

Board of Directors Meeting
Wednesday, August 15, 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, Rayneta Manwarin, Samantha Robinson, Elena Johnson, Carol Samuels, and Thelma McGee

Guests Present:

Norman Seaberg via zoom

1. **Call to Order** at 12:03 p.m. by Lee Doolen, Board Vice 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. Lisa Schmidt and Steve Gentling attended this meeting via "Zoom" connection, making the total board members present, eight.

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 – ZOOM CONFERENCE - Bank Building Construction Up-date.** Norm said things are coming along. There are little bits and pieces that still need work. Norm said they are trying to preserve as many doors as possible in our new building for historic standards. It looks like the office area will be ready for move in before the apartments. The stairway is in and the railing needs painted. There are always things that come up in a historic building that we don't anticipate. Cory asked if they were taking applications for the rental units at this time. He said not yet. They are not ready to show. They have a management realty corporation that will be handling that. Someone asked for a "move-in" date and he said mid-September as of now. Norm asked if anyone else had any questions. He stated he thinks we will be very pleased with the space. No action is required on this item.

5. **BOARD Training: COCAA Board Responsibilities** **Tracy Izell Instructor**
Our training today was COCAA board members' responsibility to understand client services and intake in county management. Tracy introduced Rayneta Manwarin, Elena Johnson and Samantha Robinson, our County Managers. She asked each of them to talk to the board about their respective counties. No action is required on this item.

6. **Guest Speaker Reports from COCAA County Managers – Rayneta Manwarin, Elena Johnson, Samantha Robinson.** Elena Johnson was the first County Manger to speak. Elena covers Seminole County. She is training to work Lincoln County on Wednesday's. She also had a hand-out printed and passed out to everyone. A copy of that is in our board meeting book for future reference. She went over a lot of things including constant telephone calls and messages, Chamber of Commerce food pantry in Wewoka that COCAA help set up, RX Oklahoma and many more items. Elena stated there are always people that need something. We have several little towns and cities in our counties, not just the bigger towns or cities that we provide help to. We basically have to be a social worker to help these clients. Several board members asked specific questions and she answered them. They also made suggestions for improvement. Samantha Robinson was the second County Manager to speak. She is responsible for Logan and Payne Counties. They get approximately 26 telephone calls per county each day. She has a part time girl in each of these two county offices and they answer on-line applications, telephone calls, and messages, keep a phone log and list of what a customer needs help with.

They help with the Advisory Board meetings. They help people get furniture, housing, clothing and other items as necessary. The Salvation Army provides soap as we have a washer and dryer that people can use when necessary in Payne County. We do have a schedule set up for people to do their laundry. We do take donations, also. Samantha has some interviews set up to interview job applicants to work in the Cleveland County Office. Hopefully, we will have a reliable person in that office before too much longer. Right now, Samantha is taking calls and working Cleveland County, also. Rayneta Manwarin handles Pott and Lincoln Counties. She said that Elena and Samantha covered most items. She has to weed through the stories to see what clients really need. ESG is Emergency Solutions Grant. A client has to go through the application process to see if they qualify to receive help. They have to fit our program outline. That is a 52 page application. EFSG – Emergency Food and Shelter Grant is another one of our programs that has a separate application and funding. We have to keep track of what we spend from each grant for each applicant so we know when we run out of money and cannot help more clients. In the HMIS software there is a lot of government red tape. Destiny doesn't just answer the telephones. She gathers documents, does data entry, meets with landlords and homeless clients. Our homeless clients cannot be homeless longer than 90 days in order to qualify for our programs. We can keep them in a shelter or hotel for up to four weeks. We can pay first month's rent. We do background verifications. Additional questions regarding rental assistance processes were asked by the board members, which were satisfactorily answered by the County Managers. There are times when we get 16 to 20 applications per day.

7. **Motion, Discussion and to vote to approve or disapprove the Minutes of June 28, 2023 COCAA Board Meeting.** A copy of the June 28, 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. Tiffany Barrett made a motion to approve the minutes of the June 28, 2023, Board Meeting and Lt. Kim Lopez seconded the motion.

Motion: (Barrett/Lopez) to approve the minutes of the June 28, 2023, board meeting as presented.

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

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

**8. Executive Director's Report
Loudermilk**

Barbara

Character First Monthly Trait- - Character Trait for the Month for August 2023 is Availability. Availability – Willingness to change my schedule and priorities to meet a need.

