

Board of Directors Meeting
Wednesday, June 28, 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, Tina Lowery, and Thelma McGee

Guests Present:

Norman Seaberg and Mike Little

1. **Call to Order** at 12:17 p.m. by Chris Reding, Board President.
2. **Roll call** was called and we had six members present in person out of twelve; therefore we met quorum and were able to proceed with the meeting. Sue DuCharme attended this meeting via "Zoom" connection, making the total board members present, seven.
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. No public was present.

4. Guest Speakers: Norm Seaburg & Mike Little Bank Building Construction Up-date

Norm Seaburg stated that we went over budget on our bank building remodeling. When we first put the pencil to it, we estimated it to be about \$600,000. After about 13 or 14 months, we noticed that we weren't as far along as we should be. We had Jack Barrett, our supervisor to get an estimate that will take 1.4 million more to finish this project with the housing and offices complete. We have the tile in the bathrooms. The price almost doubled from the time of the first estimate. We are using all historic discounts that we can. We are getting State and Federal credits. I talked to Barbara about making some adjustments. If we could get COCAA to rent for \$3,900 instead of \$2,500, that would help the end result a lot. COCAA is now paying \$4,600 per month rent, so we would still be saving money on a monthly basis. COCAA owns 51% now and can purchase remaining 49% at the end of the contract which is 15 years. There is no telling what the building will be worth at that time. We have a contract to purchase the 49% for \$450,000. If COCAA chooses not to make that purchase in 15 years, we will still own 51% of that building. We need to call Channel 9 for a "Something Good" story regarding our grand opening and all of the apartments we have available for low-income housing. Does anyone have any questions?

Mike Little built his first house in Shawnee in 1973. He was in college when he started. He has built houses in Miami, Lawton, Texas, the panhandle and to Durant. We have been with four City Managers since we've started this project. We ordered the elevator in December of 2021. It was one year late arriving. We are supposed to have an inspection next week. The Fire Marshall had us tear out a stairwell. We've had three new Fire Marshalls. Our architect resigned. He was from Missouri and was recommended for Historic Buildings. It is going to be a great building, but it has been one thing after another. Now we are re-doing the staircase. Our goal is to move into our building on September 1, 2023, now. Our original goal was March or April so it's not terrible. We have 60 houses in Wewoka and we are starting more houses. We are in a project now with South Central Industries. Since Tina Steele Hannah has been in charge of South Central Industries things have taken off with them, as far as housing. Their specialty is creating group homes for adults with special needs. They live in the home and go to work in the warehouse to get an income. This is a way for special needs children to support themselves as the parents get older and cannot take care of them. Tina is Kaye Steele's daughter. Shawnee has several non-profits that work really hard for our community. Mike talked about getting a grant from Avedis to get the ground floor finished. We will have space to grow when it is all complete. Don't think you are getting picked on by the City of Shawnee. Tina just went through the same things. The

person who owns the parking lot is supposed to be moving back to Oklahoma from Houston, Texas. This is a total electric building. The County Commissions have agreed to have helpers to move contents of our building when the move happens. Barbara stated that she is going to be a Strategic Advisor working part-time from September 1 – December 31, 2023. Mike asked if anyone had any questions and said if there is anything we need, just let him know.

5. BOARD Training: COCAA Board Financial Literacy Tracy Izell Instructor

Tracy stated that we have 35 funds that we pay from. Imagine that each fund is a separate bank account. These funds cannot intermingle. Some of them are client services, deposits for EFSP, rent, etc. COTS has their own funding. All 35 funds have different contract periods of when this money needs to be spent, different reporting requirements, different fiscal years, etc. Make sure you know what funds can pay certain items. The majority of our funds are on a reimbursable basis. Client Services was operating with a budget of \$900,000 dollars for FYE 3/31/2023. That was our CARES money. At any given time, we might be waiting on \$75,000 per month. That is a lot of money to keep straight in all of these accounts. "CAPTAIN" is the system we track our number of clients and how we assist them. We have a data base of all clients. Tracy stated that 99% of our applications that are filled out on-line are not complete. We have to schedule an appointment for them to bring in the information that we have to have with the necessary documentation for qualification. If clients do not meet the requirements, or have all of the necessary documentation, we have to reimburse this money back to the funding source. We had a video "Duty of Care", but can't get the sound on the video. Barb will email to each board member so you can watch later. This video gives good examples of things board members should know and do. If you have any questions, please ask. Tiffany Barrett asked if our agency can pay late fees and/or deposits for clients. Tracy said we can call and make a "promise to pay" and normally a utility company doesn't charge a late fee. We cannot pay late fees out of the same funds as the bills. It has to be a separate account if we do pay deposits. Cory is the CAPTAIN expert. She goes in weekly and downloads applications that have been filled out by applicants.

