from our law firm. She is completely qualified and is not receiving any special consideration. Commissioner Lee Doolen made a motion to approve # 14 and Tiffany Barrett seconded the motion.

Motion: (Doolen/Barrett) to approve the Approval Item # 14.

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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.

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**Commissioner Reding had to leave the meeting at this point and Commissioner Doolen took over the meeting.**

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**6. Motion, Discussion and Minutes of June 21, 2022, COCAA Board Meeting.** Each member had been sent a copy of the June 21, 2022, meeting minutes to review prior to the meeting. They all agreed that the minutes accurately portrayed the events of that meeting. Commissioner Porter made a motion to approve the minutes of the June 21, 2022, and Sue DuCharme seconded the motion.

Motion: (Porter/DuCharme) to approve the minutes of the June 21, 2022, COCAA 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. Executive Director's Report for August 2022**

**Barbara Loudermilk**

**Character First Monthly Trait - Character Trait for the Month of August 2022 is Patience. Being Patient is having the capacity to accept or tolerate delay, trouble, or suffering without getting angry or upset. The quality or virtue of patience is presented as either forbearance or endurance. In the former sense it is a quality of self-restraint or of not giving way to anger, even in the face of provocation; it is attributed to both God and man and is closely related to mercy and compassion.**

- The month of July and first week of August have been very warm and hot. Many staff took much needed vacation time.

- In July, Tracy Izell and I met with Arvest Bankers discussing COCAA's third party administrator program for employee 401K. The Executive Team made a change to move COCAA's 401 K program from Mutual of America to Arvest. There is a cost savings of approximately 50% in costs for COCAA and the investment package is similar.
  
- Cory Swearingen, Grants Manager has passed the Certified Community Action Professional Exams and now will be attending the National Community Action Conference in New York. Unfortunately, due to COVID vaccination requirements in that state and the conference Cory will attend virtually.
  
- The Four OFHA-HOME duplexes in Wewoka have been given occupancy status in Wewoka. We are currently reviewing applications and will be housing residents of Seminole county shortly.
  
- This month I have attended meetings at Sarkey Foundation in Cleveland County for the United Way of Norman Kickoff.
  
- Arvest Bank donated \$10,000 to our program Shoes That Fit and they wanted this money to go to Payne County. This month Chris Reding and I had the pleasure to travel to Glenco Public Schools and begin processes to award shoes and socks to over 230 children. The elementary principal Ms. Tammy Lane and Superintendent Jay Reeves are planning an open house parent night where the administration will distribute all the socks and shoes to the school children. This is in northern Payne County. It is planned for October 11, 2022. For the first time each child will receive a pair of shoes and socks. Chris and I plan on attending and taking pictures to share with COCAA Board.
  - A Big Thank you to Chris Reding for spending part of his busy day to work directly with me in making COCAA calls in Payne County.

Barbara also wanted to note that COCAA's number one volunteer was working this past weekend. She and her husband, Johnny went to Wewoka and mowed lawns on Sunday afternoon. When the construction is over, COCAA is responsible for keeping the lawns mowed on all of the lots. In the middle of their mowing, their zero-turn mower had a part break. Dennis Phillips, one of our Seminole County board members noticed what was going

on and he called his crew from the funeral home and they finished up the yards that still needed mowed in Wewoka for COCAA. We are continually being blessed by our board members whether they are at meetings or not. Mr. Phillips often has funerals at ten or two o'clock and cannot be present at some of our board meetings, but he is still focused on helping our communities and we appreciate him very much.

**8. 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 Kim Lopez to approve the Executive Director's Report as presented.

Motion: (Porter/Lopez) 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.

