

Board of Directors
Tuesday, February 20, 2024 – 12:00 pm
5 East Main Street
SHAWNEE, OK

MINUTES

Members Present (*at Roll Call)

Cleveland
~~Kim Lopez*~~
Lisa Schmidt*

Logan
~~Steve Gentling*~~
Sue DuCharme*

Pottawatomie
Tiffany Barrett*
Kelly Pueblo*

Lincoln
~~Lee Dooten*~~
Vacant

Payne
Chris Reding*
John Chaffin*

Seminole
Tim Porter*
Dennis Phillips

Staff Present:

Tracy Izell, Susan Nedrow, Cory Swearingen and Carol Samuels

1. **Call to Order** at 12:23 p.m. by Chris Reding, Board President.
2. **The Roll was called**, and six members were present in person out of twelve; therefore, quorum was met and the board was able to proceed with the meeting. Sue DuCharme attended through Zoom.
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.
4. **Motion, Discussion to vote to approve or disapprove the addition of Keli Pueblo as the Pottawattomie County board member.**

MOTION: A motion was made by Tiffany Barrett to approve the addition of Keli Pueblo as the Pottawattomie County Board Member. Seconded by Lisa Schmidt. Motion was passed unanimously.

5. Motion, Discussion and to vote to approve or disapprove the Minutes of December 19, 2023 COCAA Board Meeting.

MOTION: Tim Porter made the motion to approve the minutes of the December 19, 2023 COCAA Board meeting. Seconded by John Chaffin. Motion passed unanimously.

6. Executive Director's Report

Tracy Izell

- December 21st was All Staff Day where we covered insurance changes. We made a potluck Christmas and played a few games. It was a good day and everyone was glad for a few extra hours of time off to spend with their families.
- January 2024 started quickly with us preparing the move to our new (current) building. We spent the first week in January packing and planning. January 9th, Tim Porter and Lee Doolan brought some of their people to help us move. We were able to get most all of it in ONE DAY! We spent the following week unpacking and getting things moved and tying up loose ends. My goal was to be out on the 19th, so on the 17th, the water main busted in the old building. Not the way I wanted to leave, but thankfully we had people in the building so we could attend to it quickly.
- January 24nd, Samantha and I introduced Shoshanna to Gabby McHarrah and also started the process for Little Axe Shoes that Fit. This is a great network and Shoshanna was offered free office space in the Little Axe Community Center so that COCAA could be more visible in the community.
- On January 23rd, I met with Scott Smith who was a potential Lincoln County Board Member. We discussed duties and roles. He was hesitant due to the time commitment and turned down the offer the following week.
- On January 24th, Samantha and I were invited to join an Opioid Task Force for Lincoln County. Samantha is now on the task force and they have meetings once a week. This is for a grant to help Opioid addiction.
- I met with Brianne from Stuart and Clover to go over our policies and procedures and also our Bylaws. This is an organizational standard that we must meet. I had other questions concerning conflict of interest, drug policies and social media

policies. She will look at them closely as well as reviewing the rest of the documents.

- Tina, Cory and I met with City of Seminole Community Development for a possible collaboration with their Meals on Wheels. We are still working on details as to see if we are able to help them with the collaboration.
- A team meeting was held via zoom for those new coordinators in Payne, Logan and Cleveland county to discuss protocols of PO's and other paperwork given the new funding.
- On the evening of February 6th, there were 2 men who were on the roof of the building. Somehow they were able to get into the building on the 4th floor and made quite a mess in some apartments that were not rented. Currently, we only have one resident. Police were called and a search was conducted in the building to make sure no one was still inside the building. I immediately called a staff meeting after I received the news and went over safety policies that were put in place.
- I have made contact with 3 schools in Seminole County regarding Shoes that Fit. These schools are Justice, Sasakwa and Butner. I met with Chris Jones, the principal at Sasakwa on Feb. 16th. I have yet to hear from the other two. In addition, I was contacted by Tiffany Parkman, a Behavioral Health Case Manager about shoes for a special needs boy who needs special shoes.
- Susan and I have been trying to gear up for our Voluntary Income Tax Assistance Program. Because of so few volunteers, Susan and I will both be preparers. I believe we can make this work for this year and set a solid foundation for next year.
- I would like to develop an Employee of the Quarter Program with the first award to be covered Jan-March 2024. This award will be chosen based on performance, attitude, being a team player and overall contributions to COCAA. Any employee may nominate any other employee.
- Cory and I have registered for the Region 6 Conference which will be held April 2-4th in Santa Fe, NM. We have chosen to rent a car and drive rather than fly.

