

Central Oklahoma Community Action Agency
Minutes of Board of Directors Monthly Meeting
June 18, 2024, 12:00 pm

ORDER OF BUSINESS

1. Call to Order – The meeting was called to order by Commissioner Chris Reding at 12:14 p.m.

2. Roll Call

Members Present (*at Roll Call)

Cleveland
~~Kim Lopez*~~
Lisa Schmidt*

Logan
~~Steve Gentling*~~
Sue DuCharme*

Pottawatomie-
Tiffany Barrett*
Kelly Pueblo*

Lincoln
~~Lee Doolen*~~
Vacant

Payne
Chris Reding*
John Chaffin*

Seminole
Tim Porter*
~~Dennis Phillips~~

Staff Present:

Tracy Izell, Cory Swearingen, Carol Samuels

Guests: Thixe Totty and Beth Perry

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. **Special Guests: Thixe Totty and Beth Perry.**

Tracy introduced guests, Thixe Totty, and Beth who has been volunteering at COCAA since 2006. Beth was nominated by Thixe for a National Community Action Volunteer Award and will be honored at an All-expense paid trip to the National Community Action Program Convention in Seattle, WA in August. Here are some facts about Beth's volunteerism: She has logged in 12,886 lifetime volunteers, with COCAA and her church. She has a great rapport with our clients, and very deserving of this honor.

5. Motion, Discussion and to vote to approve or disapprove the resignation of Kim Lopez.

Kim has taken a new position that does not allow her the flexibility to attend board meetings so she has submitted her resignation from the COCAA board.

MOTION: A motion was made by Commissioner Tim Porter to approve the resignation of Kim Lopez. Seconded by Tiffany Barrett. Motion passed unanimously.

Chris Reding - Yes
~~Steve Gentling~~
Lisa Schmidt - Yes
Tim Porter - Yes

~~Lee Doolen~~
Tiffany Barrett- Yes
~~Sue DuCharme~~
Vacant

John Chaffin- Yes
Kelly Pueblo- Yes
~~Dennis Phillips-~~

6. Motion, Discussion and to vote to approve or disapprove the Minutes of April 16, 2024 COCAA Board Meeting.

MOTION: A motion was made by Lisa Schmidt to approve the minutes of the April 16, 2024 board meeting. Seconded by John Chaffin. Motion passed unanimously.

Chris Reding - Yes
~~Steve Gentling~~
Lisa Schmidt - Yes
Tim Porter - Yes

~~Lee Doolen~~
Tiffany Barrett- Yes
~~Sue DuCharme~~
Vacant

John Chaffin- Yes
Kelly Pueblo- Yes
~~Dennis Phillips-~~

7. Motion, Discussion to vote to approve or disapprove the 202 Wewoka Project

There will be no presentation due to the illness recovery of Mike Little, and Larry Sands was not able to attend. Tracy, Mike and Larry have been communicating through email. She informed the board that the forms she had the members sign does not obligate COCAA to this project, but that we are now in the application phase. The deadline has been moved to from June 19 to July 18 so we have a month to prepare the application. Larry Sands has a vast experience writing these types of grants, so we will know by early next year if we are awarded this grant.

Chairman Redding added that this is a Low Housing project for the community of Wewoka. Each unit has a nice and efficient layout and the investment will be similar to the Shawnee project. Federal funds are used to build the housing with repairs and maintenance done by the building project team, and COCAA will provide management, then after 15 years the property is turned over to COCAA. This is a very low-cost way for COCAA to gain property and opportunities to help people.

Chris asked the board to think about the pursuit of this project: is this something we can manage? Do we want to do this and commit to do? At this point, we need to approve moving forward with the application process and asked for a motion to approve the 202 Wewoka Project.

MOTION: A motion was made by Tiffany Barrett to approve the Application process for the 202 Wewoka Project minutes. Seconded by Commissioner Porter. Motion passed unanimously.