## **9. Finance Committee Report**

**Tracy Izell, Finance Director**

Tracy stated that our CARES ACT money needs to be spent by September 30, 2022. Right now, we have put a hold on Purchase Orders so we can determine exactly how much money we have remaining to spend. As of today, we still have \$48 - \$50,000 left, but we have applications that have not been processed. We know we will be able to spend all of this with no problem. Barbara stated that when this money runs out, we will have some angry clients because we can't help them. She wants the board members to be aware of what is happening so if they receive calls, they will know what is going on. People tend to complain when they don't get the help they need or want. This will definitely impact all of our counties. One of the board members asked what most of that money was spent for. Tracy said it covered, rent, utilities, mortgages, car insurance, minor home repairs. The rules were not clear up front and have been changed several times. At first they said "no mortgage payments" and then they changed their minds and said "yes, we can pay mortgages". This part has been very frustrating not only for me, but also for our Client

Service Managers. A board member asked if there was any kind of Administrative allowance. Tracy stated that there is a little, but it doesn't nearly cover our costs. We did hire three people with 911 funds. Only two remain now. We got burned with the third one. We told her up front that this was only soft money and the job would only last a few months. She did file a lawsuit and we had to pay some money. As the 911 funds run out, we are going to try to absorb the cost into our new budget and keep Sonia and Destiny. It is cheaper in the long run to take your time to hire someone that will be good in the job instead of just hiring someone to fill the position and they don't work out. Ms. Steele said she noticed that the City of Shawnee put out a letter saying they got a million dollars. All of our bills are paid and up to date. Tracy has the second quarter payroll reports filed. Tracy said she is in the process of switching the 401K accounts to Arvest instead of Mutual of America. MOA customer service has not been responding promptly. We feel our customer service will be a lot better when we get switched to Arvest.

#### **10. 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.

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.

#### **11. Program Development Report**

**Cory Swearingen**

Cory talked about the items discussed in the July 2022, Committee Meeting. The committee approved the program committee minutes from May 17, 2022. The committee discussed new and updated funding proposals that included:



- a. New funding proposals:
  - i. Core Civic Foundation
  
- b. Previous funding proposal updates:
  - i. CSBG 2022
  - ii. HOME Grant – Wewoka project

Cory talked about the surveys we have. We are thinking about getting separate surveys for COTS and for our Senior Volunteer Programs and Meals on Wheels, etc. starting in 2023. This could contain more specific information for each of our programs. 65 percent of our clients who took the survey were first time clients. Barbara explained that COTS stands for Central Oklahoma Transit System. They serve Pottawatomie and Seminole Counties. They are an equivalent of Capitol Trolley. Capitol Trolley serves Logan County. There is an overlay of services and we do work together very well.

Our monitorings are complete. The ESG Grant has been closed with no findings. We are meeting this Friday with The City of Shawnee and the Department of Commerce. We are working with the City of Shawnee and so far we haven't had any findings on our part of the work.

## **12. 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 Tiffany Barrett to approve the Program Development Report as presented and was seconded by Tim Porter.

Motion: (Barrett/Porter) 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.

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**22. Motion to go into Executive Session to Discuss and conduct the Executive Director's Annual evaluation and compensation plan for 2022. Tim Porter made a motion to go into Executive Session and Tiffany Barrett seconded that motion.**

Motion: (Porter/Barrett) to go into Executive Session to discuss the Executive Director's compensation plan for 2022. They decided the Annual evaluation report would be tabled until the October 2022, board meeting. Not all forms had been returned.

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.

**23. Motion to come out of Executive Session. Sue DuCharme made a motion to come out of the Executive Session and report to the full board and Tim Porter seconded that motion.**

Motion: (DuCharme/Porter) to come out of Executive Session.

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.

**Kaye Steele made a motion to reopen Item # 10 for discussion of the Executive Director's compensation plan for 2022. Sue DuCharme seconded that motion.**

Motion: (Steele/DuCharme) to discuss #10 at length.

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.

**After discussion, Tim Porter made a motion that COCAA cannot afford to give the Executive Director, Barbara Loudermilk a raise after analyzing the Financial Reports. Barbara will remain our Executive Director for another year with her present salary and benefits. Kaye Steele seconded that motion.**

Motion: (Porter/Steele) to leave our Executive Director, Barbara Loudermilk's compensation plan for 2022 the same as it has been in the past.

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.

**24. 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 ---**

**Tiffany Barrett made a motion to adjourn the meeting at 1:55 p.m. Tim Porter seconded that motion.**

Motion: (Barrett/Porter) 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

10/18/2022 12:20 pm

Date & Time