6. **Motion, Discussion and to vote to approve or disapprove the Minutes of April 18, 2023 COCAA Board Meeting.** A copy of the April 18, 2023, meeting minutes to review prior to the meeting were sent to all board members. 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 April 18, 2023, Board Meeting and Lisa Schmidt seconded the motion.

Motion: (Doolen/Schmidt) to approve the minutes of the April 18, 2023, board meeting as presented.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: Yes

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

7. Executive Director's Report

Barbara Loudermilk

Character First Monthly Trait- - Character Trait for the Month for June is Respect: Respect---treating others with honor and dignity.

- Life Church has started a new partnership initiative. The Executive Director and Executive Team will meet with church pastors monthly to learn about the agency and learn about the needs of citizens in Pottawatomie, Lincoln and Seminole counties. We will now have to apply to receive funds from them. They have been just giving us \$6,000 per year to use as discretionary money. They want to make sure their money is going towards families to help them restore their lives, not just enable their lives. Tracy and I have both attended their lunches for the past couple of months.
- Our new offices in Logan County are getting more activity. The HOPE House has several non-profits positioned in the building to bring citizens for community services. HOPE House is making donations to assist with Logan County resident's utility bills.
- COCAA will be deploying a new program through the Oklahoma State Community Action Association and an organization called SWA Connect. SWA is located in Atlanta Georgia. They have a huge federal contract to deploy tablets to low income families. It is a governmental deployment to give US citizens a one-time computer tablet, screen saver, case and wires. The program is for all low-income families but seeking out seniors and families in rural communities that do not have internet connectivity.
- Today, you should hear from both Mike Little and Norm Seaberg on the current updates of the construction of the bank and the eventual move in to the new COCAA building. I

will be involved with the Community Grand Opening that will occur shortly after COCAA gets positioned into the new surroundings.

- The Avedis Foundation sponsored a free webinar and training session on 30th. A group of COCAA staff was trained in the concepts of giving COCAA clients HOPE. The author is HOPE Rising – How the Science of HOPE Can Change your Life. The managerial team was trained in many of the concepts. I have attached a copy of the book in your attachments. OU Professor Chan Hellman, PhD. was the trainer at the Shawnee EXPO.
- Today, I am reviewing with the COCAA Board two policies that are active in our agency policies. Community Complaint Policy and Whistle Blower Policy. Unfortunately, COCAA has a COTS client that is disgruntled and is voicing his opinion through social media and telephone calls to my home at night. I have mailed him a letter explaining the complaint process for proper communications with COCAA team and this board. I wanted to share this with the board as a review.
- Barbara thanked the board for allowing her to do God's work for the past five and one-half years.

8. Motion, Discussion and to vote to approve or disapprove Executive Director's Report.

Tiffany Barrett made a motion to approve the Executive Director's Report and Lt. Kim Lopez seconded the motion.

Motion: (Barrett/Lopez) to approve the Executive Director's Report as presented.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: Yes

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

9. Finance Committee Report

Tracy Izell, Finance

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, but we are making

headway. Tracy stated that VOYA has a few issues, but they are working with us to get everything fixed as necessary. They are a great company to work with. 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. Tiffany Barrett asked how long it takes a check to be issued once the paperwork is all complete.

10. Motion, Discussion and to vote to approve or disapprove Finance Items & Report.

Lee Doolen made a motion to approve the Finance Report and John Chaffin seconded the motion.

Motion: (Doolen/Chaffin) to approve the Finance Report as presented.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: Yes

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

11. Program Development Report

Lee Doolen, Vice President

Commissioner Lee Doolen presented the Program Development Report. Cory Swearingen had a doctor's appointment and was not able to attend the full board meeting. Commissioner Doolen went over the list of new funding proposals:

- i. IRS Volunteer Income Tax Assistance
- ii. Oklahoma Department of Transportation 5311 Grant for 2023-24
- iii. Oklahoma Department of Transportation State Revolving Fund
- iv. Oklahoma Department of Transportation 5310 Grant
- v. City of Shawnee 2023-24

We did receive our second allocation for the CSBG Grant and had our monitoring.

Discussion and possible action on ESG policies and procedures: We are adding one item to meet the ESG monitoring item.

