

Minutes of the COCAA Full Board Meeting
Tuesday, October 21, 2025, 12:00 pm
2 East Main Street
Shawnee, OK

ORDER OF BUSINESS

- 1. Call to Order at 12:07 pm by Chris Reding.
- 2. Roll Call Board Present:

<u>Cleveland</u>	<u>Logan</u>	<u>Pottawatomie</u>
Beverly Felton* Vacant	Mayor Adam Ropp* Sue DuCharme	Tiffany Barrett* Keli Pueblo*
<u>Lincoln</u>	<u>Payne</u>	<u>Seminole</u>
Lee Doolen* Vacant	Chris Reding* John Chaffin*	Gary Choate* Dennis Phillips

- 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: Structure and Operation IACAA Board Training - Section 2: Structure and Operations - The board members reviewed the video as required by the Department of Commerce.
- 5. Motion, Discussion and to vote to approve or disapprove the minutes of the August 2025 Full Board meeting.

MOTION: Lee Doolen made the motion to vote to approve the minutes of the August 2025 Full Board meeting. The motion was seconded by John Chaffin.

VOTE: Reding-Yes; Doolen-Yes; Barrett-Yes; Choate-Yes; Chaffin-Yes

The motion passed unanimously.

6. Motion, Discussion and to vote to approve or disapprove the 2026 COCAA Full Board Meeting Dates.

MOTION: A motion was made by Gary Choate to approve the 2026 COCAA Full Board Meeting Dates. The motion was seconded by John Chaffin.

VOTE: Reding-Yes; Doolen-Yes; Barrett-Yes; Choate-Yes; Chaffin-Yes

The motion passed unanimously.

7. Motion, Discussion and to vote to approve or disapprove the 2026 COCAA Holidays.

MOTION: A motion was made by Lee Doolen to approve the 2026 COCAA Holidays. The motion was seconded by John Chaffin.

VOTE: Reding-Yes; Doolen-Yes; Barrett-Yes; Choate-Yes; Chaffin-Yes

The motion passed unanimously.

8. Motion, Discussion and to vote to approve or disapprove the COTS ADA Policy.

COTS recently had an audit and one of the recommendations was to change some of the language in the ADA Policy. This was completed and now ready to be presented to the board for action.

MOTION: A motion was made by Gary Choate to approve the COTS ADA Policy. The motion was seconded by Tiffany Barrett.

VOTE: Reding-Yes; Doolen-Yes; Barrett-Yes; Choate-Yes; Chaffin-Yes

The motion passed unanimously.

9. Motion, Discussion and to vote to approve or disapprove the Community Needs Assessment.

Ms. Cory Swearingen went over the 2025 Community Needs Assessment results. It did not change drastically from our last report, but seven of two top needs this year were housing related such as, home repair and weatherization; also topping the list was

Affordable rent Housing and Utility Assistance, and higher paying jobs. Other areas show that our communities see the need for Nutrition and Mental Health Services.

There was a short discussion on the shortage of affordable rent houses in our counties.

MOTION: A motion was made by Tiffany Barrett to approve the Community Needs Assessment. The motion was seconded by John Chaffin.

VOTE: Reding-Yes; Doolen-Yes; Barrett-Yes; Choate-Yes; Chaffin-Yes

The motion passed unanimously.

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

Cory reported on the business of the September Program Committee meeting.

- **New Funding proposals:**

- Elite Repeat
Central Rural Electric Cooperative -Central Community Foundation
The Bolger Foundation
Junior Service League of Shawnee for Shoes That Fit

- **Previous proposal updates**

- City of Shawnee – We had requested \$95,000 and we received \$85,000 for the 2025-26 contract year.

- State Appropriated Funds Community Action Agencies (SAF CAA) – We were awarded \$45,053.

- **The Client Services Report from January through August was reviewed, although data continues to be entered.**

- **Cory stated that the CSBG, SAF- CAA, and ESG monitoring with Oklahoma Department of Commerce had taken place in August. We had three findings which were minimal as compared to past findings.**

- **COTS was in preparation for the upcoming monitoring with the Department of Transportation scheduled to take place soon.**

Motion: The motion was made by Lee to approve the Program Report. The motion was seconded by Gary Choate.

