

MEETING NOTICE and AGENDA
January 19, 2016, 8:30 a.m.
The Nonprofit Center

- I. Call to Order Anita Luetkemeyer
 Confirm Quorum
 Introduction of new board member
 Teresa Dunham
 November Meeting Minutes
 Discuss and Take Action

- II. Executive Director's Report Cheri Ezzell
 Earthquake insurance proposal (with Linda Record)
 Discuss and Take Action
 Update on staff changes
 YouthBuild Melanie Milacek
 Workforce Innovations and Opportunity Act Diedra Williamson
 Property Tour
 List attached

- III. Finance Report Linda Record
 Discuss and Take Action

Strategic Plan Goals-

- A. Improving community human services
 Community Needs Assessment Cheri Ezzell
 Discuss and Take Action
 Community Action Plan
 Discuss and Take Action
- B. Becoming More Self-Sufficient
- C. Maintaining Competitive Edge
- D. Increase community understanding of CDSA
- E. Promote Standards and Accountability Cheri Ezzell
 Bylaws Reviewed by our attorney/Changes
 Discuss and Take Action
 (Requires 14 to amend)
 Bylaws with changes were provided to the board on 9/22
 Policies and Procedures Review
 New/Changed:
 Grievance (Staff) (200)-080
 Discuss and Take Action
 Affirmative Action Plan (200)-020
 Discuss and Take Action
 WIOA Work Experience Program (300)-100

Discuss and Take Action
Benefits and Pay Adjustments (100)-050
Discuss and Take Action
Approval of remainder of policies-unchanged from last year
Discuss and Take Action
Affirmative Action Plan Results/Report
Discuss and Take Action

- F. Stabilize Services
- G. Develop New Services in Key Areas
- H. Be Prepared for Staff Changes

IV. Announcements

Anita Luetkemeyer

I. Adjourn

Amended MEETING NOTICE and AGENDA
February 16, 2016, 8:30 a.m.
The Nonprofit Center

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| I. Call to Order
Confirm Quorum
October and January Meeting Minutes
Discuss and Take Action | Anita Luetkemeyer |
| II. Executive Director's Report
Introduction of Auditor
Gary Saunders
Presentation by Auditor
Distribution of new Bylaws
CHDO Recertification
Annual Conflict of Interest Affidavit
Review of program logic models and program review | Cheri Ezzell |
| III. Finance Report
Discuss and Take Action | Linda Record |
| IV. Governance Committee Report
Resignation of John Martin
Election of New Board Member
Discuss and Take Action
Election of New Vice President
Discuss and Take Action | Anita Luetkemeyer |
| V. Personnel and Finance Committee Report
Preparation for performance review of Executive Director
Review Form attached
CDSA benefits
Discuss and Take Action | Jason Turnbow |
| Strategic Plan Goals-
A. Improving community human services
Becoming More Self-Sufficient
Wine Tour Update
B. Maintaining Competitive Edge
C. Increase community understanding of CDSA
D. Promote Standards and Accountability
E. Stabilize Services
F. Develop New Services in Key Areas
G. Be Prepared for Staff Changes | Anita Luetkemeyer |
| VI. Announcements | Anita Luetkemeyer |
| I. Adjourn | |

VI. Convene into Executive Session pursuant to 25 O.S. § 307(B)(1), to discuss “the employment, hiring , appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee,” to perform a performance review of Executive Director Cheri Ezzell, and to reconvene into regular session to take any necessary action.

VII. Reconvene into regular session

President’s statement

“The board met in executive session for the purposes of discussing the performance review of the executive director. No other items were discussed and no action was taken”.

VIII. Executive Director’s Performance Review
Discuss and Take Action

Anita Luetkemeyer

IX. Announcements

Anita Luetkemeyer

X. Adjourn

**CDSA BOARD
MEETING NOTICE and AGENDA**

May 17, 2016, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Anita Luetkemeyer
 Confirm Quorum
 March 29, 2016 Meeting Minutes
 Discuss and Take Action
- II. Executive Director's Report Cheri Ezzell
 Grants pending:
 Strengthening Working Families Initiative
 Housing Counseling
 WIOA
 HOME
 CHDO Recertification
 In Process:
 Emergency Solutions
 Waiting for RFP:
 YouthBuild
 Fundraising Report –Wine Tour
 Annual Meeting-8:00 a.m. (Breakfast) Tuesday, June 21st, followed by Uway Visit
- III. Finance Report Linda Record
 Discuss and Take Action
- IV. Governance Committee David Hume
 Solicitation of new board members (in packet)
- Strategic Plan Goals-
- A. Improving community human services Renee Hoover
 Children's Concert Update
 Micronesian Services
- B. Becoming More Self-Sufficient
- C. Maintaining Competitive Edge
- D. Increase community understanding of CDSA
- E. Promote Standards and Accountability
- F. Stabilize Services
- G. Develop New Services in Key Areas
 Infant Crisis Center Diane Juhnke
- H. Be Prepared for Staff Changes Cheri Ezzell
 CFO Solicitation
- V. Announcements Anita Luetkemeyer
- VI. Adjourn

