Central Oklahoma Community Action Agency
Full Board Meeting Minutes
March 17, 2026

ORDER OF BUSINESS

1. The meeting was called to order at 12:13 pm by 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~~

*Present at time of roll call

Staff present: Tracy Izell, Cory Swearingen, Carol Samuels

Guest Present: Potential Board Member Chad Terrill (on zoom)

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. Motion, Discussion and to vote to approve or disapprove the Minutes of December 09, 2025 Board Meeting.

   MOTION: A motion was made by Lee Doolen to approve the minutes of December 9, 2025. The motion was seconded by Gary Choate.

   VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes;

Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

5. Motion, Discussion and to vote to approve or disapprove the Board Committee Assignments.

Tracy presented the slate for the 2026 Committees and asked each member to review and decide their committee involvement. Keli Pueblo expressed that being the chair of the Resource Development for this particular year is not a good time although she still wants to be a part of the committee. Maybe she can pick back up at a later date. She asked what the purpose of the Board Development is and it was explained that this committee recruits and engages potential board members to serve. Keli proposed to be the Chair of Board Development but would like to know more about the position.

Tracy asked for more members for the Finance Committee. There was discussion regarding the details of each committee to help each board member make an informed decision on which committee they are more fit to serve on. Also, to have additional training throughout the year to improve board organization.

MOTION: A motion was made by Gary Choate to table the approval of the Board Committee Chart until additional information was provided such as Job descriptions for each committee and review of COCAA By-Laws so an informed decision can be made before committee assignments. The motion was seconded by Keli Pueblo.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

6. Motion, Discussion and to vote to approve or disapprove the FYE 3/31/2027 Annual Budget.

The proposed budget was presented by Tracy for Susan who was not present at the meeting.

The board had questions on why some of the items were budgeted as presented such as the salary amounts, increased costs for retirement and life insurance, copy machine expenses and audit cost. They moved on to accept the Annual Budget but will look to Susan for clarification.

MOTION: A motion was made by Adam Ropp to approve the FYE 03/31/2027 Annual Budget provided that any questions or issues on the budget will be addressed as necessary. The motion was seconded by Gary Choate.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

7. Motion, Discussion and to vote to approve or disapprove of the 03/31/2025 990 Tax Return.

The Board was provided with the 990 Tax Return in an earlier email. Tracy noted that we did have a clean audit and this 990 was completed based on that audit.

MOTION: A motion was made by Gary Choate and seconded by Lee Doolen to approve the 3/31/2025 990 Tax Return.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

8. Motion, Discussion and to vote to approve or disapprove of continuing with Landmark CPA's for auditing FYE 03/31/2026.

Tracy requested to use Landmark CPA firm for the third year.

MOTION: A motion was made by Tiffany Barrett and seconded by John Chaffin to approve continuing with Landmark CPA as the auditing firm for FYE 03/31/2026.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

9. Motion, Discussion and to vote to approve or disapprove the full Fiscal Policies and Procedures with the recommended changes.

Included in the packet are only the changes made to the full Fiscal policy; these small changes have updated procedures. The biggest change is in the procurement policy due to the recent Department of Transportation monitoring requiring reference to micro-purchases to the policy. The language is required or we will not pass the DOT monitoring. A micro-purchase are purchases less than $15,000 that require no bidding.

MOTION: A motion was made by Lee Doolen and seconded by Beverly Felton to approve the full Fiscal Policies and Procedures with the recommended changes.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

10. Motion, Discussion and to vote to approve or disapprove the changes to COTS Title VI Policy.

This change stems from a recent Department of Transportation monitoring calling for certain language to be used in the policy.

MOTION: A motion was made by Tiffany to approve the changes to COTS Title VI Policy. The motion was seconded by Keli Pueblo.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

11. Motion, Discussion and to vote to approve or disapprove the moving COCAA rental properties under management company, Capital Real Estate and Asset Management LLC.

Tracy referred to an email she sent out a few weeks ago about transitioning the Capital Real Estate and Asset Management to a professional management company.

After reviewing the cost structure of a local management firm, the projected fees would be 8% of monthly rental income; 50% of the first month's rent for new tenant placement. If all units are occupied, the ongoing management cost would average approximately $280 per month.

When compared to the Grants Manager's hourly rate and the estimated time currently devoted to rental oversight, the internal cost of managing these properties is approximately double that amount. Additionally, outsourcing would provide specialized expertise in Section 8 and OHFA compliance, tenant relations, inspections, maintenance coordination, and reporting.

Transitioning to a professional management company would:

- Increase operational efficiency.
- Improve compliance oversight.
- Reduce administrative bottlenecks.
- Allow the Grants Manager to focus fully on revenue-generating grant activities.
- Strengthening overall organizational capacity

Tracy recommended the Board explore this option and possibly approve of a contract with a Capital Real Estate, contingent upon final contract review. Capital Real Estate came highly recommended and they provide OHFA experience and expertise. Tracy expressed many management companies do not want to deal with OHFA contracts. Lee Doolan made a comment that the 8% monthly fee was competitive.

MOTION : A motion was made by Tiffany Barrett and seconded by John Chaffin to approve or the moving COCAA rental properties under management company, Capital Real Estate and Asset Management LLC.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

12. Motion, Discussion and to vote to approve or disapprove of buildings for the Stillwater Lot for the Payne County Coordinator.

