

Minutes of the COCAA Full Board Meeting  
Tuesday, February 25, 2025, 12:00 p.m.  
2 East Main Street  
Shawnee, OK

Members Present (\*at Roll Call)

Cleveland  
Vacant  
Lisa Schmidt\*

Logan  
Steve Gentling\* (Zoom)  
Sue-DuCharme

Pottawatomie  
Tiffany Barrett\*  
Keli Pueblo\*

Lincoln  
Lee Doolen\*  
Vacant

Payne  
Chris Reding\* (Zoom)  
John Chaffin\*

Seminole  
Gary Choate\*  
Dennis-Phillips

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

Guest: Mike Little, Larry Sand, Jack Barrett

1. The meeting was called to order at 12:10 pm by Lee Doolen.
2. The roll was called. Six members were present and two members on Zoom, 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. Guests Larry Sand, Mike Little and Jack Barrett reported on the status of our building maintenance, and all issues that have been and will be addressed. Mike asked Tracy to keep Tonya informed and they will be out to take care of things.

Wewoka Project – Mike Little provided information regarding the 202 program for elderly housing in Wewoka. He felt the application was good but the project was

awarded to an organization in Maryland due to the decision of the Biden Administration. The Security National Bank wrote us good letters of reference and still willing to work with us. Although we are focusing on Seminole County right now, we are hoping money comes available in other areas that COCAA serves for future projects. He announced that his company is working with the Security National Bank on an AHP grant to reroof and insulate houses for lower or moderate income housing. If we have anyone who resides in Seminole County that needs re-roofing or insulation work to contact Jesse Grandstaff, Security National Bank.

Larry Sand applauded the board for the work done on the application for the 202 project. He provided a printout from HUD showing the grantees that received FY 2024 202 Awards but have subsequently been withdrawn. He pointed out that the funding we would have received went to the Govens Ecumenical Development Corporation of Baltimore, MD. Larry congratulated Tracy and the board on an outstanding application which was judged one of the top five in the Nation. Mark Mosely, Seminole City Manager, is working with Mark Wayne Mullens to retract the funds. He is looking at two or three more years to reapply for funds to help the needs of the elderly.

He asked the board if they could adopt a local housing plan along with COEDD showing the need for elderly housing which he has the numbers to substantiate the need.

Steve Gentling asked if the data for the number of Elderly and Disabled are those that do not have adequate housing or the total population. Larry responded that this data which comes from HUD refers strictly to the eligible 62 plus 50% of medium income families.

Mike has been searching for grants to complete the back area of this building without success. He suggested contacting Avedis. Tracy stated that there is a possibility, but we would have to have other funding to come into play. The problem is that nobody wants to fund an asset. Mike will continue the search for funding. He thanked the board for lunch and encouraged them to contact him if any questions come up.

5. Motion, Discussion and to vote to approve or disapprove of the nomination of Chris Reding to Payne County Board Member, Low-income slot.

**MOTION:**

**A Motion was made by Lee Doolen to approve the nomination of Chris Reding to Payne County Board Member, Low-income slot. Seconded by Tiffany Barrett,**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

6. Motion, Discussion and to vote to approve or disapprove the Minutes of the Meeting from the December Board Meeting.

**MOTION:**

**A Motion was made by Steve Gentling to approve the Minutes of the 2024 December Board Meeting. The motion was seconded by Gary Choate.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

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

The Program Report was given by Cory Swearingen, Grants Manager. The Program Committee met in January and approved the November committee minutes at that time.

The following Funding proposals were discussed during the meeting:

- Oklahoma Department of Transportation 5311 Grant – This is the annual 5311 funds for COTS transportation of help with all operational expenses, salaries, and fringe.
- Oklahoma Department of Transportation 5311(f) Grant – They have new money that we will be applying to add a vehicle for expansion purposes. COTS will be extending hours to increase evening transportation services here in Shawnee.
- City of Shawnee Grant – In March we will apply for the vehicles located here in Shawnee for program operation expenses.
- Emergency Shelter Grant – We expect to apply in April.
- Emergency Food and Shelter Grant Phase 42 Funding – For Lincoln, Logan, Payne, Pottawatomie, and Seminole Counties for rent and utilities assistance.