Chris Reding - Yes
~~Steve Gentling~~
Lisa Schmidt - Yes
Tim Porter - Yes

~~Lee Doolen~~
Tiffany Barrett- Yes
~~Sue DuCharme~~
Vacant

John Chaffin- Yes
Kelly Pueblo- Yes
~~Dennis Phillips-~~

8. Motion, Discussion to vote to approve or disapprove COCAA's 990 Tax Return.

Tracy conveyed that the 990 Tax Return according to the Work Standards timeline was supposed to be presented to the Board at the beginning of the year. This was inadvertently not addressed as scheduled due to the COCAA office relocation activities and is now presented to the Board. The 990 was completed, submitted and accepted. Susan and Tracy reviewed the 990 return and there was nothing out of the ordinary from the audit that was presented to the board in December other than a misspelling. Tracy was very impressed with the CPA firm on their handling of the building, their thoroughness and they were very easy to work with. The details of this return will be reflected in the audit that will be presented in December.

Chairman Reding asked if the new auditing firm performs our regular audits. Tracy confirmed that this firm is used to complete the financial audit in December and followed up with the 990 Tax Return.

Ms. Schmidt asked what the firm charged for the 990 Tax Return. Tracy responded it was around \$2500.

MOTION: A motion was made by John Chaffin to approve COCAA's 990 Tax Return. Seconded by Tiffany Barrett. Motion passed unanimously.

Chris Reding - Yes
~~Steve Gentling~~
Lisa Schmidt - Yes
Tim Porter - Yes

~~Lee Doolen~~
Tiffany Barrett- Yes
~~Sue DuCharme~~
Vacant

John Chaffin- Yes
Kelly Pueblo- Yes
~~Dennis Phillips-~~

9. Motion, Discussion to vote to approve or disapprove the 2023 through 2025 Strategic Plan Update.

Keli asked how the strategic plan was developed. Cory explained the previous Executive Director completed a large portion of this plan and updated annually it to ensure our programs align with our mission. The results of the Community Needs Assessment are also incorporated into the plan.

MOTION: A motion was made by John Chaffin to approve the 2023 through 2025 Strategic Plan Update. Seconded by Tiffany Barrett. Motion passed unanimously.

Chris Reding - Yes
~~Steve Gentling~~
Lisa Schmidt - Yes
Tim Porter - Yes

~~Lee Doolen~~
Tiffany Barrett- Yes
~~Sue DuCharme~~
Vacant

John Chaffin- Yes
Kelly Pueblo- Yes
~~Dennis Phillips-~~

10. Motion, Discussion to vote to approve or disapprove current BancFirst Loan/CD.

Tracy explained that our Loan/CD was scheduled to renew on June 6 and because we didn't want to miss that deadline, the banker suggested that we either roll the loan over into another 3 year term and roll the CD as well. If we had renewed the loan our interest rate would have jumped from 3.15% to 7.25%. After reviewing our financial status, Tracy suggested to Chairman Redding that we pay off the loan balance which was a little over \$18,000, which would save us the interest and let the CD rollover. The amount of \$18,652.52 was paid off on June 5, 2024, and now we have no debt other than monthly accounts payable and payroll. Our payment was \$610 each month.

Lisa asked how much we have on the CD and how old is it? Tracy responded with about \$48,000 and going on the 6th year.

Chairman Redding added that Tracy's thought process was clearly that we have the money to pay off the loan without damaging operating functions, and the interest rate would be high and something we don't need to have so he agreed with her suggestion to pay it off. Normally, this would be a board decision but due to the time constraints and the savings to the COCAA finances, Chairman Redding made the executive decision to approve this action.

MOTION: A motion was made by Lisa Schmidt to approve the current BancFirst Loan/CD. Seconded by Keli Pueblo. Motion passed unanimously.