VOTE: Reding-Yes; Doolen-Yes; Barrett-Yes; Choate-Yes; Chaffin-Yes

The motion passed unanimously.

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

Susan Nedrow began the Finance portion with an update of the recent audit. They are done with the field work of the audit, but they are not completed with their review process and they are not ready to issue the report. There are some new government auditing standards, so some of those may be contributing to the delay in getting it done. They assured me that they are not waiting for anything from us at this point in time and I am not aware of any findings or issues that will be raised in the audit report.

The Finance committee met last month and approved the August Financial statements. Those statements are presented to the Full Board today without any changes but there wasn't anything significantly different from what you are going to see as drivers in the current financials. The August and September statements were sent to the board.

John asked about Zion Services and why they were paid. Susan answered that Zion performed the sewer work at the Wewoka duplexes.

There weren't any other significant drivers in the financial statements. Our accounts Payable were under a \$500 difference from the prior month, so there is some consistency with that.

On our Statement of Financial position, our cash balance at the end of September was \$200,000. This shows that some of our cash flow is back up. Since the end of September, we have received another \$160,000. So from a cash flow perspective, even though we have the government shutdown and all that comes with it, that is where we are at from our cash flow perspective and what we have in the bank today.

There is no significant changes on the statement of financial position or the statement of revenues and expenditures.

Chris asked if there was enough cash flow from normal operation that we could invest a little bit of that. Susan answered that she didn't think that will work currently since so many of our contracts are on a reimbursement basis. We have an obligation on one new vehicle for COTS, and we have opportunity on a two or three more new vehicles. There have been conversations about the need to maybe transition some of that into our savings account for those specific needs. Beyond that, as far as just tuck it away in an investment, I think personally, when the government reopens that we will have that but since we are on a reimbursement, I'm not sure. We could look into various type of investments. There was board discussion on ways to invest some of the cash but there was no directive for the staff at this time.

Our accounts receivables at the end of the month were \$181,000, and that refers to that additional \$160,000 that we have received so far this year. There are no outliers that are significantly different from anything seen for the last few months.

Susan reported that Lee asked her to prepare some information related to payroll for the agency. Lee explained the reason he asked for this information because payroll is the biggest expense of an organization and he wanted the Board to see how people get paid. Some people are paid out of different funds at times. Lee would like to see this information added to the financials on a quarterly basis if not at every full board meeting. Tracy also added there were 30 employees on the payroll, and she prefers to keep the names and social security numbers off of the reports.

Motion: The motion was made by Lee Doolen to approve the Finance Report. The motion was seconded by Tiffany Barrett.

VOTE: Reding-Yes; Doolen-Yes; Barrett-Yes; Choate-Yes; Chaffin-Yes

The motion passed unanimously.

12. Executive Report

- Tracy and Tina attended the COEDD Aging meeting on September 29th.
- COTS had their audit which earned good reviews. Our Financial audit is still being reviewed, and we are looking forward to a December presentation.
- Our Diaper Distribution Program was reduced from 75 to 25 families due to the lack of participation. We have extensively marketed this program at community events, radio interview, and at headstart programs. Interested clients do make contact but they do not follow through with the application process.
- The Client Services staff met to touch on some housekeeping items. Two of the Coordinators are taking a Case Management course.
- Tracy met with Sandy at United Way to discuss how we can collaborate with their transportation program.
- We were able to help Noble Public Schools with the Shoes For Fit program this year.
- Seminole County Manager's position is on hold due to government shutdown.
- Tracy has visited with someone to help with fundraising for COCAA.

Motion: The motion was made by Tiffany Barrett to approve the Executive Report. The motion was seconded by John Chaffin.

VOTE: Reding-Yes; Doolen-Yes; Barrett-Yes; Choate-Yes; Chaffin-Yes

The motion passed unanimously.

13. **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).

14. **Motion to Adjourn**

MOTION: After all business had been discussed, Gary Choate made a motion to adjourn the meeting. The motion was seconded by Tiffany Barrett.

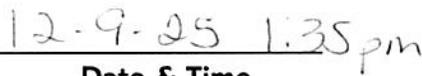
VOTE: Reding-Yes; Doolen-Yes; Barrett-Yes; Choate-Yes; Chaffin-Yes

The motion passed unanimously.

The meeting was adjourned AT 1:17 pm.



Signature



Date & Time