#### Funding Proposal Updates

- SSM Health Grant – We applied for \$5000 for VIP Meals and Wheels but not awarded.
- Elite Repeat – We requested \$7500 we received \$1500 for utility assistance in Payne County.
- Central Community Foundation Grant (CREC) – We applied for \$10,000 and received \$1500 to help with rent in Payne County.
- We are also looking into working with United Way.

#### Client Services Report

The final 2024 numbers will be presented at the March committee meetings.

We discussed the last six months, July to December, of customer satisfaction survey reports. We had a much higher number, 277 completed surveys, compared to 180 in the previous six months. Most of the numbers stayed close to what they had been in the past.

#### Monitoring

- CSBG and State Appropriated Funds monitoring that were open but since the committee meeting they have been submitted and is now closed. Our next monitoring is scheduled for August.
- Emergency Solutions Grant monitorings will also take place later in the year. There are no current monitorings open at this time.

**MOTION:**

**A motion was made by Tiffany Barrett to approve the Program Report. The motion was seconded by Gary Choate.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

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

The Finance Report was presented by Susan Nedrow.

The first item of the report was the current year budget revisions. Susan explained that we have grants at COCAA that she described as rolling budgets because we have grants that begin and end at any point during the year. We had a new grant come in that is added to the budget, therefore requiring a budget revision. The grants include the CSBG, SAF and ESG funding. CSBG begins September 1, SAF begins June 1, ESG starts October 1. These contracts need to be incorporated into our annual budget as required under our ODOC monitoring. Susan asked the board to approve these additions to the current Fiscal year budget for CSBG in the amount of \$500,500; SAF \$33800; ESG \$17800. All three contracts will have amounts that will flow into our new fiscal year which will start April 1.

**MOTION:**

**Lisa Schmidt motioned to approve the addition of these contracts into our current fiscal year budget. The motion was seconded by Tiffany Barrett.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

The next item is the approval of our 990 tax return. This was prepared by the auditors so all the numbers on the tax return itself agree with the numbers in our audit report.

**MOTION:**

**Lisa Schmidt motioned to approve the Form 990 tax return. The motion was seconded by Keli Pueblo.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

The other item is the monthly financial reports, 2024 December and 2025 January.

- On the January reports the accounts payable are up a little for January. They are primarily just timing differences. On the balance sheet for January 31<sup>st</sup>, there is some cash discrepancies that I will be working with the auditor to eliminate. We have outstanding checks that go back to 2018, and Susan will work with the auditors to get removed from our books of record. We want to go through the auditors to be sure that everything we are doing is what they expect us to do. That will increase our cash balance on our balance sheet by about \$18,000. Keli asked what the outstanding checks are for. Susan guessed there were about 40 checks for a variety of reasons, such as uncashed checks or duplicate payments that never got voided. The reason Susan brought it up is because we show a negative balance on our balance sheet so we are going to work to correct that with our 3/31 year end.
- The Financial Statements for January 2025, our year-to-date numbers show that currently we are at a loss at the end of January by \$7500. Not all of our accounts receivables are booked, on the financial statements but the summary report it does list all the receivables for January, when you add all those in our results of operation for the year are \$7500 expenses over revenue. We are hoping with ModivCare and COTS programing increases and other revenue that the end of March we will be fine.

Lisa Schmidt asked that since those checks cannot be cashed at this point, what is the challenge in taking care of those? Susan responded that the source of funding that the checks were written from that presents a certain problems. Keli asked if these checks were written for clients or do we owe anyone money? Susan has been able to substantiate that a check was reissued to the entity or person in question. She has been able to do some of that work related to that process and has not made it through the entire list and would like to visit with the auditor about how they want to see it.

**MOTION:**

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

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

9. Executive Director's Report

- Tracy announced that we are going to raise the rates for COTS rides March 1, and extended our transportation hours to 9 p.m.
- We were not able to do our VITA grant this year because we didn't get enough volunteers. We had government and State Association funding for this project that we were not able to use. Keli asked about partnering with OBU to recruit their students. Thixe and Susan have reached out to OBU with no success. Tracy has also reached out to Seminole State College. In the past, Tracy has had a great experience with past internships by offering college credit, and was able to provide evaluations for the student plus she got temporary help and the student gained invaluable experience. Keli has offered to help with the partnership by locating the right professor and planning for next year.
- Tracy is trying to locate board members in Lincoln and Cleveland Counties. She has a potential member from Cleveland County who is checking with their employer to make sure serving would not be a conflict of interest. The member from Lincoln must fill a Low-Income seat, and the Cleveland County will have to be from the Public Sector.
- COCAA staff is having a hard time getting RX clients to follow through on the process. Tracy has asked the staff at Oklahoma County to provide RX training for our staff.
- The Diaper Distribution program is underway, and we will be putting in our first diaper order this week.
- COCAA was approved for ESG RUSH funding around \$150,000 for Lincoln, Pottawatomie and McLain counties. Although we don't service McLain county we are going to partner with Delta Community Action agency that covers that county. We are looking forward to this partnership.

