CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY
FULL BOARD MEETING MINUTES
DECEMBER 9, 2025

1. The meeting was called to order Chris Reding

2. Roll Call

Board Present:

Cleveland	Logan	Pottawatomie
Beverly Felton*	Mayor Adam Ropp*	~~Tiffany Barrett*~~
Vacant	~~Sue DuCharme~~	~~Keli Pueblo*~~

Lincoln	Payne	Seminole
Lee Doolen*	Chris Reding*	Gary Choate*
Vacant	John Chaffin*	~~Dennis Phillips~~

*At time of roll call

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

Guests: Brayden Montegomery and Cassie Curtis

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. Audit Presentation-Landmark CPA, PLLC

Susan Nedrow introduced Brayden Montgomery and Cassie Curtis of Landmark CPA, LLC to present the COCAA audit.

Mr. Montgomery informed the Board that the audit was of clean opinion. He went over the highlights of pages contained in the audit:

Page 5 - There were a couple of changes to the Balance sheet due to the lease and that was posted as a lease asset on the balance sheet, and since COCAA paid off debt this year the long term debt will not show up on the balance sheet.

Statement of Income – Most of the numbers were much in line with last year. The program revenue decreased and local funds went up because Susan reclassified a few things. There is a small restricted asset from the Shoes that Fit program.

Chris asked about the restricted assets on pages 5 and 6. It was explained that it was a change in assets.

(Page 13) Assets and Liabilities – The new Lease standard requires us to disclose multiple aspects of the lease. The Maturity schedule on the back is what the lease says what we owe for the next few years.

(Page 15) Non-Cash regarding 5339 (Transit) grant states COCAA paid $90K for a van, and we got $66K back from ODOT.

(Page 16) New item for non-profits that receive a large amount of state or federal funding. A generic note that basically states that with all of the government changes in funding we continue to evaluate the central impact it could have.

(Page 18 and 19) – There were no significant changes from last year.

(Page 25) Overall, the Single Audit had an unmodified clean opinion. There were no significant deficiencies or material weaknesses or questioned costs.

The auditor asked if the board had any questions but the board did not have any.

5. Motion, Discussion to vote to approve or disapprove of the Fiscal Year Audit ending 03/31/2025.

MOTION: A motion was made by Gary Choate to approve the Fiscal Year Audit ending March 31, 2025. The motion was seconded by Lee Doolen.

VOTE: Beverly Felton-yes; Adam Ropp-yes; Lee Doolen-yes; Chris Reding-yes; Gary Choate-yes; John Chaffin-yes

The motion passed unanimously.

6. **Motion, Discussion and to vote to approve or disapprove the Minutes of October 21, 2025 Board Meeting.**

MOTION: A motion was made by Lee Doolen to approve the Minutes of October 21, 2025 Board Meeting. The motion was seconded by Gary Choate.

VOTE: Beverly Felton-yes; Adam Ropp-yes; Lee Doolen-yes; Chris Reding-yes; Gary Choate-yes; John Chaffin-yes

The motion passed unanimously.

7. **Executive Director's Report** **Tracy Izell**

- Health Insurance�As you know COCAA pays most of the Emloyees health insurance. It looks to go up 15%. I requested other plans, however, Community Care did not have good reviews and the other BCBS plans were heavy on Copays/Deductibles which would have been burdensome to the employees. We will stick with our current plan.

- For the Director's meeting in November, RX has been a hot topic. We have discussed the method is archaic for those in rural areas. Previously, we had been a subrecipient under OKC CAA. They have decided to apply on for themselves, with no subrecipients. asked staff at COCAA about continuing RX and they were less than enthused. With the requirements they have instituted, it makes it difficult to achieve. We have decided to forgo further RX contracts. We did not spend all the money from last contract.

- As you know, Kathy Morris was a Pay It Forward recipient. Carol Samuels, Adam Ropp and myself went to Guthrie on Monday, November 24 to see her be awarded that honor!

- We handed back the keys for the transitional house with the City of Shawnee.
- I had an interview with a student from Oklahoma State University in regards to ARPA monies that we received during COVID. It was a very short interview, but she was surprised that such a little amount went to cover admin expenses.

- Seminole County Manager's position as well as a front desk position-Since the government has reopened, I am looking at resumes again. We are also looking at a front desk position due to the voluminous calls into our office.

- For 2025, 18 of our staff attended 324.S hours of training! Two of our staff just completed a case management course.

- I have reached out to another entity to help with our website.

- I have not heard back from our fundraising person, but it is the holiday season.

- Working on the tax exemption for the Stillwater Lot.

- We will be signing another contract with Healthy Steps again this year.

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

   MOTION: A motion was made by Lee Doolen to approve the Executive Director's Report. The motion was seconded by Beverly Fulton.

   VOTE: Beverly Felton-yes; Adam Ropp-yes; Lee Doolen-yes; Chris Reding-yes; Gary Choate-yes; John Chaffin-yes

   The motion passed unanimously.

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

   The Finance Report was presented by Susan Nedrow.

   The finance packet included the October Finance report approved by the Finance committee in November. Our November books have not been closed yet (this happens on the 10th of each month) so there will not be a November report. This is due to the December board meeting date being moved up to the 9th of the month.

   Susan reports that the finances are operating at a standard level. The cash balance last month was up to $323,000. The current months balance is very similar to that figure.

   The donations are going up on a regular basis. Our county coordinators are working hard to fundraise for their clients in their respective counties.

