

Board of Directors Meeting
Tuesday, June 21, 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, Tina Lowery, Alicia Ryan and Thelma McGee

Guests Present:

Mike Little

1. **Call to Order** at 12:30 p.m. by Chris Reding, Board President. Board Chair, Chris Redding chaired this meeting.
2. **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.
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 candidate for Logan County Elected COCAA Board seat. Mike Little, Little Construction and Developer of COCAA housing projects for COCAA. Steve Gentling had car trouble this morning, but called Ms. DuCharme and was introduced to everyone by telephone. He apologized for not being here today. He plans to be at our August board meeting. Ms. DuCharme recommended that Steve Gentling be voted in as one of COCAA's board members in Logan County. Mike Little was asked to make his updates while doing a tour at our new building and one of our new homes, so he didn't speak during the board meeting.

5. **Motion, Discussion and to vote to approve or disapprove the Minutes of April 19th, 2022 COCAA Board Meeting.** Each member had been sent a copy of the April 19, 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 April 19, 2022, and Sue DuCharme seconded the motion.

Motion: (Porter/DuCharme) to approve the minutes of the April 19, 2022, board meeting as presented.

Vote: Reding: Yes, Steele: Yes, Chaffin: Yes, Porter: Yes, Schmidt: Yes, DuCharme: Yes

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

6. **Motion, Discussion and to vote to hear report from COCAA Board Development Committee - Sue DuCharme. (Nomination Motion Required.)** Sue DuCharme read Mr. Gentling's BIO (included in the packet sent to board members prior to this meeting), and said that he is a wonderful person and has been the Mayor of Guthrie for eight years. The BIO describes who he is and he is probably more. Commissioner Porter made a motion to nominate Steve Gentling to our Board of Directors. Lisa Schmidt seconded the motion.

Motion: (Porter/DuCharme) to approve Steve Gentling to be voted on to be a member of the COCAA board.

Vote: Reding: Yes, Steele: Yes, Chaffin: Yes, Porter: Yes, Schmidt: Yes, DuCharme: 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 seating of Steve Gentling to the Logan County COCAA Board seat representing the elected official slot.** Sue DuCharme made a motion to vote to approve Steve Gentling to be on the Central Oklahoma Community Action Agency (COCAA) board of directors serving in Logan County as an elected public official. Lisa Schmidt 2nd this motion.

Motion: (DuCharme/Schmidt) to approve Steve Gentling to be a member of the COCAA board.

Vote: Reding: Yes, Steele: Yes, Chaffin: Yes, Porter: Yes, Schmidt: Yes, DuCharme: Yes

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

8. Executive Director's Report for June 2022

Barbara Loudermilk

Character First Monthly Trait - Character Trait for the Month of June 2022: Character Trait for the Month of June 2022 **Commitment:** Committed people are committed and loyal to very specific goals, whether it's winning the Heisman Trophy, beating a personal record or becoming a doctor. Committed people constantly make new goals and are always striving to push their boundaries and achieve more. People who are committed work hard out of habit and out of loyalty.

- The month of May and June has been very busy for the staff. COCAA has completed monitoring's by the Oklahoma Department of Commerce in regard to ESG-Emergency Solution Grants for homeless and temporary housing as well as the sponsorship of the new Logan County non-profit HOPE HOUSE in Guthrie, Oklahoma. Sue DuCharme thanked Cory Swearingen for all of her help with Hope House.
- I have met with the Cheyenne Arapaho Tribes and their intent for Criminal Justice Programs.
- I met with Kris Steele and several non-profits including tribal nations regarding criminal justice programs in OKC at the TEEM - *The Education and Employment Ministry* offices. David Littlesum with "American Indian Criminal Justice Navigators group" and Kris Steele were lead-facilitators for the meeting.
- Tracy Izell is working closely with the MIP-Accounting Software technicians to learn more functionality of the software for COCAA.
- Cory Swearingen has undertaken a big task to be a national Certified Community Action Professional for COCAA. This is a big several month course with a final 4-hour proctored exam to become a Certified Community Action Professional. There were only 90 professionals undertaking this annual course. We hope to give you good news shortly on her test results.

- This past month Thixie Totty, COCAA Director of VIP/“Meals on Wheels” toured with a review committee of Community business persons representing the United Way Pottawatomie funding committee in our new COTS bus taking meals to our Shawnee clients. It gave the Pottawatomie County United Way committee the experience of doing what our weekly Meals on Wheels volunteers do weekly, year-round. The committee actually delivered the individual meals approved by hospital dietician prepared by the Saint Anthony Hospital Cafeteria.
- COCAA continues to work with the City of Seminole as they recover from the downtown Seminole tornado. Currently, COCAA is creating a new Disaster Trailer for future responses to emergencies like a tornado. We have up-graded an old weatherization trailer and are filling it with tarps, hammers, nails, first aid kit, gloves and items that may be needed in a community emergency. Barbara said we need to get a place to store this trailer. Tim Porter said COCAA could keep it in his barn. This trailer may be used in any of our six counties.
- COCAA is applying as lead in a state application with the Oklahoma Department of Transportation for a federal collaborative activity awarded to only 2 organizations in the USA. (See Ed Bolt’s support letter.)
- COCAA will be working with the national offices of “Shoes That Fit” to provide new schools shoes to J.F. Kennedy in Cleveland County and Glencoe Elementary in Payne County.
- Barb, Mike Little and some business leaders from Pott County went and talked with the Oklahoma Finance Housing Authority Director, Darrell Beavers. His entire staff came to the meeting. We are looking at 202’s and 811’s. If we were to get sponsorship from OFHA, that would draw attention to our Federal proposal. We are being considered at this time. We have federal grant writers watching weekly and daily and one of them is in his 80’s. We are just letting you know that things are happening. Our CARES ACT money is ending in September 2022, but there will be plenty of other things going on after that ends.
- Commissioner Chris Reding has requested \$170,000 from the American Rescue Plan to purchase a permanent house or building for COCAA in Stillwater. We will be looking in the neighborhood where most of our population is being served. Hopefully, we should know something in the next two or three weeks.