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

**A motion was made by John Chaffin to approve the Executive Director's Report. The motion was seconded by Tiffany Barrett.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

11. Motion, Discussion to vote to approve or disapprove the ADA Title VI for COTS.

Tina Lowery, COTS Director, updated a verbiage, corrected the grammatical and spelling errors. None of the content was changed.

**A Motion was made by Keli Pueblo to approve the ADA Title VI for COTS. The motion was seconded by John Chaffin.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

12. Motion, Discussion to vote to approve or disapprove the Risk Assessment for COCAA.

Every year COCAA has to fill out a Risk Assessment. This assesses COCAA's risk and risk exposure for a variety of factors from employment to transportation. Tracy felt we have done better this year in previous years. Cory stated that we had put a continuity plan in place in the past, such as how to deal with emergencies, such as a tornado storm that may have affected our office operations and how we continue in those situations. We need to keep our plans current and make our staff aware of the plans.

**A Motion was made by Gary Choate to approve the Risk Assessment for COCAA. The motion was seconded by Tiffany Barrett.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

13. Motion, Discussion to vote to approve or disapprove Affirmative Action Plan.

Tracy stated that COCAA is required to submit the Affirmative Action Plan on a yearly basis. Updates were made to the percentages of ratio of female to male, age, etc. which hasn't changed much from previous years.

**A motion was made by John Chaffin to approve the Affirmative Action Plan. The motion was seconded by Gary Choate.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

14. Motion, Discussion to vote to approve or disapprove the Organizational Budget for 2025- 2026.

Susan presented the proposed budget that starts April 1, 2025, for board approval. Included was a proposed budget for the year, what we have approved for those categories under our current fiscal year and what those changes are. Revenue at this time is projected at \$316,000 less than we have in our current fiscal year. Our anticipation is that number will rise to the current level. CSBG being something that is not available until September, that of course, is our umbrella grant. Those numbers are not included here, our anticipation would be that if CSBG renews in October then that deficit will go away, and that will be the last half of our fiscal year. Some of the other grants such as, the ESG RUSH and Diaper grants have not been included in this budget.

**A motion was made by Keli Pueblo to approve the Organizational Budget for 2025- 2026. The motion was seconded by Tiffany Barrett.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

15. Motion, Discussion to vote to approve or disapprove the 2025 Community Action Plan.

The 2025 Community Action Plan is part of our application with our CSBG application. It is a summary of how we follow the ROMA standards that Community Action Agencies follow. This consists of planning, assessment, evaluation, achievements, and re-strategizing how we cycle through the plan. There were not much changes from the previous year. We will have changes for 2026 because our Community Needs Assessment will be evaluated in 2025. As the community needs change, so will our strategy for working with our clients. We are using the 2022 results, so it didn't change anything we have been working on. Lisa asked if the schedule is every three years; Cory explained that we are required to do this every three years according to our Organizational Standards which is mandated by the national level of Community Action Agencies. We have fifty-eight standards that must be approved by our Board. Keli asked about "Car Ownership" that was in the strategic goals. Tracy explained that clients have requested this service in the past and we have explored options to get them into car ownership, but the lack of partnerships has made it difficult.

**A Motion was made by Gary Choate to approve the 2025 Community Action Plan. The motion was seconded by John Chaffin.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate – Yes; Barrett-Yes**

**Motion passed unanimously.**

16. 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.

17. Motion to Adjourn

**After all business had been discussed, Gary Choate made a motion to adjourn.  
Seconded by Lisa Schmidt.**

**Vote: Reding-Yes; Doolen-Yes; Pueblo-Yes; Chaffin-Yes; Gentling- Yes; Choate –  
Yes; Barrett-Yes**

**Motion passed unanimously.**

Meeting adjourned at 1:21 pm.

  
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Signature

4-15-25  
1:28 pm  
\_\_\_\_\_  
Date