

Minutes of the COCAA Full Board Meeting
Tuesday, August 19, 2025, 12:00 pm
2 East Main Street
Shawnee, OK

Members Present (*at Roll Call)

Cleveland
Beverly Felton*
Vacant

Logan
Mayor Adam Ropp*
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, Sonia Harrington

1. The meeting was called to order at 12:15 pm by Chris Reding.
2. The roll was called. Six 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. Board Training: Roles and Responsibilities IACAA Board Training – Section 3: Roles and Responsibilities

The Organization Standards require that the Community Action boards have training on the Roles and Responsibilities. The board watched a short video on board service.

5. **Motion, Discussion and to vote to approve or disapprove the Minutes of the Meeting from the July 15, 2025 Full Board Meeting.**

MOTION:

A Motion was made by Lee Doolen to approve the Minutes of the July 15, 2025 Board Meeting. The motion was seconded by Gary Choate.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Felton-Yes; Ropp-Yes

Motion passed unanimously.

6. Motion, Discussion and to vote to approve or disapprove the Customer Satisfaction Survey Report and Summary.

Cory explained that the report and summary did not change much from the last six months. There were no questions from the board regarding the report.

MOTION:

A motion was made by Gary Choate to approve the Customer Satisfaction Survey Report and Summary. The motion was seconded by Lee Doolen.

VOTE: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Felton-Yes; Ropp-Yes

Motion passed unanimously.

7. Motion, Discussion and to vote to approve or disapprove the Strategic Plan update.

Cory provided details of the Strategic plan. To show progression, she provided the 2023 and 2024 updates to compare to current year.

COTS has increased the fleet and has expanded hours on the Monday through Friday schedule. The goal is to increase the Saturday hours as well. They did increase their one-way fee from \$4 to \$5.

This year a grant from COEDD was received to help with transportation in Pottawatomie, Seminole, Lincoln and Payne counties. We are waiting on the notice of grant award to begin.

Weatherization – COCAA does not provide this service, however other CAPs continue to assist those in our counties and we make referrals to these agencies.

VIP, our senior volunteer program, in 2024 their total service hours was 7,926, and they delivered 10,425 meals. This year from January to May they have provided 2,412 service hours and delivered 3608 meals. The VIP also manages the Shoes That Fit program and have partnered with 17 elementary school students in Seminole and Pottawatomie Counties to provide 423 pairs of shoes and 2,085 pairs of socks. We were also able to expand this service to our other four counties to provide 659 shoes and 3,295 pairs of socks to 12 different schools.

We continue to help individuals with maintenance prescription needs through the RX program.

Addressing Community needs and gaps in services: we do work with the Hope House in Guthrie since our office is located next door to them, and our ESG helps with the homeless programs in Pottawatomie and Seminole counties.

Strategic Goals and Objectives:

Goal #1 – Create financial stability and sustainability for the agency. We continue to maintain our funding streams that we have had in the past, and have been able to increase some of those. Building better community relationships with past grantors have enabled COCAA to maintain and get those grants back. Our county staff also are also helping to locate grants within their communities.

Goal #2 - To meet the needs of clients of the counties, our grants have increased in that area so we have been able to help more with utilities and rent in the last year.

We will be working on the Community Needs Assessment and should be ready to presented before the board at the next meeting.

Goal #3 – Strengthen the COCAAs branding – The counties have been building community relationships and resources and increasing their presence at community events and using social media.

Chris commented that Stillwater has a good bus system in place, and asked if transportation could be moved into other locales within Payne County. Cory answered we have allocated \$1000 in Payne County from the grant since we don't provide transportation services, but the Client coordinator is able to purchase bus passes for

the Stillwater area. We are focusing on using the funds for per ride services within the county through Capital Trolley, additionally Lincoln will be served. We are trying to nail down the processes for the grant. The last conversation Cory had with them, they had not received notice of grant award.

Lee asked what COCAA wanted to do with the weatherization trailer that is parked in his county barn. Tracy will reach out to other weatherization programs for use.

John asked what the weatherization program was about. Lee explained we once had a weatherization program to help low-income households weatherize their homes to make them more energy efficient so this trailer would haul materials and tools.

Cory also explained due to the cost of staff certifications and other expenses associated with this grant it was not cost effective to maintain. Many of the workers left the agency and we decided not to renew this grant. Tracy stated that weatherization is not a priority grant so she will check with other directors about the trailer before we make a decision.

Lee informed the board that Opioid funding is coming to Lincoln County to provide funds for transportation services to those individuals needing rides to drug court or to mandated counseling. They will need help with transporting these individuals.

MOTION:

Motion made by Lee Doolen to approve the Strategic Plan. Seconded by Barbara Felton.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Felton-Yes; Ropp-Yes

Motion passed unanimously.

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

The Program Committee met and approved the minutes from the May meeting.

New funding proposals:

- State Revolving Fund – COCAA is applying to Oklahoma Department of Transportation for state revolving fund grant; this fund is allocated based on previous year's mileage audit; last year's allocation was \$80,685.

- LifeChurch Shawnee – COCAA received \$13,500 from LifeChurch to assist with direct client services.