- I have continued to meet with regular partners such as LifeChurch, Avedis and of course the state directors.
- We are trying to partner with CAA of OKC for their weatherization program with vehicles and storage space.
- Working on getting signage for the building with Signworks and also looking into frosting on the interior walls of some offices. A punch list was sent to Mike and Norm.
- Inquired about the Training Residential Energy Contractor grant. ODOC politely declined COCAA due to lack of new program implementation and financial capacity.
- Spoke at the Pottawatomie County Museum on Feb. 12th at 10 am to many retired community leaders.
- Carol, Sonia and I attended the grand opening of Habitat for Humanity Restore in the old Sears at the Shawnee Mall.
- Attended the Payne County Advisory Board on February 13th. Chris asked how Tracy thought about the advisory board meeting. Tracy is very pleased with the things that Mandi is doing. Lisa asked if the Cleveland Advisory Board is active and where/when they meet. Lisa asked if that was Shoshana's responsibility to put the advisory board together. Lisa is willing to help with this board. Tracy said she would send a list of the advisory board members in Cleveland County. Lisa asked if there was a protocol against board members attending the advisory board meetings, and Tracy responded there was none.

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

MOTION: A motion was made by John Chaffin to approve the Executive Director's report. Seconded by Tim Porter. Motion was approved unanimously.

Note: Chris Redding commended the staff on their good stewardship of the COCAA funding.

8. Finance Committee Report **Lee Doolen, Vice President**

The Finance report was provided by Susan Nedrow, COCAA Accountant. The final December packet which includes receivables and preliminary January packet. Account receivables are up to \$186,000, \$78,000 of that is ODOT money from last year. \$40K in other COTS receivables, related to our contracts that are still pending. Our request from ODOC for December reimbursement was \$72,000.

The new contract with ODOT has not been released so we have not been able to bill since last October. ODOT started in October 2023 FTA has not approved contracts yet. Until FTA approves the contract, we can get the report done but we cannot submit for payment. This is a statewide issue.

Chris questioned since we are generating expenses providing services without anything coming in does COCAA have enough cushion to provide these services until we get repaid. Tracy informed the board that our cash flow is okay, and we have \$170,000 in savings which is more than we have had before, and confident that we can continue to take care of operations. We are very hopeful that the contracts will be signed by the end of this month.

Susan added the Summary page of our different contract groups, we have this for both December and January that shows as we group them where we are at today. There was a little deficit related to Avedis Grant which has gone away; Healthy Steps program also showed a deficit, Susan explained they only pay us annually so we have received a check that came in since the first of February. That program was \$61,000 in reimbursement and we received \$55,000 so there is some match money we are responsible for.

Lisa asked about the Avedis grant. Tracy explained that the grant was a passthrough for two staff and related expenses. We are not losing any money on this grant.

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

MOTION: Motion made by Tim Porter to approve the Finance Report.
Seconded by Tiffany Barrett. Motion passed unanimously.

10. Program Development Report

Chris Reding, Board President

Chris Reding highlighted the grants we are applying for such as the Wal-Mart Community Grant in Payne County and T-Mobile Community Grant.

Awarded grants are from CREC grant in the amount of \$2000 for utilities in Payne County; and \$10,000 from OG&E;

Tony Robbins Grant - A Letter of Intent is needed prior to applying for this grant.

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

MOTION: A motion was made by Tim Porter to approve the Program Development Report. The motion was seconded by John Chaffin. Motion passed unanimously.