Discussion and possible action on monitoring:

Oklahoma Department of Commerce Grants

1. CSBG/SAF CAA-ODOC Report and COCAA's response
2. Emergency Solutions Grants

Commission Doolen stated that if anyone had any questions to please direct them to Cory Swearingen via email or telephone.

12. Motion, Discussion and to vote to approve or disapprove Program Development Items & Report.

Tiffany Barrett made a motion to approve the Program Development Report and Lt. Kim Lopez seconded the motion.

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

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: Yes

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

13. Motion, Discussion and to vote to approve or disapprove the slate of candidates for COCAA Board Officers 2023.

John Chaffin made a motion to approve the officers as presented for another term. Lt. Kim Lopez seconded the motion.

Motion: (Chaffin/Lopez) to approve the officers to remain in office for another term.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: Yes

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

14. Motion, Discussion and to vote to approve to go into Executive Session to discuss resignation and employment of COCAA staff. John Chaffin made a motion to approve and Lt. Kim Lopez seconded the motion.

Motion: (Chaffin/Lopez) to approve to go into Executive Session.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: Yes

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

15. Motion, Discussion to come out of Executive Session and make motions; Tiffany Barrett made a motion to and Lt. Kim Lopez seconded the motion.

Motion: (Barrett/Lopez) to approve coming out of Executive Session.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: Yes

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

16. Motion, Discussion to vote to approve or disapprove resignation of Barbara Loudermilk, Executive Director effective August 31, 2023.

Tiffany Barrett made a motion to approve the resignation of Barbara Loudermilk as Executive Director effective August 31, 2023. Lisa Schmidt seconded the motion.

Motion: (Barrett/Schmidt) to approve the resignation of Barbara Loudermilk, Executive Director.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: Yes

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

17. Motion, Discussion to vote to approve or disapprove the hiring of an Interim Executive Director and compensation plan effective June 28, 2023.

Tiffany Barrett made a motion to approve the hiring of an Interim Executive Director with appropriate compensation plan effective June 28, 2023, and Lt. Kim Lopez seconded the motion.

Motion: (Barrett/Lopez) to approve the hiring of an Interim Executive Director with appropriate compensation plan.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: 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' 18 through 28 with one vote with the exception of #23. #23 will be discussed and voted on in the August 15, 2023, board meeting.

18. Motion, Discussion and to vote to approve or disapprove the revised ESG policies.

19. Motion, Discussion, and to vote to approve or disapprove of the 2022 final logic models.

20. Motion, Discussion, and to vote to approve or disapprove of the 2023 logic models.

21. Motion, Discussion, and to vote to approve or disapprove of the 2022 CAP Review.

22. Motion, Discussion and to vote to approve or disapprove the re-seating of Logan County Board Member Sue DuCharme.

23. Motion, Discussion and to vote to approve or disapprove the revised/updated Job Descriptions for the COCAA agency.

John Chaffin made a motion to table item # 23 until the August board meeting. Lisa Schmidt seconded that motion.

Motion: (Chaffin/Schmidt) to table Item #23 on the Approval Docket until the August 2023 board meeting.

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: Yes

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

24. Motion, Discussion and to vote to approve or disapprove the reviewed current Whistle Blower Policy. (embedded in COCAA Policy) Page 33.

25. Motion, Discussion and to vote to approve or disapprove the community complaint policy. (embedded in COCAA Policy) Page 35.

26. Motion, Discussion and to vote to approve or disapprove the 990 Accounting report.

27. Motion, Discussion and to vote to approve or disapprove the distribution of employee handbooks 2023.

28. Motion, Discussion and to vote to approve or disapprove to direct the immediate evaluation of all COCAA employees before August 31, 2023.

A motion was made by Lee Doolen to approve Item #'s 18 through 28 as presented with the exception of #23 and was seconded by Lt. Kim Lopez. Item #23 will be discussed at the August 15, 2023, board meeting.

Motion: (Doolen/Lopez) to approve Item #'s 18 through 28 with the exception of # 23.

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.

29. 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.

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.

29. Motion to Adjourn ---

Lisa Schmidt made a motion to adjourn the meeting at 2:37 p.m. Lt. Kim Lopez seconded that motion.

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

Vote: Reding: Yes, Doolen: Yes, Barrett: Yes, Lopez: Yes, Chaffin: Yes, Schmidt: Yes, DuCharme: Yes

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



Signature

8/15/2023 12:08 pm

Date & Time