Community Development Support Association, Inc.
and
CDSA Housing, Inc.
2016 Annual Meeting (Special Meeting)
Agenda

Tuesday, June 21, 2016
8:00 a.m.
The Nonprofit Center
114 S. Independence
Enid, Oklahoma

1. Welcome

Anita Luetkemeyer

Breakfast is served

2. Recognition of Outgoing Board Members

Dr. Cheryl Evans, Aaron Brownlee, Jason Turnbow, David Hume

3. Designation of low income serving organization that will elect its representative to serve on the board

Explain that CDSA selects low-income serving organizations to democratically elect their own representative to serve on CDSA's board. Catholic Charities has been identified as a nominee organization. Ask- "Are there nominations from the floor?" Hearing none, the governance committee recommends Catholic Charities.

If there is a nomination from the floor, ask for a second and call for a vote on the nomination. Then, we'll have two nominated and will have to have show-of-hand votes for each organization.

Discuss and Take Action

David Hume

4. Election of New Board Members

David Hume

Private Sector
Kim Blankenship
Christy Northcutt
Public Sector
Amanda Phillips

5. Employee Service Awards

Cheri Ezzell

5 year: Donna Wixom, 10 yr: Diedra Williamson, 15 yr: Paul Deppeler, Earlene Click, Sherri Parr

6. CDSA Champion Award

Anita Luetkemeyer

Christy Northcutt

Christy Northcutt created the Be Fit Kids and Buzz Run initiatives in 2010 with the goal of providing opportunities for all young children of the area to participate in fun events that promote health and fitness in a low-risk and high-reward atmosphere. Participants feel like professional athletes as they run on a track with a runner's bib secured to their event t-shirt. All children cross the finish line and receive an event medallion. Approximately 300 children participate each year with a crowd of family and friends cheering them on.

Since 2010, Christy has voluntarily performed all tasks associated with running this event, including fundraising, ordering medals and t-shirts, filling runners' bags, coordinating vendors-everything needed to assure this event runs smoothly. AS Christy moves on to other responsibilities and volunteer opportunities in the community, she can rest assured that Be Fit Kids is positioned for future growth and success.

To recognize Christy's work for children in our community, CDSA has established a \$2,000 scholarship fund to pay the entry fee for any low-income child who wishes to participate.

7. CDSA Achievement Award

Cheri Ezzell

8. Presentation of Annual Report

Cheri Ezzell

Adjourn to United Way visit in training room

**CDSA BOARD
MEETING NOTICE and AGENDA**

July 19, 2016, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

I. Call to Order Anita Luetkemeyer
Confirm Quorum
June, 2016 Meeting Minutes
Discuss and Take Action

II. Executive Director's Report Cheri Ezzell
Introduction of CDSA Interns
Lydia Spann
Zach Kensinger
Grants pending:
YouthBuild
ESG
HOME
Grants not received:
Strengthening Working Families Initiative
Grants received:
WIOA
Housing Counseling
Smart Start
CHDO Recertification

III. Finance Report Linda Record
Discuss and Take Action

IV. Audit Engagement/990 Linda Record
Discuss and Take Action

Strategic Plan Goals-

- A. Improving community human services
- B. Becoming More Self-Sufficient
- C. Maintaining Competitive Edge
- D. Increase community understanding of CDSA
- E. Promote Standards and Accountability
- F. Stabilize Services
- G. Develop New Services in Key Areas

**Infant Crisis Center/Diaper Bank
Referral Wheel**

Diane Juhnke/Renee Hoover/Lydia Spann
Cheri Ezzell/Lydia Spann

H. Be Prepared for Staff Changes
Housing Coordinator resignation
IT Manager Retirement
CFO Hiring Process

Cheri Ezzell

V. Announcements

Anita Luetkemeyer

VI. Adjourn

CDSA BOARD
MEETING NOTICE and AGENDA
August 16, 2016, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Anita Luetkemeyer
 Confirm Quorum
 July, 2016 Meeting Minutes
 Discuss and Take Action
- II. Executive Director's Report Cheri Ezzell
 Introduction of CDSA Housing Coordinator
 Marilyn Holliday

 Grants pending:
 YouthBuild
 Smart Start
 Grants received:
 ESG
 HOME
- III. Finance Report Linda Record
 Discuss and Take Action
- Strategic Plan Goals-
- A. Improving community human services Diedra Williamson
 WIOA One Stop Operator Update
- B. Becoming More Self-Sufficient Cheri Ezzell
 Contribution to Community Foundation
- C. Maintaining Competitive Edge
- D. Increase community understanding of CDSA
- E. Promote Standards and Accountability Cheri Ezzell
 Risk Assessment-Review of Process
 Discuss and Take Action
- F. Stabilize Services
- G. Develop New Services in Key Areas Diane Juhnke/Cheri Ezzell
 Infant Crisis Center/Diaper Bank
 Progress Report
 JWL
 SNB
- H. Be Prepared for Staff Changes Cheri Ezzell
 CFO Hiring Process
- V. Announcements Anita Luetkemeyer
- VI. Adjourn