   The preliminary cash balance is $392,000; $30,000 was moved from our checking into our treasury savings account. We have received $34,000, the first of three payments from the state revolving funds for the COTS program. Our APs were down about $8000 in November from October primarily just timing differences.

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

   VOTE: Beverly Felton-yes; Adam Ropp-yes; Lee Doolen-yes; Chris Reding-yes; Gary Choate-yes; John Chaffin-yes

   The motion passed unanimously.

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

Cory began the presentation with new proposals and updates on pending grant applications:

- We are waiting on the notification for the CSBG 2026 application period to open so we can submit.
- COCAA has not received any information for the SSM Health grant application.
- We applied for a $100,000 grant through Impact Oklahoma for the Shoes That Fit for Logan and Cleveland counties since those are the only counties in our service area that eligible for this grant.

Previous proposal updates:

- COCAA received an additional $1500 from LifeChurch.
- We had reported earlier that Diaper Distribution Grant enrollment was lowered from 75 to 25 participants.
- CHDO Operating Grant – We ended this grant with $12,600 of unspent funds that was to go toward training, travel and staff salaries for the Wewoka project.
- RxforOK – Tracy earlier discussed the challenges with this grant.
- Perkins Chamber of Commerce - We missed the deadline to apply for this grant but it is on the calendar for next year.

COCAA Client Services Report

- The COCAA programs and client services report are included in the packet. The November entries had not been entered yet at the time this report was ran.
- Cory informed the board that the Customer Satisfaction surveys have been updated: (1) COTS now has their own Transportation Survey due to the Older Americans Act grant requires COTS to have their own survey; (2) in making this change we updated the Customer satisfaction surveys for county offices to take out the COTS questions and added new questions to coincide with county activities.

ESG and Monitoring Updates

- Cory has been preparing the ESG policies and procedures manual for board review and approval. The changes can be seen in the manual included in the packet.
- ODOC Monitoring -CSBG, SAF CAA, and ESG monitoring. This has been completed and closed.
- ODOT Monitoring – We were monitored in October 2025 but have not received a final report on findings from ODOT.

Discussion:

John asked what the amount was available for the Perkins Chamber of Commerce grant, Cory replied that it was up to $2500. Chris asked what the use would have been for the grant which Cory responded that it would be used for rent and utilities for the residents of Perkins.

MOTION: A motion was made by Gary Choate to approve the Program Report. The motion was seconded by Adam Ropp.

VOTE: Beverly Felton-yes; Adam Ropp-yes; Lee Doolen-yes; Chris Reding-yes; Gary Choate-yes; John Chaffin-yes

The motion passed unanimously.

11. Motion, Discussion and to vote to approve or disapprove ESG Policies and Procedures.

There were multiple changes in this document, some were due to the language in Biden and Trump Executive Orders in regard to race, equity, gender identity, immigration and working with non-US residents. We are required to have board review and approval every year.

MOTION: A motion was made by Lee Doolen to approve the ESG Policies and Procedures as updated. The motion was seconded by John Chaffin.

VOTE: Beverly Felton-yes; Adam Ropp-yes; Lee Doolen-yes; Chris Reding-yes; Gary Choate-yes; John Chaffin-yes

The motion passed unanimously.

12. Motion, Discussion and to vote to approe or disapprove possible employees eligible for VITA assistance.

Tracy requested to remove this from the Agenda since we are not going to utilitze this grant.

13. Motion, Discussion and to vote to approve to go into Executive Session to discuss Evaluation/Compensation of Tracy Izell, Executive Director.

MOTION: A motion was made by Adam Ropp to go into Executive Session to discuss Evaluation/Compensation of Tracy Izell, Executive Director. Seconded by Beverly Felton.

VOTE: Beverly Felton-yes; Adam Ropp-yes; Lee Doolen-yes; Chris Reding-yes; Gary Choate-yes; John Chaffin-yes

The motion passed unanimously.

14. Motion, Discussion to come out of Executive Sessions and make motions.

MOTION: A motion was made by Gary Choate to come out of Executive Session. The motion was seconded by Lee Doolen.

VOTE: Beverly Felton-yes; Adam Ropp-yes; Lee Doolen-yes; Chris Reding-yes; Gary Choate-yes; John Chaffin-yes

15. Motion, Discussion to vote to approve or disapprove the evaluation and discussion of Tracy Izell, Executive Director.

The board of directors met in Executive Session to discuss the evaluation of the current Executive Director, Tracy Izell. Overall, the board is pleased with the job Tracy is doing, there's always room for improvement. The board will meet on compensation at a later date.

MOTION: A motion was made by Lee Doolen to approve the evalution and discussion of Tracy Izell, Executive Director. The motion was seconded by Gary Choate.

VOTE: Beverly Felton-yes; Adam Ropp-yes; Lee Doolen-yes; Chris Reding-yes; Gary Choate-yes; John Chaffin-yes

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).

There was no New Business at this time.

17. **Motion to Adjourn ---**

MOTION: After all business was discussed, a motion was made by Gary Choate to adjourn the meeting. The motion was seconded by John Chaffin.

VOTE: Beverly Felton-yes; Adam Ropp-yes; Lee Doolen-yes; Chris Reding-yes; Gary Choate-yes; John Chaffin-yes

The motion passed unanimously.

The meeting adjourned at 2:06 pm.

______________________________ 3-17-26
Signature **Date & Time**