- The current building that COCAA is housed here at 131 North Bell is up for sale. One potential buyer is Pottawatomie County. I have been assured by the personnel of Shawnee Forward (COCAA's landlord) that they will not sell or move us out until the Bank building is ready.
- Tracy & Barbara have been collaborating. They have been working on the following community projects and presentations. Avedis Foundation, talking with the Radio station owner located within the Bank Building, writing a large federal grant for Diaper Programs in Oklahoma through the Oklahoma Community Action Association.
- We are working with Mike Little Construction on one of the Wewoka duplexes for an occupancy date. There were some water malfunctions with a pump on the property.
- Landmark PLC is giving us the proposal that COCAA needs approval in my opinion. There are only two agencies working on non-profits in the state and they are not giving COCAA a timely quote. There are several Oklahoma community actions in the state moving to Landmark PLC out of state.

Barbara also stated that board member Lisa Schmidt from Cleveland County has agreed to serve on our board another term. Her current term expires in October 2023. We plan to set up an election on a Monday in September to have a public election. We will need to set a date and publish in the Norman Transcript newspaper prior to the election.

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

Tim Porter made a motion to approve the Executive Director's Report and John Chaffin seconded the motion.

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

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

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

10. Finance Committee Report

Tracy Izell, Finance

Tracy stated 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. Tracy stated that we have a proposal for our audit for next year. She included a copy to all of the board members. It is going to cost us approximately \$52,500 for this audit. A lot of community action agencies are going with out-of-state auditors because there are only two auditors in Oklahoma that will audit a non-profit business. This is a hefty price tag according to what we are used to, but she is the only firm that responded to our request. Tracy thinks this will be a good move. Lee Doolen asked if this price included travel. Tracy said yes, this is all inclusive. Kaye Steele asked how the agency paid for this. Tracy said it is pro-rated according to the revenue and is split between different accounts. Mr. Doolen asked if there were any other questions. There were none.

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

Tim Porter made a motion to approve the Finance Report and Steve Gentling seconded the motion.

Motion: (Porter/Gentling) to approve the Finance Report as presented.

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

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

12. Program Development Report

Cory Swearingen

New funding proposals:

1. Rx for Oklahoma – These funds are used for three processing centers in Seminole, Norman, and Shawnee offices to assist clients with applications to pharmaceutical companies to try and receive prescriptions at little or no cost to the clients. The funds are used to assist with the salaries and fringe for staff members in those centers, and for the Rx Assist database that is required for the program. Last year's contract was \$42,891.
2. State Appropriated Funds for Community Action Agencies – These funds are used for salary and fringe for the executive director. The director helps build partnerships within the communities we serve. Last year's allocation was \$40,957.
3. Diaper Distribution Demonstration and Research Pilot Grant – COCAA will be a partner in this grant to help distribute diapers within our service area. The Oklahoma Association of Community Action Agencies will be the recipient of the grant. There are three community action agencies participating in the grant request, which are Tulsa CAP, CAA of OKC (which covers Oklahoma and Canadian Counties), and COCAA. This is a new pilot program so we don't have a dollar amount to include with this grant at this time.

Previous funding proposal updates:

1. City of Shawnee – COCAA applied for \$90,000. COCAA should receive \$80,000 if all suggested allocations go through the City officials. Official notice will be coming soon. This allocation is the same as the contract from last year. They did not look at increases due to the costs of cleaning up after the April tornado.
2. Community Development Block Grant City of Moore – COCAA applied for \$5,000 for utility assistance but did not receive funding for the upcoming year.
3. Impact Oklahoma – COCAA applied for \$100,000 for the Shoes that Fit program to benefit Cleveland and Logan counties. COCAA did not receive funding this year.
4. United Way of Pottawatomie County – COCAA applied for \$20,000 for the Volunteers Impacting People program and their Meals on Wheels project. \$18,000 is the allocated amount for this funding.
5. Junior Service League of Shawnee – COCAA applied for \$1,000 for Volunteers Impacting People program and their Shoes that Fit project. \$1,000 was granted.
6. Emergency Food and Shelter Program (EFSP) Phase 39 Lincoln County – For Phase 39, COCAA received \$3,573, which will be broken out into \$1,072 for

rent and \$2,501 for utility assistance. The other portion of the Phase 39 allocation went to the Chosen House (\$1,191).

7. EFSP Phase 40 Lincoln County – For Phase 40, COCAA received \$4,769, of which \$2,385 is for rent and \$2,384 is for utility assistance. Chosen House also received \$4,770.

Cory also stated that Tracy needs to sign new contracts with ODOT and others to get her name on them instead of Barbara's.

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

Kaye Steele made a motion to approve the Program Development Report and Lt. Kim Lopez seconded the motion.

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

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

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

14. Motion, Discussion and to vote to approve or disapprove the new and reviewed/ revised COCAA Job Descriptions.

Lt. Kim Lopez made a motion to approve the new and revised COCAA Job Descriptions. Tim Porter seconded the motion.