Previous funding proposal updates:

- COEDD Older Americans Act 2025 – COCAA applied for \$21,000 to assist older Americans with transportation services in Seminole, Pottawatomie, Lincoln, and Payne Counties. COCAA received the grant in the amount of \$21,000. This is a new grant for COCAA.
- United Way of Eastern Frontier Country (formerly United Way of Pottawatomie County) – COCAA applied for \$20,000 to assist the Volunteers Impacting People program with their Meals on Wheels project. COCAA received \$15,000. Last year’s award was \$18,000.
- Community Services Block Grant 2025 – COCAA received its third allocation for this grant in the amount of \$480,416. This brings the total amount of the grant to \$950,979. These funds are used for salaries and operational expenses throughout the agency.
- AARP Challenge Grant – COCAA applied for \$25,000 to assist with COTS transportation program. COCAA did not receive this grant.
- Corporation for National Community Services – Retired Senior Volunteer Program Grant – COCAA applied for funds to assist the Volunteers Impacting People program. COCAA did not receive this grant.
- Community Development Block Grant City of Moore – COCAA applied for \$10,000 to assist with rental assistance for City of Moore residents. COCAA received \$5,000.

Also discussed during the meeting was the Program Client Services report, and monitoring that started August 11 for the CSBG, SAF, and ESG.

MOTION:

Motion made by John Chaffin to approve the Program report. Seconded by Gary Choate.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Felton-Yes; Ropp-Yes

Motion passed unanimously.

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

Susan Nedrow began the Finance report with the ODOC monitoring and the Financial State Audit. Susan does not see anything that should raise concerns related to the outcome of both audits. Susan spoke with the auditor who mentioned that they would like to present at the October board meeting. They will be interviewing a board member and Lee has volunteered to take on that responsibility.

Susan will be attending a Low-Income Housing Tax Credit training that will play into future developments that we have. Renovations for the building that we are in now will qualify for LITC. She will do a 2-day virtual training about the LITC about how we can utilize those credits to expand some areas of our housing programs.

- Financial Statements - The Accounts Payable Report are up for this month especially the Vehicle Maintenance Repairs. That was about a \$4500 increase from the previous year.
- Statement of Financial Position - All of our payables are current. Our cash flow continues to improve in part due to COTS contracts billing getting processed a bit quicker.
- Estimated Accounts Receivable for the end of July was \$140,000. We will expect that in the next 60 days our cash flow continues. The total cash balance is \$366,000 at the end of July which still includes the \$40,000 for the property purchase because that check was written after the first of August.
- Statement of Revenue and Expenses - After our accounts receivables are booked, we had an operating amount of \$24,000 to the good for the month of July.
- The Program reports show an error: the Healthy Steps AR was listed as a receivable that was already approved for that month resulting in a duplicate of about \$5000.

Chris asked if we were caught up on COTS payments with the Department of Transportation contracts. Susan verified that we are current with them. The June billing has been submitted to DOT; we are now getting to our July billing which should be done by the end of the month.

Our 5311 contract will start on October 1 enabling COCAA to begin getting full reimbursements through that program.

MOTION:

MOTION: A motion was made by Gary Choate to approve the Finance report as presented. Seconded by Beverly Fulton.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Felton-Yes; Ropp-Yes

Motion passed unanimously.

10. Executive Report

Tracy met with Zane Winters, Family Support Specialist, with Safe Families Oklahoma. This program helps families in temporary crises who needs a place for their children to stay until the family is stable. This helps keep families out of the OHS system and the families are able to stay in constant contact with their children. The families volunteer to participate in this service. This will be shared with our Client Services Coordinators.

Tracy had a conversation with Rebecca Foster who helps with our 401k due to the number of staff complaints about accessing the system. We plan to meet again to try to resolve the issues.

We are currently in the monitoring process, and one of the items is they want to interview board members from each sector. John has agreed to interview for the Low Income sector and Keli has volunteered for the Private sector. Lee has already agreed to be the Public Sector interviewee. This can be done over the phone.

The entire lot at the Wewoka duplex has been re-graded and re-sodded. The contractor said the duplex was basically in a bowl. Another contractor will come in the next week to make repairs to the unit. Guttering will have to be installed since it was not initially installed. The flooding has been a problem for the past two years for this unit, and what was supposed to be bringing income to COCAA has not due to having to go back 4 or 5 times to make repairs.

Lee asked who built the duplexes, Tracy responded Mike Little who states it is now out of warranty.

At the last meeting we talked about the website maintenance, and I have spoken with Keli about improving the website.

Tracy is currently working on annual staff evaluations.

Sonia and Susan want to go to a Finance training in Las Vegas. Initially, Tracy wanted to send them to a different training, but after looking at the information they would benefit greatly. The cost of the training is \$1500 per person.

The Region Vi conference is coming up but Tracy has opted not to go this year.

Susan had mentioned earlier that she will take part in a Virtual Low-Income Housing Tax Credit training.

11. 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).

Lee announced that the Child Advocacy Center is now a non-profit organization covering Lincoln and Pottawatomie Counties. He asked how COCAA can partner with them so Tracy will reach out to them.

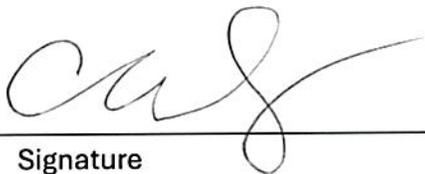
Chris has closed on the land in Payne County and will now work on looking for a building and the permits for utilities.

12. Motion to Adjourn

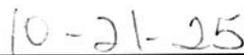
After all business had been discussed, a motion was made by Gary Choate to adjourn the meeting. The motion was seconded by Beverly Felton.

Vote: Reding-Yes; Doolen-Yes; Chaffin-Yes; Choate -Yes; Felton-Yes; Ropp-Yes

Motion passed unanimously. Meeting adjourned at 1:15 pm.



Signature



Date