

Minutes of the COCAA Full Board Meeting
Tuesday, April 15, 2025, 12:00 p.m.
2 East Main Street
Shawnee, OK

Members Present (*at Roll Call)

Cleveland

Vacant

Lisa Schmidt*

Logan

~~Steve Gentling*~~

Sue DuCharme

Pottawatomie

~~Tiffany Barrett*~~

Keti Pueblo*

Lincoln

Lee Doolen*

Vacant

Payne

Chris Reding*

John Chaffin*

Seminole

Gary Choate*

~~Dennis Phillips~~

Staff Present: Tracy Izell, Susan Nedrow, Cory Swearingen, Carol Samuels

1. The meeting was called to order at 12:53 pm by Chris Reding.
2. The roll was called. Five members were present; therefore, a quorum was established.
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 and to vote to approve or disapprove the Minutes of the Meeting from the February 2025 Board Meeting.

MOTION:

A Motion was made by Lee Doolen to approve the Minutes of the February 25, 2025 Board Meeting. The motion was seconded by Gary Choate.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate-Yes; Schmidt-Yes

Motion passed unanimously.

5. Motion, Discussion and to vote to approve or disapprove the Corrected Minutes of the 2024 December Board Meeting.

The minutes need to reflect the completion and evaluation outcome of the Executive Session. Items 15 and 16 were added to the minutes.

MOTION:

A Motion was made by Lee Doolen to approve the Corrected Minutes of the 2024 December Board Meeting. The motion was seconded by John Chaffin.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Schmidt-Yes

Motion passed unanimously.

6. Motion, Discussion to vote to approve or disapprove the ESG Policies and Procedures ESG RUSH Addendum.

Cory explained that COCAA has developed this addendum to comply with the procedures outlined in the grant for the ESG RUSH. The two-page document is included in this packet.

MOTION:

A motion was made by Gary Choate to approve the ESG Policies and Procedures ESG RUSH Addendum. The motion was seconded by Lee Doolen.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Schmidt-Yes

Motion passed unanimously.

7. Motion, Discussion to vote to approve or disapprove the Community Action Plan Review for 2024.

Cory stated that each year we do a Community Action Plan with our CSBG application. This document provides an update of our services and outcomes for our programs for the year. This data also allows us to evaluate our performance for client services improvement.

MOTION:

A motion was made by Lee Doolen to approve the Community Action Plan Review. Seconded by Gary Choate.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Schmidt-Yes

Motion passed unanimously.

8. Motion, Discussion to vote to approve or disapprove Steve Gentling's resignation effective April 30, 2025.

MOTION:

A motion was made by Lisa Schmidt to approve the resignation of Steve Gentling effective April 30, 2025. Seconded by Gary Choate.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Schmidt-Yes

Motion passed unanimously.

The Board is thankful for Steve's service.

9. Motion, Discussion to vote to approve or disapprove the Program Report.

The Program Report was given by Cory Swearingen, Grants Manager. The Program Committee minutes from January were approved.

New Proposals

- Emergency Solutions Grant – This is the RUSH grant for Pottawatomie and Lincoln Counties.
- Community Development Block Grant – City of Moore – We applied for \$10,000 to assist with rent for eligible City of Moore residents.
- AARP Community Challenge Grant - \$25,000 for COTS transportation expansion services.

Previous Proposal updates

Impact Oklahoma Grant – We were not awarded this grant.

COCAA programs and Client Services Report

- 2024 Report – This has the final numbers for 2024.
- 2025 Report – We have started the 2025 report.
- 2024 Logic Models – Final - Note: These are part of the organizational standards and our CSBG application process.
- 2025 Logic Models – Some of the numbers were adjusted mainly on the Meals on Wheels program with VIP due to the decrease in number of meals they are able to get from the hospital.

Monitorings

OHFA Monitoring – Sooner Lofts – HOME/LIHTC funds

- The tax credit grant had no findings and was closed out.
- At the time of the committee meeting, the HOME grant had four items that were on the monitoring that were all the same item but they were for each unit that were missing a document in the file. At the time of the monitoring that was still open but since then we have turned in the documents so that has been closed.
- ODOC Monitoring – CSBG, SAF and ESG monitorings are scheduled for the middle of August.

MOTION:

A motion was made by Gary Choate to approve the Program Report. The motion was seconded by John Chaffin.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate-Yes; Schmidt-Yes

Motion passed unanimously.

10. Motion, Discussion to vote to approve or disapprove the Finance Report.

The Finance Report was presented by Susan Nedrow.

Susan informed the board that the report will show preliminary numbers for fiscal year end and should be very close to what they will be for the audit. She stated the we will finish the year in a positive light with approximately \$6000 revenue over expenditure. Financials are looking good for the audit report.

We have contacted the auditors and requested to start audit in July; have not heard back from them at this time but we will continue to make preparations for the audit.

During the last committee meeting we did not have a quorum but there was discussion about using the same auditors or going out for bids. Steve indicated he would like to see bid packets go out every three years for new auditors. Tracy said our policy is every five years.

May 1 and 2 Susan will attend the Oklahoma Society of CPAs Governmental Accounting and Auditing conference and will take advantage of the networking to meet other auditors who are familiar with Community Action programs.

Chris asked when the year ends for COTS; Susan answered that September 30 is the year end contract for our federal money for COTS. By March or April we use up the federal money available so we use CSBG money to assist with salaries. We are getting ready to move our drivers into the CSBG categories, and the City of Shawnee and ModivCare contract funds will take care of insurance and other expenses.

Chris asked if we anticipated any problems with that transition. Tracy assured the board that this has been done every year for many years but her goal is to have COTS to become self-sufficient.

Also, John asked about the charge for the Vehicle Tracking Device. Susan explained we have GPS tracking on all agency vehicles.

MOTION:

A Motion was made by John Chaffin to approve the Finance Report. The motion was seconded by Lee Doolen.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Schmidt-Yes

Motion passed unanimously.

11. Motion, Discussion to vote to approve or disapprove the Executive Director's Report.

Tracy asked the board to review her written report sent prior to the meeting, and to let her know if they had any questions.

Tracy informed the board that she has been asked if the Community Action Programs have been affected by the federal downsizing. On the federal level she was told to operate as normal. However, on the state level, HB 2115, which talks about moving some of our Department of Commerce grant operations over to the Office of Human Services. In the actual bill, it only discusses weatherization. The language of the bill will be finalized after there are discussions about moving some of our other monies. This move will affect our ESG and CSBG operations. The purpose of this bill is because some of the agencies dealing with Commerce. Tracy addressed some of the future challenges of this change.

A motion was made by John Chaffin to approve the Executive Director's Report. The motion was seconded by Lisa Schmidt.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Schmidt-Yes

Motion passed unanimously.

12. 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).

No matter was presented at this time.

13. Motion to Adjourn

After all business had been discussed, Lisa Schmidt made a motion to adjourn. Seconded by John Chaffin.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Schmidt-Yes

Motion passed unanimously.

Meeting adjourned at 1:28 pm.



Signature



Date