**COCAA Full Board Meeting**
Tuesday, April 21, 2026
2 E. Main Street, Shawnee, OK
12:00 pm

**ORDER OF BUSINESS**

1. The meeting was called to Order at 12:29 pm by Chris Reding.

2. Roll Call

| **Cleveland** | **Logan** | **Pottawatomie** |
|---|---|---|
| ~~Beverly Felton~~ | Mayor Adam Ropp | Tiffany Barrett |
| Vacant | Vacant | ~~Keli Pueblo~~ |
| **Lincoln** | **Payne** | **Seminole** |
| Commissioner Lee Doolen | Chris Reding | ~~Dennis Phillips~~ |
| Vacant | John Chaffin | ~~Commissioner Gary Choate~~ |

Staff Present: Tracy Izell, Susan Nedrow, Carol Samuels

Guests: Kim Chapman

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 March 17, 2026 Board Meeting.

   Discussion: Tiffany wanted the minutes to reflect that Keli Pueblo left early and her vote to Adjourn the meeting should be removed. This will be done by pen and ink correction to the minutes.

   MOTION: A motion was made by Tiffany Barrett to approve or disapprove the Minutes of March 17, 2026 Board Meeting with the correction. Seconded by John Chaffin.

VOTE: Lee Doolen-Yes; Adam Ropp-Yes; Chris Reding-Yes; John Chaffin-Yes; Tiffany Barrett-Yes

Motion passed unanimously.

**5.** ROMA Training for Directors

The board watched a training video on the Results-Oriented Management and Accountability (ROMA) Framework, and the concepts applicable to the Community Action network.

**6.** Motion, Discussion and to vote to approve or disapprove the Election of Board Officers. The slate for the Board officers was presented.

President – Chris Reding
Vice-President-Lee Doolen
Treasurer-Tiffany Barrett
Secretary-Keli Pueblo
Member At-large – Commissioner Gary Choate

MOTION: A motion was made by John Chaffin to approve the Election of Board Officers as presented. The motion was seconded by Mayor Adam Ropp.

VOTE: Lee Doolen-Yes; Adam Ropp-Yes; Chris Reding-Yes; John Chaffin-Yes; Tiffany Barrett-Yes

Motion passed unanimously.

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

The proposed Board Committee Assignments were presented to the board.

MOTION: A motion was made by Commissioner Lee Doolen to table the vote to approve or disapprove Board Committee Assignments until new board members have been seated. The motion was seconded by Mayor Adam Ropp.

VOTE: Lee Doolen-Yes; Adam Ropp-Yes; Chris Reding-Yes; John Chaffin-Yes;
Tiffany Barrett-Yes

Motion passed unanimously.

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

Susan presented the budget to the board and compared the recently completed fiscal year, ending in 2026, with the proposed budget for fiscal year 2027. In response to board questions, she explained that comparing the year just completed with the 2027 budget would be more helpful. She also noted that grants such as RX and ESG, including additional COVID funding, have ended.

Personnel costs were budgeted first. Insurance costs have increased significantly for health coverage as well as vehicle and property coverage. She noted that if operations continue as they did in the fiscal year just ended, the organization would face a $296,000 shortfall. These figures are estimates based on expectations for the new year.

Discussion: Susan invited questions and asked whether additional analysis was needed. Chris asked whether the salary reduction reflected one individual position or staff attrition. Tracy responded that the Seminole County position has not yet been filled and that the organization is also short a couple of drivers. Additional questions concerned the current IT service provider and whether other companies had been considered. Chris suggested beginning to identify potential cuts at least six months in advance and determining what should be reduced first, or what percentage reduction would be needed to address the $300,000 shortfall.

MOTION: After discussion was completed, Commissioner Doolen made a motion to approve the FYE 3/31/26 Annual Budget, and John Chaffin seconded the motion.

VOTE: Lee Doolen-Yes; Adam Ropp-Yes; Chris Reding-Yes; John Chaffin-Yes;
Tiffany Barrett-Yes

Motion passed unanimously.

**9.** Motion, Discussion and to vote to approve or disapprove the Whistleblower Policy for COCAA.

MOTION: A motion was made by Tiffany Barrett to approve the COCAA Whistleblower Policy. The motion was seconded by John Chaffin.

VOTE: Lee Doolen-Yes; Adam Ropp-Yes; Chris Reding-Yes; John Chaffin-Yes; Tiffany Barrett-Yes

Motion passed unanimously.

**10.** Discussion and possible action of reseating private sector board member for Seminole County and resignation of Logan county private sector board member.

Tracy informed the board that the Private Sectors Board members, Sue DuCharme (Logan County), and Dennis Phillips (Seminole County) have resigned from serving on the board. Tracy asked the board for recommendations. Chris noted that Sue did have a recommendation which Tracy followed up and the individual is interested, and is clearing with her supervisor to make sure there are no conflicts with her current schedule.

MOTION: A motion was made by Commissioner Doolen to accept the resignations as information and reseat the private sector board seats for Seminole and Logan Counties. The motion was seconded by John Chaffin.

VOTE: Lee Doolen-Yes; Adam Ropp-Yes; Chris Reding-Yes; John Chaffin-Yes; Tiffany Barrett-Yes

Motion passed unanimously.

