Full Board Meeting
Of the Central Oklahoma Community Action Agency
Tuesday, June 16, 2026

ORDER OF BUSINESS

1. The meeting was called to order by Chris Reding at 12:21 pm.

2. Roll Call

Board members present:

Cleveland	Logan	Pottawatomie
Beverly Felton*	Mayor Adam Ropp*	Tiffany Barrett*
Chad Terrill**	Allison Terrill**	~~Keli Pueblo~~*
Lincoln	**Payne**	**Seminole**
Lee Doolen*	Chris Reding*	~~Gary Choate*~~
Kim Chapman** (Zoom)	John Chaffin*	~~Dennis Phillips~~

*Present at time of roll call
**Voted in during meeting

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

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 April 21, 2026 Board Meeting.

MOTION: After reviewing the April minutes, Tiffany Barrett made the Motion to approve the Minutes of April 21, 2026 Board Meetings. The motion was seconded by John Chaffin.

VOTE: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES; John Chaffin – YES; Tiffany Barrett – YES

Motion passed unanimously.

5. Motion, Discussion and to vote to approve or disapprove Chad Terrill for the Low Income Cleveland County Board Position.

MOTION: A Motion was made by Tiffany Barrett to approve the Chad Terrill for the Low-Income Cleveland County Board Position. The motion was seconded by Beverly Felton.

VOTE: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES; John Chaffin – YES; Tiffany Barrett – YES

The motion passed unanimously.

6. Motion, Discussion and to vote to approve or disapprove Kim Chapman for the Low Income Lincoln County Board Position.

MOTION: John Chaffin made the motion to approve Kim Chapman for the Low-Income Lincoln County Board Position. The motion was seconded by Tiffany Barrett.

Vote: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES; John Chaffin – YES; Tiffany Barrett – YES; Chad Terrill

Motion passed unanimously.

7. Motion, Discussion and to vote to approve or disapprove Allison Terrill for the Private Sector Logan County Board Position.

MOTION: Beverly Felton made the motion to approve Allison Terrill for the Private Sector Logan County Board Position. The motion was seconded by Mayor Adam Ropp.

Vote: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES; John Chaffin – YES; Tiffany Barrett – YES; Chad Terrill; Kim Chapman-YES

Motion passed unanimously.

8. Motion, Discussion and to vote to approve or disapprove the Stillwater Building.

Stillwater Building Background: Chris provided background for the new board members regarding the Stillwater location and the agency's efforts to place a new building there. John has been in contact with Better Built Barns regarding construction options and related costs. An estimate presented to the board listed the building and pre-installation costs at

$42,079. In addition to those costs, the agency would need to cover utility hookups and hire an electrician and heating and air technician to complete the plumbing and electrical fixtures.

Tiffany asked about the points of exits, front and side entrances. John stated that the plans can be changed before signing the contract to construct. Washer and dryer hook-ups are included.

Tiffany asked how much is still in the budget to complete the project. Susan answered that the ARPA funds available are right under $30,000.

Allison asked about the use of the building. Chris explained that we had been renting a house for the COCAA-Payne County office but the owner sold the house so we bought a lot on Perkins Road to place a small building for office space.

Chris asked if we could use some of the cash flow toward this building. Susan responded that she has been looking at it from a cash flow perspective on what we have and what our upcoming costs are for payroll, contracts, reimbursements, and the time of reimbursements. Cash flow would be very tight.

MOTION: Tiffany made a motion to table this discussion for a month to see if we have to pay the $42,000 up front. Seconded by Chad Terrill.

Vote: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES; John Chaffin – YES; Tiffany Barrett – YES; Chad Terrill; Kim Chapman-YES; Allison Terrill-YES

Motion passed unanimously.

9. Motion, Discussion and to vote to approve or disapprove the Fiscal Departments Record Retention Schedule updates.

Susan informed the board that our records retention policy is governed by our contracts and our community service grants, organizational standards, as well as federal and state laws so we are required to review our retention policy every two years Susan proposed permanent retention to seven years on state appropriated documents..

MOTION: Chad Terrill made the motion to approve the Fiscal Departments Record Retention Schedule updates. The motion was seconded by Allison Terrill.

Vote: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES; John Chaffin – YES; Tiffany Barrett – YES; Chad Terrill; Kim Chapman-YES; Allison Terrill-Yes

Motion passed unanimously.

10. Motion, Discussion and to vote to approve or disapprove COCAA's Mission Statement.

Tracy presented three possible options for the new COCAA Mission Statements to the board.
The board chose option 1: Central Oklahoma Community Action Agency empowers individuals and families to overcome barriers, achieve self-sufficiency, and strengthen the communities we serve through compassionate service, opportunity, and hope.

MOTION: Mayor Adam Ropp made the motion to approve option 1 as presented for the COCAA's Mission Statement. The motion was seconded by Tiffany Barrett.

Vote: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES; John Chaffin – YES; Tiffany Barrett – YES; Chad Terrill; Kim Chapman-YES; Allison Terrill-YES

Motion passed unanimously.

11. Motion, Discussion and to vote to approve or disapprove COCAA's Strategic Plan.

Tracy presented the COCAA 2026-2028 Strategic Plan which is based on the 2025 Community Needs Assessment. The plan didn't change as far as the top three needs.