CDSA BOARD
MEETING NOTICE and AGENDA
September 20, 2016, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Anita Luetkemeyer
 Confirm Quorum
 August, 2016 Meeting Minutes
 Discuss and Take Action
- II. Executive Director's Report Cheri Ezzell
 Childcare Resource and Referral Report (in packet)
 Introduction of new employee/fiscal position realignment
 Sally Yates, CFO
 Linda Record, Financial Director

 Grants pending:
 YouthBuild
 Smart Start
 Harris Foundation
 Grants received:
 Americorps-new position for Diaper Bank
- III. Finance Report Linda Record
 Discuss and Take Action

 Strategic Plan Goals-
 A. Improving community human services
 Mental Health Political Forum Renee Hoover
 Client Satisfaction Survey Report Cheri Ezzell
 WIOA performance incentive award Diedra Williamson
 B. Becoming More Self-Sufficient
 C. Maintaining Competitive Edge
 D. Increase community understanding of CDSA
 E. Promote Standards and Accountability
 F. Stabilize Services
 G. Develop New Services in Key Areas
 Infant Crisis Center/Diaper Bank Diane Juhnke/Cheri Ezzell
 Progress Report
 H. Be Prepared for Staff Changes Cheri Ezzell
- V. Announcements Anita Luetkemeyer
- VI. Adjourn

CDSA BOARD
MEETING NOTICE and AGENDA
October 18, 2016, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Anita Luetkemeyer
- II. Formal re-election of Wade Patterson, Martie Oyler, and Kristy Skidmore
Discuss and Take Action
Confirm Quorum
June, July, August, September, 2016 Meeting Minutes
Discuss and Take Action
- II. Executive Director's Report Cheri Ezzell
Non-Profit Center Tenant Update
Grants pending:
 Smart Start
 Harris Foundation
 Human Services Alliance
Grants received:
 YouthBuild
 Emergency Shelter Grant
- III. CDSA Budget and United Way Application Cheri Ezzell
Discuss and Take Action
- IV. Finance Report Linda Record
Discuss and Take Action
- Strategic Plan Goals-
- A. Improving community human services
 - B. Becoming More Self-Sufficient
 - C. Maintaining Competitive Edge
 - D. Increase community understanding of CDSA
 - E. Promote Standards and Accountability
Programs outcomes reports (12 mos) Cheri Ezzell
 - F. Stabilize Services
 - G. Develop New Services in Key Areas
Infant Crisis Center/Diaper Bank
Progress Report Diane Juhnke/Cheri Ezzell
 - H. Be Prepared for Staff Changes Cheri Ezzell
- V. Announcements Anita Luetkemeyer
- VI. Adjourn

CDSA BOARD
MEETING NOTICE and AGENDA
November 15, 2016, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Anita Luetkemeyer
- II. Confirm Quorum
October, 2016 Meeting Minutes
Discuss and Take Action
- II. Executive Director's Report Cheri Ezzell
Non-Profit Center Tenant Update
Americorps Member
Nicole Janzen
Approve/Disapprove E.D. vacation carryover 35 hrs used through August
Discuss and Take Action
Formalize election of Patrick Ronk
Discuss and Take Action
Next year's meeting dates
New Community Resource Cards
- III. Finance Report/CDSA Budget Linda Record
Discuss and Take Action
Budget in packet
- IV. United Way Agency Agreement Anita Luetkemeyer
Discuss and Take Action
Agreement in packet
CDSA United Way Application
Discuss and Take Action Cheri Ezzell
- V. YouthBuild property purchase and renovation Cheri Ezzell
Discuss and Take Action
- VI. Strategic Plan Goals-
A. Improving community human services
B. Becoming More Self-Sufficient
C. Maintaining Competitive Edge
D. Increase community understanding of CDSA
E. Promote Standards and Accountability
Bylaws Changes Cheri Ezzell
Discuss and Take Action (2/3 majority=14 members)
Bylaws
Policies review/changes
Policy (100)-105 Executive Director's Expenses
Policy (100)-100 Reimbursements related to employment

Policy (100)-030 Exempt vs. Non-Exempt Employees

Policy (100)-031 Core Hours/Absence from the office

Policy (200)-050 Anti-Harassment

New Policy: Americorps Program 100-(015)

Policy (200)-020 Affirmative Action Plan

Discuss and Take Action

Cost Allocation Plan

Empower Personnel and Finance Committee to approve

Discuss and Take Action

Advise board of allowances outside of policies

YouthBuild Academic Instructor employment date for benefits

F. Stabilize Services

G. Develop New Services in Key Areas

Enid Welcome Table

Amanda Phillips

Discuss and Take Action

H. Be Prepared for Staff Changes

VIII. Announcements

Anita Luetkemeyer

IX. Adjourn

Underlines indicate items in packet