Chris Reding - Yes
~~Steve Gentling~~

~~Lee Doolen~~
Tiffany Barrett- Yes

John Chaffin- Yes
Kelly Pueblo- Yes

Lisa Schmidt - Yes
Tim Porter - Yes

~~Sue DuCharme~~
Vacant

~~Dennis Phillips~~

11. Executive Director's Report

Tracy Izell

1. Open house held April 30, 2024, went very well. We had a lot of good feedback and I believe everyone enjoyed themselves.
2. The VITA program in Shawnee has been completed. We completed 71 tax returns and had several hundred hours for volunteer hours. We have submitted the application for another VITA grant for \$20,672 for the Shawnee location. We are trying to implement this program in Seminole County as well.
3. We had 14 staff attend the Spring Conference at Springlake Metro Tech Campus. This is the most involvement for staff that we have had in several years.
4. Lee Doolin proposed a potential Lincoln County Board member, Spence McConnell. We had a phone conversation on Wednesday the 15th. He is interested in serving on the COCAA board and I think he would be a great addition!
5. The signage on our doors is done!
6. LifeChurch donated \$13,500! This is up from our normal \$6,000.
7. We have utilized our partnership with COWIB by looking at part some people for Seminole and Lincoln County and we explored a program thru Gordon Cooper to help assist with those clients who need job training.
8. On May 3rd, five of us attended a poverty simulation presented by the OSU Extension and the Central Oklahoma Workforce Innovation Board. Highly recommended if you ever have a chance to go!
9. The Shawnee Kiwanis Club met here at COCAA on Wednesday, June 12th. Jimmy Gibson approached me in May asking about touring our building. They brought lunch and I gave them a quick tour.
10. I have signed up some of our staff to take the 6 Types of Working Genius Assessment. This was recommended by another Nonprofit in Shawnee, and Avedis will reimburse us.

11. COCAA will team up with our State Association to complete another Diaper Distribution Grant. We do not have an amount yet. I have had a zoom with Amanda and Zoe for the logistics, but I hope to incorporate more than just Pottawatomie County.

12. Rayneta Rogers and I met with Father Simeon on Friday, June 7th. We are discussing a collaborative with St. Gregory's and ourselves, along with other non-profits for a homeless housing initiative. While it is still in the stages of being developed, this project could be a great collaboration for COCAA!!!

13. Staff Evaluations will start this month.

14. Working on conducting an intense client services training.

15. I am thrilled to report that Beth Perry, one of our longtime volunteers received the National Community Action Volunteer Recognition Award and will receive a trip to Seattle at the National Community Action Partnership Annual Convention.

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

MOTION: A motion was made by Tim Porter to ED Report. Seconded by Tiffany Barrett. Motion passed unanimously.

Chris Reding - Yes
~~Steve Gentling~~
Lisa Schmidt - Yes
Tim Porter - Yes

~~Lee Doolen~~
Tiffany Barrett- Yes
~~Sue DuCharme~~
Vacant

John Chaffin- Yes
Kelly Pueblo- Yes
~~Dennis Phillips-~~

13. Motion, Discussion and to vote to approve or disapprove possible travel in August.

Tracy is requesting to accompany Thixe and Beth Perry to Seattle, Washington, to provide support and assistance to them.

MOTION: A motion was made by Keli Pueblo to approve the possible travel in August to accompany Thixe and Beth to Spokane for the National Volunteer Award. Seconded by Lisa Schmidt. Motion passed unanimously.

Chris Reding - Yes
~~Steve Gentling~~
Lisa Schmidt - Yes
Tim Porter - Yes

~~Lee Doolen~~
Tiffany Barrett- Yes
~~Sue DuCharme~~
Vacant

John Chaffin- Yes
Kelly Pueblo- Yes
~~Dennis Phillips-~~

14. Motion, Discussion and to vote to approve or disapprove Finance Report

The Finance Report was given by Tracy since Susan Nedrow was on vacation at this time. She reported the board packet included April and May's financial information.

COTS reports are all caught up and are working on the May reports.

We are currently working on the financial audit. We assume the auditors will be here in August or September. We are also currently working on a mileage audit that COTS has to submit to the Department of Transportation by July 31. Last year's audit was clean.

The bank balance as of this morning is \$157,000.

MOTION: A motion was made by Commissioner Porter to the Finance Report. Seconded by John Chaffin. Motion passed unanimously.

Chris Reding - Yes
~~Steve Gentling~~
Lisa Schmidt - Yes
Tim Porter - Yes

~~Lee Doolen~~
Tiffany Barrett- Yes
~~Sue DuCharme~~
Vacant

John Chaffin- Yes
Kelly Pueblo- Yes
~~Dennis Phillips-~~

15. Motion, Discussion and to vote to approve or disapprove Program Report.

We did not have a quorum for the May committee meeting so we are bringing the report to the full board.