John Chaffin presented three bids to build a building for the Payne County COCAA office. The description of the bids cover a building, electrical package, insulation, trim, ADA Bathroom (shower included), vinyl flooring and custom cabinets

- Better Built Barns estimates $43,404 for a 14 x 32 Metal Porch Cabin.
- OK Structures estimated a 14x36 Portable Cabin for $49,280. (Washer and dryer hook-up included)
- Sunrise Sheds

We had a total of $70,000 ARPA funds for a Payne County COCAA location. We have spent $40,000 for the lot, with $30,000 remaining for a building.

Tiffany and Chris expressed concern about the safety of the coordinator with having a shower at this location. The United Methodist Church and Christian Ministerial Alliance Church provides showers in Stillwater.

MOTION: A motion was made by Lee Doolen and seconded by Beverly Felton to have John negotiate the costs with full authority of the board, and bring back numbers before the board for final approval.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

13. Motion, Discussion and to vote to approve or disapprove of the CSBG 2025 Community Action Plan (CAP) Review.

Cory explained that our CSBG application requires that we update our Community Action Plan, and our work standards requires a review of what we completed for 2025. Our assessment of needs did not change except for the order of the needs. Cory went over the Community Needs Assessment, planning, implementation, and observation of results and achievements, and analysis of data as well as other highlights of the previous year.

Tiffany asked about the termination of program, Cory explained that it could be from our Emergency Solutions Grant (ESG) due to a client not following the rules of the program.

MOTION: Lee Doolen motioned to approve the CSBG 2025 Community Action Plan (CAP) Review and seconded by John Chaffin.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

14. Motion, Discussion and to vote to approve or disapprove of the CSBG 2026 Community Action Plan.

Cory informed the board that there isn't much difference from the 2025 plan. Chris did note the title of the document should be corrected to read 2026 Community Action Plan.

MOTION: A motion was made by Lee Doolen and seconded by Adam Ropp to approve the CSBG 2026 Community Action Plan with the correction of the date in the title.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

15. Executive Director's Report

Tracy has not heard from the Alpha Gamma Delta about the $10,000 grant for Meals on Wheels (MOW), which will be used to fund meals for our seniors. Tracy and Thixe met with Valir Pace about preparing special diet meals for the MOW program. We have been paying $2.50 for meals at the hospital but the quality has gone down and they have capped the participants we can have on the program. Valir would be a better resource even though there may be a cost increase in the meals, the $10K could subsidize the cost.

Tracy and Cory met with Sara Dame about a Youth Build grant. Other Community Action agencies have operated this program so Tracy hopes to get their take on it.

Tracy reached out to Kim Chapman (Lincoln) and Chad Terrill (Cleveland) to be COCAA board members to fill seats. Chad attended through zoom and Kim is out of the country.

Adam asked about Tracy's AI training. Tracy has been taking online AI classes to give her better knowledge of the technology and how it can make work more efficient.

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

MOTION: Lee Doolen made the motion to approve the Executive Director's Report and seconded by John Chaffin.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

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

MOTION: Adam Ropp made the motion to table the Finance Report and seconded by Lee Doolen.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

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

Cory went over the January reporting starting with new funding proposals:

- Community Services Block Grant (CSBG) 2026 -COCAA will apply for the CSBG 2026 funding when it becomes available. Last year's contract was $950,979.
- SSM Health community grants - COCAA will apply if these are available this year.
- Impact Oklahoma - Impact Oklahoma grants are $100,000 grants. We applied for funding for the Shoes That Fit program for Logan and Cleveland Counties as these are the only two counties in our service area eligible for this grant.

Previous funding proposal updates:

- LifeChurch -COCAA received an additional $1,500.
- Diaper Distribution Grant – We were allowed to enroll 25 participants but later changed to 30 participants.
- Community Housing Development Organization (CHDO) operating grant -This grant was to assist COCAA with staff salaries/fringe, travel, and training to work with the Wewoka duplex project. The grant amount was $49,856 and ended on 9/30/2025. At the end of the grant, there was $12,600.06 that we could not spend.
- Rx for Oklahoma -COCAA's Rx for Oklahoma grant ended 9/30/2025.
- Perkins Chamber of Commerce -COCAA had planned to apply for this grant, but Cory Swearingen missed the application deadline. COCAA would have requested $2,500 for rent and utility assistance for Perkins residents.

Ms. Swearingen explained that there was a new customer satisfaction survey created for COTS transportation for a new grant received. This prompted a change in the current customer satisfaction survey to take out COTS questions in it and add a couple of new questions to assist with data entry for some outcomes in the system. When the six-month survey reports are completed, there will be two different reports to share.

The ODOC monitoring for the ESG RUSH took place in February.

Ms. Swearingen also mentioned that COCAA had been monitored by ODOT for our COTS transportation program in October. There has not been a report sent showing any findings at this time.

MOTION: Gary Choate motioned to approve the Program Report as submitted. The motion was seconded by Tiffany Barrett.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-Yes; Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

The motion was passed unanimously.

19. 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.

20. Motion to Adjourn ---

MOTION: After all business had been discussed and actions taken, Lee Doolen made the motion to adjourn the meeting. Seconded by John Chaffin.

VOTE: Beverly Felton-YES; Adam Ropp-Yes; Tiffany Barrett-Yes; Keli Pueblo-~~Yes;~~ Lee Doolen-Yes; Chris Reding-Yes; John Chaffin-Yes: Gary Choate-Yes

Left before meeting was adjourned. CB

The motion was passed unanimously.

The meeting was adjourned at 1:44 pm.

Signature

4/21/26
Date & Time