Motion: (Lopez/Porter) to approve the new and revised COCAA Job Descriptions as presented to the board prior to this meeting.

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

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

15. Motion, Discussion and to vote to approve or disapprove the COCAA Community Action Plan and to ensure reports are made regarding its structure and intent.

Barbara stated this was on the June board agenda but we didn't have enough detail for our monitor. Barbara talked to the board about the Community Action Plan in detail. For client assistance, COCAA can report that 654 families (1,061 household members) were assisted with the following services: (All six counties combined).

- 22 case management sessions
- 630 referrals
- 263 Rent payments
- 1 mortgage payment
- 3 landlord/tenant mediations
- 439 Utility payments (including deposits and arrears)
- 611 food distributions
- 92 temporary housing placements (one week stays)
- 13 permanent housing placements
- 7 Christmas gifts
- 13 transportation services
- 3 Eyeglass referrals
- 16 Walmart gift cards
- 17 Gas Vouchers
- 2 Clothing assistance
- 1 Birth certificate
- 1 Driver's license

COCAA has to do several items to complete ROMA cycle (Results Oriented Management and Accountability Cycle). 1. Assessment – The three main components are the community needs assessment, customer satisfaction surveys and review of program data. All three are conducted and reported to the board throughout the year. 2. Planning – This could cover items such as: Mental health services, decent/affordable housing, health insurance/affordable health care, and utility assistance. We also discuss how to address youth programs, workforce initiatives and starvation/malnutrition. We have a program for youth that is "Shoes That Fit" which provides shoes and socks to school age children Pre-K – 5th grade in need of new athletic shoes. We have this in four of our six counties and hope to expand it to the other two counties in the future. Workforce initiatives – we partner with workforce as a referral for our clients to assist with resumes, job searches, job applications, etc. Starvation/malnutrition – we partner with local food banks/pantries to provide referrals for clients to receive food assistance. Our strategic plan has been updated and been presented to our board throughout the year. The logic models are presented to the board with final numbers for each year and new logic models for the next year. 3. Implementation – For implementation of services, the executive team works closely with the program staff to discuss and coordinate program services and activities. This includes discussion on

applications, budgets, etc. that relate to funding in their area. In addition to providing the services, these services must be tracked in the CAPTAIN database for not only reports to the board but to other local, state, and national entities that are reported throughout the year and annually. The COCAA board has received program reports throughout the year at their regular meetings. 4. Achievement of Results – Reports that show program activities are presented to the board at committee and full board meetings. Along with the program reports, financial reports are also presented at these meetings. Reports are also presented to staff throughout the year to discuss progress with reporting data and to maintain grant spending limits and ensure grants are completed and in compliance with funding requirements. 5. Evaluation – When looking at data compared to previous years data, there are things to consider: The COVID 19 pandemic and how that affected low-income families in our communities. The COVID 19 pandemic created new funding streams which included CSBG CARES funds, ESG CV funds, EFSP CARES funds and ODOT CARES funds. These additional funds allowed for new services or changes in current services which included: 1. Change in income limits we were able to assist, which went from 125% to 200% of federal poverty guidelines for CSBG CARES funds, 2. CSBG CARES funds allowed us to assist with rent/mortgage/utility assistance for more than just our one month assistance to up to six months of assistance, which allowed many families an opportunity to become more stable and maintain their housing. The agency must now deal with the continued assistance that is requested by low-income persons in our communities and we have a severe lack of funds. This has created some difficulty in assisting those in need. Our agency will continue to look for additional funding streams in 2023. Some of our clients have been destructive when they stay in hotel rooms. This looks bad on us and we are always looking for new hotels for our clients to stay in. We have to have a MOU on file before we can use any particular hotel/motel. Most of the ones we use now work with us really well and call Rayneta before too much damage is done.

Tim Porter made a motion to approve and Kaye Steele seconded the motion.

Motion: (Porter/Steele) to approve our COCAA Community Action Plan.