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 Kaye Steele and seconded by Commissioner Tim Porter to approve the Executive Director's Report as presented.

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

Vote: Reding: Yes, Steele: Yes, Chaffin: Yes, Porter: Yes, Schmidt: Yes, DuCharme: 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 CARES ACT money needs to be spent by September 30, 2022. Don't worry though we will get more things to do after we use this money. Tracy stated that our May receivables are not on this report. That's why we have some negative balances. Saunders and Associates will do our audit for next year. We are still behind on our payments from the Oklahoma Department of Transportation from November 2021 forward. That is due to them needing 100% of our documentation for all claims. This is hard on a little business such as ours, but all of our bills are paid and up to date. The fuel prices going up have not helped either.

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 Sue DuCharme to approve the Finance Report as presented and was seconded by Lisa Schmidt.

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

Vote: Reding: Yes, Steele: Yes, Chaffin: Yes, Porter: Yes, Schmidt: Yes, DuCharme: Yes

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

12. Program Development Report

Chris Reding, Board President

Cory talked about the items discussed in the May 17, 2022, Committee Meeting. The committee approved the program committee minutes from March 22, 2022. The committee discussed new and updated funding proposals that included:

- a. New funding proposals:
 - i. Arvest Foundation – for Shoes That Fit
 - ii. ODOT 5310 grants – for vehicles

- b. Previous funding proposal updates:
 - i. CSBG 2022 – We received \$452,394
 - ii. LifeChurch – We received \$6,000 of unrestricted funds.

The programs and client services reports were presented. The Community Action Plan Review for 2021, is being voted on today and the Emergency Solutions Grant monitoring was discussed.

New business was presented in today's meeting due to the fact that we received the ESG report after the agenda was typed. We had one finding and will be updating our policies.

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 Kaye Steele.

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

Vote: Reding: Yes, Steele: Yes, Chaffin: Yes, Porter: Yes, Schmidt: 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.

Board President Reding 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:

(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.)

- 14. Motion, Discussion and to vote to approve or disapprove the 2022 slate of COCAA Board Officers.**
- 15. Motion, Discussion and to vote to approve or disapprove the 2021 Community Action Plan Review.**
- 16. Motion, Discussion and to vote to approve or disapprove the CARES ACT Policy Addendum – Charity Cards Distribution and Emergency Assessment Inflation Impact FORM.**

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

Motion: (DuCharme/Porter) to approve the items on the Approval Docket.

Vote: Reding: Yes, Steele: Yes, Chaffin: Yes, Porter: Yes, Schmidt: Yes, DuCharme: Yes

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

17. **Invitation to Tour Bank Remodeling & HUD houses: Bank location: 2 East Main Street and 235 & 242 Minnesota Avenue in downtown Shawnee.**

18. **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).

Barbara stated that she received an email on Monday, June 20, 2022, concerning a deadline from the Oklahoma Department of Commerce. We are supposed to have COCAA Board approval of ESG Policies regarding both COCAA and our sponsorship of the Guthrie Hope House by July 11, 2022. To prevent the COCAA board having to call an emergency board meeting to meet this deadline, I am respectfully requesting that you enter this item as new business today.

Motion, Discussion and to vote to approve or disapprove the ESG Policies/Procedures given to you today, June 21, 2022.

A motion was made by John Chaffin and seconded by Tim Porter to approve these policies.

Motion: (Chaffin/Porter) to approve the ESG Policies/Procedures.

Vote: Reding: Yes, Steele: Yes, Chaffin: Yes, Porter: Yes, Schmidt: Yes, DuCharme: Yes

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


19. **Motion to Adjourn ---Following adjournment - Tour of HUD Projects Transportation provided by COTS.**

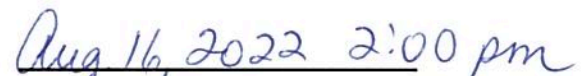
A motion was made by Kaye Steele to approve adjournment at 1:30 p.m. and was seconded by Sue DuCharme.

Motion: (Steele/DuCharme) to adjourn the meeting at 1:30 p.m.

Vote: Reding: Yes, Steele: Yes, Chaffin: Yes, Porter: Yes, Schmidt: Yes, DuCharme: Yes

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


Signature


Date & Time