MOTION: John Chaffin made a motion to approve COCAA's Strategic Plan. Seconded by Tiffany Barrett.

Vote: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES; John Chaffin – YES; Tiffany Barrett – YES; Chad Terrill; Kim Chapman-YES; Allson Terrell-YES

Motion passed unanimously.

12. Executive Director's Report

INFRASTRUCTURE & OPERATIONS

IT Infrastructure Assessment:
Received one quote back. The other company did not provide a quote but mentioned that our current pricing is competitive. They suggested updates to security, such as installing a new firewall.

Governance:

We have reviewed various Board Orientation Manuals and have started outlining our own. We are also working on developing a training manual for client services, which has been needed for a long time.

BOARD DEVELOPMENT & COUNTY UPDATES

Public Elections:

Our agency is now nearly at full capacity!

Board Vacancies:

After the June appointments, we have only one remaining vacancy in Seminole County. Efforts to identify a representative for this seat are ongoing.

PICTURES! In August, we will have a photographer here to take pictures of our board and staff! This is a step in revamping our website.

RENTALS

Most of the transition has been completed. However, we incurred a significant expense on one of the duplexes in Wewoka due to pump issues.

GRANTS

We have monitoring scheduled for next week.

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

MOTION: Adam Ropp made the motion to approve the Executive Director's Report. The motion was seconded by Beverly Felton.

Vote: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen –YES; Chris Reding-YES; John Chaffin – YES; Tiffany Barrett – YES; Chad Terrill; Kim Chapman-YES: Allison Terrell - YES

The motion passed unanimously.

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

Susan presented the Finance report through May 31, 2026. **Budget Updates**

CSBG Allocation Update: The previously reported CSBG allocation for the current fiscal year budget was an estimate. The agency has now received an additional $75,000, which was higher than expected. With this additional allocation, the projected deficit for the fiscal year ending March 31, 2027, has been reduced to approximately $220,000. Staff are continuing to identify ways to absorb the remaining deficit and pursue additional revenue sources to reduce it further. Another CSBG allocation is expected, but the amount has not yet been announced.

Insure Oklahoma: Tracy has been working with the Insure OK program, and qualified employees have been enrolled, which is an annual savings of about $15,000 for COCAA.

Capital Real Estate Trust Account: Susan discussed the cash balance and noted a new cash account on the balance sheet called the Capital Real Estate Trust. This account was established with the property management company to maintain a separate reserve for property repairs. The account will hold $200 per month for each property.

Donations:

- LifeChurch donated $15,000 in May, to be used for direct client services;
- Oklahoma Department of Transportation State Revolving Fund allocation was $32,00 which will go into the transportation budget to help with costs.

Chad Terrill asked if COTS was the transportation program. With that question, Susan gave a rundown of how she presents the agency budget for the benefit of the new board members:

- Agency Financial Statements;
- Accounts payable;
- Financial statements by program so you can see how they are contributing to the agency as a whole;
- Accounts receivables are not always booked at the end of the month. For example, the receivables that were not booked by the date of the board meeting are not reported in the financial statements in May. The estimated amount is presented in the program report to give us a more accurate picture of our finances.

Chris reminded the new board members to feel free to call or ask questions about any of the finance reports since we have multiple programs to manage.

MOTION: After the report, John Chaffin motioned to approve the Finance Report, seconded by Chad Terrill.

Vote: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES;

John Chaffin – YES; Chad Terrill; Kim Chapman-YES; Allison Terrill-YES; Tiffany Barrett - (Left Meeting)

Motion passed unanimously.

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

Cory reported that the Program Committee met on May 19 and approved the March 17 minutes.

New Funding proposals

- Robert Glenn Rapp Foundation – We sent a letter of Intent.
- Emergency Solutions Grant – We requested $75,000 for Pottawatomie and Seminole Counties; last year our grant award was $71,000.
- ODOT State Revolving Fund – Based on last years performance; we received $97,000 last year.
- State Appropriated Funds Community Action Agencies – We are waiting for that to open; last year we received $45,000.
- United Way of Eastern Frontier Country – Requested $20,000 for VIP/Meals on Wheels; last year's award was $15,000.

Previous proposal updates

Alpha Gamma Delta Foundation – We were not awarded a grant.

Client Services and Program Reports

In 2026, there was an update to our Client Services database. The reports are not generating as it was in previous months but Cory is working with it to be able to pull reports by County.

MOTION: A motion was made by Chad Terrill to approve the Program Report, and seconded by John Chaffin.

Vote: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES; John Chaffin – YES; Chad Terrill; Kim Chapman-YES; Allison Terrell-YES

Motion passed unanimously.

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).

17. Motion to Adjourn –

MOTION: After all business was completed, John Chaffin made a motion to adjourn the meeting. The motion was seconded by Allison Terrill.

Vote: Beverly Felton-YES; Mayor Adam Ropp-YES; Lee Doolen – YES; Chris Reding – YES; John Chaffin-YES; Chad Terrill; Kim Chapman-YES; Allison Terrill-YES

Motion passed unanimously.

Meeting adjourned at 1:31 pm.

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Board Signature Date