New funding proposals:

1. Rx for Oklahoma - COCAA received \$48,341 last year. This year's contract runs from July - June and is \$42,891, they have already sent the appropriation.

2. State Appropriated Funds for Community Action Agencies - COCAA received \$40,957 last year. There is a potential increase in allocation.

3. 5310 Grant - COCAA is applying for one replacement vehicle and one expansion vehicle for COTS.

4. 5339a Grant - COCAA is applying for equipment which could include tablets for drivers, scheduling software, and/or cameras.

5. State Revolving Funds - COCAA received \$85,334 last year and anticipates receiving around the same amount for this year. The mileage audit that we talked about earlier ties in with this grant application that we will submit in July.

6. Volunteer Income Tax Assistance - COCAA is applying for funds to assist with the VITA program for this next year. COCAA will look at requesting approximately \$18,000, which is what we received last year.

Previous funding proposal updates:

1. LifeChurch - COCAA received \$13,500 to go to direct client services.
2. EFSP Phase 41 Pottawatomie County - For Phase 41, Pottawatomie County received \$25,152. These funds were divided as follows: COCAA -\$15,091; Salvation Army -\$10,061.

Client Services Reports

In the packet are the client numbers and services from January through April.

Monitoring Reports

We had our first monitoring for the Wewoka Duplex project. We are still working on getting documentation to the monitors. The units have been inspected and there are two or three items we need to fix, and that is being worked on, hopefully, this week. We also have contract construction documentation to submit to complete the monitoring then we can expect the report.

Lisa asked about the numbers for Cleveland County and Cory noted that the data entry has not been completed yet. She also asked how applicants contact COCAA for services. The website has been updated to show the contact phone number and email. We are currently in the search for a new Client Services Coordinator for Cleveland County.

MOTION: A motion was made by Commissioner Porter to approve the Program Report. Seconded by Tiffany Barrett. Motion passed unanimously.

Chris Reding - Yes
~~Steve Gentling~~
Lisa Schmidt - Yes
Tim Porter - Yes

~~Lee Doolen~~
Tiffany Barrett- Yes
~~Sue DuCharme~~
Vacant

John Chaffin- Yes
Kelly Pueblo- Yes
~~Dennis Phillips-~~

16. Discussion of possible new Lincoln County Board Member, Spence McConnell

Mr. McConnell was introduced to the Board. Lisa asked him to share more about himself.

Rev. Spence McConnell is the Lead Pastor of the First Baptist Church in Wellston and serves as the President of the Wellston Chamber of Commerce. He is an electrician by trade but decided to go into ministry about a year ago. He has been open to opportunities to serve in the community and after speaking with Tracy is very interested in serving on the board.

17. 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).

John Chaffin asked how we can raise money for Payne County, and what the rules are to ask for donations. Tracy responded that anyone could donate to COCAA, and they will get a donation acceptance letter. Mr. Chaffin also asked about using CashApp and Venmo as avenues to donate, and Tracy stated that she would explore those options.

Mr. Chaffin recommended that Mandi be allowed to use Charity Tracker to network with other organizations Stillwater if there is not a cost. Tracy and Cory explained that we have tried it in Pottawatomie County before and found using that system would duplicate the entries in the CAPTAIN system, which is the data system required by the Department of Commerce. This would not be a good use of time and resources for our Coordinators, especially for a system that is not mandatory.

18. Motion to Adjourn ---

MOTION: A motion was made by Commissioner Porter to adjourn the meeting. Seconded by John Chaffin. Motion passed unanimously. Meeting adjourned at 1:27 p.m.

Chris Reding - Yes
~~Steve Gentling~~
Lisa Schmidt - Yes
Tim Porter - Yes

~~Lee Doolen~~
Tiffany Barrett- Yes
~~Sue DuCharme~~
Vacant

John Chaffin- Yes
Kelly Pueblo- Yes
~~Dennis Phillips-~~

Minutes of June 18, 2024 Board Meeting Approved:


Signature

10/15/24; 1:15 pm
Date and Time