12. Motion, Discussion and to vote to approve or disapprove the 2024-2025 COCAA budget.

Susan presented the 2024 -25 COCAA budget.

We did have a decrease in federal funding due to the CSBG Covid and Home funding no longer coming in.

Rental income is nearly doubled since our units available and rented.

Regarding the expenses, nothing significantly different with the exception of the insurance. We did receive a fairly significant increase of 12%, currently it's \$74,000 raised to \$83,000, includes Vehicle, liability, all the insurances we are required to keep.

Our fringe, which includes payroll taxes, is 33% of our salaries, of that the health insurance is 50%. That is a huge benefit that the board provides to COCAA employees. We do contribute but do not require a big contribution – Susan thanked the board for this benefit.

Keli asked if we received funding from multiple United Way offices. Cory explained that Lincoln County has Emergency Food and Shelter programs are received in four of our service counties.

MOTION: A motion was made by Tiffany Barrett to approve the 2024-25 COCAA budget. Seconded by Lisa Schmidt. Motion carried.

13. **Motion, Discussion and to vote to approve or disapprove to allow eligible employees to have COCAA's VITA office prepare their returns.**

Tracy explained that every time we operate VITA services in order to serve COCAA employees who are qualified, we have to present the list of employee names to an attorney to get an opinion and then it has to be approved by the Board, then sent to ODOC for final approval. Tracy presented the letter from Stuart & Clover that lists the eligible COCAA employees and is now ready for board approval.

Chris provided the background to this standard procedure: anytime COCAA employees wants to use any of our services it has to go through this 3-step process to show they are not receiving preferential treatment and would otherwise qualify for services.

Eligible Employees:

Adams, Jill
Baird, Howard S.
Bray, Kathy
Deere, April
Dodson, Dana
Harrington, Sonia K.
Johnson, Elena
Johnson, Brittany
Lack, Randy
Lowery, Tina W.
McCathern, Destiny M.

McKinney, Jerome B.
Minion, Mary
Mitchell, Shoshana
Morris, Kathy A.
Owens, Lena
Quade, Amanda
Rogers, Reyneta A.
Samuels, Carol Y.
Snider, Floyd
Tainpeah, John O.
Swearingen, Cory

MOTION: Motion by John Chaffin to allow eligible employees to have COCAA's VITA office prepare their returns. Seconded by Tim Porter. Motion passed unanimously.

14. Motion, Discussion and to vote to approve or disapprove of Stuart & Clovers letter and review of our Policies and Procedures and Bylaws.

Tracy asked the attorney to review the COCAA By-Laws and Policies and Procedures. Below are some of the suggestions or changes made which were mainly verbiage updates:

- **Drug Policy** - The attorney updated the language of the Drug policy which would be more in line with federal guidelines.
- **Social Media policy** – The verbiage was updated to reflect that employees are not allowed to post anything discriminating online or there could be consequences for violating the policy.
- **Conflict of Interest policy** – There were verbiage changes.
- Item #10 on the email, page 54 (page 55), “**Employees are expected to be conservative in the wearing of makeup, scented products and hairstyles,**” she suggested that we omit this wording because it could be viewed as gender discrimination.

MOTION: Motion made by Lisa Schmidt to accept the recommendations by Stuart & Clover regarding our By-Laws and Policies and Procedures. Seconded by Keli Pueblo. Motion passed unanimously.

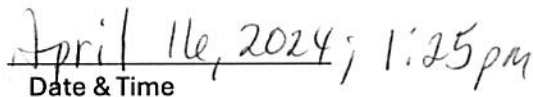
15. New Business---any matter not known about or which could not have been reasonably foreseen prior to the time of the agenda posting. 25 Okla. Stat. §311 (A) (9).

Tracy informed the board she will be out for surgery on February 22, 2024.

16. Motion to Adjourn ---

MOTION: After all business had been discussed, Tim Porter made a motion to adjourn the meeting. Seconded by John Chaffin. Motion carried. Meeting adjourned.


Signature


Date & Time