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

**Legislative & Advocacy Outreach**

On March 24, We (Mandi, Amy and I) represented our agency at the Day at the Capitol in Oklahoma City. We met with state legislators to advocate for Community Action Agencies and the vital services we provide to our service area.

**Compliance & Risk Management**

- **Incident Investigation (OHCA/CMS):** We are currently addressing an investigation regarding an incident that originated on November 11. A client transported to Valir

PACE initially complained that a driver had touched her inappropriately and requested a different transport service. However, when later questioned by Valir, the client's claim escalated to an allegation of sexual assault.

- **Findings:** Tina and I have thoroughly reviewed the surveillance footage from the date in question. The footage confirms the allegation is unfounded.

- **Status:** The client is not pressing charges. We are cooperating fully with the Oklahoma Health Care Authority (OHCA) and CMS to provide our evidence and expect a favorable resolution. This client has a documented history of being belligerent and unpleasant with staff.

**Agency Operations & Property Management**

- **Property Transition**: We have officially initiated the transfer of all rental property management to Capital Management to streamline oversight.

- **Insurance Review**: I met with our current carrier to explore cost-reduction strategies. While loss history makes property premium reductions difficult, we are looking further into vehicle and professional liability for potential savings.

- **Retirement Services (VOYA):** Rebecca provided comparable quotes for a potential move. I have posed follow-up questions regarding the transition, and she is currently researching those details.

**Board Governance & Development**

- **Board Resignations/Vacancies**: Sue DuCharme (Logan County) has resigned. I have been in contact with her recommendation, Allison Terrill, who is currently checking her schedule and supervisor's approval.

- **Recruitment:** We are actively seeking a Private Sector representative for Seminole County (to replace Dennis P.). We have published a notice for Chad Terrill and will schedule a notice for Kim soon.

- **Orientation Manual**: I am revising the Board Orientation Manual and will email you soon for input on specific content you would like included.

**Partnerships & Resource Development**

- **SSM Health**: Tina and I met with Julie Gibbs to discuss our agency's scope of work. We are exploring several avenues for future partnership.

- **LifeChurch:** I met with representatives to discuss mission alignment and future community opportunities.

- **Grant Proposals**: * Vehicle Acquisition: We are requesting 3–4 vehicles via the Rural Health Initiative.

- **Capital Funding**: we are tracking two major capital grant opportunities: the Robert Glenn Rapp Foundation and the Bolger Foundation.

**Professional Development**
Our leadership team—Cory, Tina, Mandi, Carol and myself—will be attending the OACAA Conference this Wednesday through Friday to engage in state-wide networking.

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

MOTION: A motion was made by Commissioner Doolen to approve the Executive Directors report. The motion was seconded by Tiffany Barrett.

VOTE: Lee Doolen-Yes; Adam Ropp-Yes; Chris Reding-Yes; John Chaffin-Yes;
Tiffany Barrett-Yes

Motion passed unanimously.

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

Susan presented the March and April finance reports for review and approval:

- The largest accounts payable item was the $13,000 that had been set aside for several months toward the purchase of a new bus; that payment was made in March.
- Cash flow has remained relatively steady at approximately $200,000 over the past several months.
- The fiscal year ended in March. Only a limited number of audit-related adjustments remain, although some payables still need to be refined.
- At present, the organization is approximately $10,000 ahead on revenues over expenditures for the current year.

- There were no questions from the board at this time.

MOTION: A motion was made by Commissioner Doolen to approve the finance reports for February and March. The motion was seconded by Tiffany Barrett.

VOTE: Lee Doolen-Yes; Adam Ropp-Yes; Chris Reding-Yes; John Chaffin-Yes;
Tiffany Barrett-Yes

Motion passed unanimously.

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

Cory reported that the program committee approved the January minutes during the March committee meeting.

- **Funding proposals**
  COCAA applied for $10,000 for the CDBG City of Moore to help our Cleveland county residents with rent.

  We received the first allocation of $326,562 of our Community Services Block Grant.

- **Program and Client Services Report**
  We are still in the transitioning phase to the new client database so our coordinators are still entering information for 2026.

  I have met with our coordinators/users last week to go over the specifics for each one of their programs to make sure we capture all of our activities. This will be shared with the CAPTAIN team to make these updates.

- **Monitoring**
  There were no findings from the Department of Commerce monitoring of the Emergency Shelter Grant-RUSH, and has been closed.

  We received the findings from the Department of Transportation monitoring, and they have all been cleared and monitoring closed.

MOTION: A motion was made by Commissioner Doolen to approve the Program Report. Seconded by John Chaffin.

VOTE: Lee Doolen-Yes; Adam Ropp-Yes; Chris Reding-Yes; John Chaffin-Yes;
Tiffany Barrett-Yes

Motion passed unanimously.

**15.** 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.

**16.** Motion to Adjourn ---

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

VOTE: Lee Doolen-Yes; Adam Ropp-Yes; Chris Reding-Yes; John Chaffin-Yes;
Tiffany Barrett-Yes

Motion passed unanimously.

The meeting was adjourned at 1:30 pm.

______________________ 6-16-26; 1:40 pm

**Signature** **Date & Time**