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

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

16. Motion, Discussion and to vote to approve or disapprove the Strategic Plan Update Report 2023.

Barbara produced a report and sent to all board members prior to the meeting for their review. The results are in red. The bottom line is we have spent all of our money and met our goals. Currently, COCAA has purchased two buses. Another result is that COCAA has relocated into the HOPE Center of Guthrie offices to better serve the homeless populations and the City of Guthrie. Goal # 1 – Create Financial Stability and Sustainability. By creating additional sources of income, revenue and support it will maximize our effectiveness in connection with the communities and counties we serve. The COCAA board has received some in-person trainings on financial accountability as a board member. Monthly finance reports are discussed and explained at each committee and board meeting. Goal # 2 – Meet Needs of Clients and Counties. Implement impactful and necessary programs. COCAA has built 12 new 1100 square foot homes in downtown Shawnee, created a city park and will complete 23 additional housing facilities as well as a new corporate office suite for the agency. Four duplexes were built and the agency is working with the City of Wewoka to house low to moderate low-income families into the duplexes. Goal # 3 – Strengthen COCAA’s Brand with Improved Relationships and Communications. COCAA has built 39 new housing facilities in 2021-2023. Part time employees are being hired to assist county managers. A new full time Administrative Assistant has been hired to replace COCAA’s part time administrative assistant. Home Weatherization – we are attempting to make referrals for families in all six counties to our partnering CAP agencies. We have plans to enlarge the Meals on Wheels service area to meet the needs of seniors in Pottawatomie County; reaching out to rural areas such as Bethel Acres and North Rock Creek. We are trying to work effectively with partner agencies to reach clients with RX needs. We have a three year plan written.

Tiffany Barrett made a motion to approve and John Chaffin seconded the motion.

Motion: (Barrett/Chaffin) to approve the Strategic Plan Update Report 2023.

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

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

17. Motion, Discussion to vote to approve or disapprove Bid Proposal from Landmark PLC.

Kaye Steele made a motion to approve and Tim Porter seconded the motion.

Motion: (Steele/Porter) to approve the bid proposal from Landmark PLC.

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

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

18. Motion, Discussion to vote to approve or disapprove Low Income participation report. Barbara said she should have taken 18 and 19 off the agenda. We will have an election for Lisa Schmidt's board position on a Monday in September so we can vote on this in the October board meeting.

No action taken on Item 18.

19. Motion, Discussion to vote to approve or disapprove the COCAA annual partnership report.

No action taken on Item 19.

20. Motion, Discussion and to vote to approve or disapprove 2022 INFO Gram report.

Barbara had a printout in the board meeting packet that was sent to all board members prior to the meeting. Tiffany Barrett made a motion to approve and Kaye Steele seconded the motion.

Motion: (Barrett/Steele) to approve the 2022 INFO Gram Report.

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

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

21. Motion, Discussion and to vote to approve or disapprove COTS Title IV Policy & Resolution.

Cory discussed this in the Program Committee Report and answered all questions at that time.

Kaye Steele made a motion to approve and Kaye Tim Porter seconded the motion.

Motion: (Steele/Porter) to approve the COTS Title IV Policy and Resolution.

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

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

22. Motion, Discussion and to vote to approve to go into Executive session to Discuss the Evaluation of Barbara Loudermilk for the year of 2023.

Barbara stated that she didn't mind if everyone stayed in the room, so no action was taken on Item 22 due to Barbara's comment in Item # 24.

23. Motion, Discussion to come out of Executive Session and make motions.

No action was taken on Item 23 due to Barbara's comment in Item # 24.

24. Motion, Discussion and to vote to approve or disapprove the evaluation of Barbara Loudermilk, Executive Director, prior to her last day of employment August 31, 2023.

Barbara stated that since this is her last evaluation she didn't see the reason to go into Executive Session for her evaluation. She didn't mind everyone in the room hearing it. Lee went over all of the evaluation sheets from the board members. After some discussion about all items on the evaluation, there was an overall evaluation of 4.75 - 5.00. The only reason it wasn't a 5.00 is because some board members believe that there is always some room for improvement, because no one is perfect. The board members stated that they are and have been very happy with Barbara's performance in the past year and are sad that she is leaving us. The board will do an evaluation on Tracy Izell at the December board meeting. Barbara also stated that all employees have done their yearly evaluation and should be good until August 2024.

Tim Porter made a motion to approve and John Chaffin seconded the motion.

Motion: (Porter/Chaffin) to approve Barbara Loudermilk's annual evaluation.

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

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

25. 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 Tracy Izell wanted everyone to know that she and Samantha Robinson talked to the editor of "StreetLight" for 30 – 45 minutes. It has been published.

Lt. Kim Lopez wanted to plan a training time for our employees about safety measures when meeting clients away from our offices. She said she could tell us several ways to help keep us safe and it would probably take about an hour or an hour and a half. She will do this for no charge. Lisa Schmidt agreed that our workers should not be meeting clients alone. Lt. Lopez said there is a "Project 66" in Edmond, Oklahoma, that she thinks would be a good board retreat. Everyone should see the things they do there.

Mr. Lee Doolen thanked everyone for their time today.

26. Motion to Adjourn ---

Kaye Steele made a motion to adjourn the meeting at 2:01 p.m. Tiffany Barrett seconded that motion.

Motion: (Steele/Barrett) to adjourn this board meeting.

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

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



Signature

10-25-23; 1:03 pm

Date & Time