

CDSA BOARD
MEETING NOTICE and AGENDA
February 21, 2017, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Anita Luetkemeyer
- II. Confirm Quorum
January, 2017 Meeting Minutes
Discuss and Take Action
- III. Auditor's report Gary Saunders
- IV. Audit acceptance
Discuss and Take Action George Pankonin
- V. Executive Director's Report Cheri Ezzell
United Way Funding

Formalize election of Sec./Treas. George Pankonin
Discuss and Take Action
Linda Record Retirement Reception
- V. Finance Report Sally Yates
Discuss and Take Action
- VI. Wine Tour Planning Kristy Skidmore
Ticket sales, wine donations
- VII. Strategic Plan Goals-
- A. Improving community human services
Satisfaction Survey Results
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
Bylaws Changes Cheri Ezzell
Discuss and Take Action (2/3 majority=14 members)
Bylaws
Policies review/changes

Policy (100)-130 Code of Conduct

Discuss and Take Action

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

VIII. Announcements

Anita Luetkemeyer

IX. Adjourn

Underlines indicate items in packet

**CDSA BOARD
MEETING NOTICE and AGENDA**

March 21, 2017, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Anita Luetkemeyer
- II. Confirm Quorum
February, 2017 Meeting Minutes
Discuss and Take Action
- III. Executive Director's Report Cheri Ezzell
Introduction of Jade Champion, Systems Manager
Promotion of Ellen Smith
Job change-Rachel Harris
Open Positions
Risk Assessment Progress Report
Non Profit Center Report
Sarkeys Regional Leadership Training
- IV. Finance Report Sally Yates
Discuss and Take Action
- V. Wine Tour Report Kristy Skidmore
- 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
YouthBuild Grievance Policy Melanie Milacek
Discuss and Take Action
F. Stabilize Services
G. Develop New Services in Key Areas
H. Be Prepared for Staff Changes
- VII. Announcements Anita Luetkemeyer
- VIII. Adjourn

Underlines indicate items in packet

CDSA BOARD
MEETING NOTICE and AGENDA

April 18, 2017, 8:30 a.m.

The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Anita Luetkemeyer
- II. Training-Board Roles and Responsibilities Molly Helm
- III. Confirm Quorum
February 2017 & March, 2017 Meeting Minutes
Discuss and Take Action
- IV. Board Changes Cheri Ezzell
Hope Taylor replacing Jason Seigars
Discuss and Take Action
Carla Stratton appointed by Bill Shewey
Discuss and Take Action
Resignation of Andrew Long
- V. Amend Community Action Plan Cheri Ezzell
To comply with required changes from ODOC
Discuss and Take Action
- VI. Finance Report Sally Yates
Discuss and Take Action
- VII. Strategic Plan Goals- Melanie Milacek
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
YouthBuild Grievance Policy
Discuss and Take Action
F. Stabilize Services
G. Develop New Services in Key Areas
H. Be Prepared for Staff Changes

VIII. 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.

IX. 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".

X. Executive Director's Performance Review

George Pankonin

Discuss and Take Action

XI. Announcements

Anita Luetkemeyer

XII. Adjourn

Underlines indicate items in packet

CDSA BOARD
MEETING NOTICE and AGENDA
May 16, 2017, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Anita Luetkemeyer
- II. Confirm Quorum
April, 2017 Meeting Minutes
Discuss and Take Action
- III. Executive Director's Report Cheri Ezzell
Staff Changes
YB-Sherri Parr Moves to Construction Component
Rachel Harris, new Coordinator
Strategic Planning
Request for Board Volunteers
Annual Meeting Breakfast
June 21, 2017 8:30 a.m. at Nonprofit Center
- IV. Finance Report Sally Yates
Discuss and Take Action
- V. Risk Assessment Sally Yates
Discuss and Take Action
- VI. Corporate Credit Card Policy Sally Yates
Discuss and Take Action
- VII. Wine Tour Fundraising Total Kristy Skidmore
- VIII. 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
H. Be Prepared for Staff Changes
- IX. Announcements Anita Luetkemeyer
- X. Adjourn



CDSA Annual Meeting and Breakfast



**20 June 2017,
8:30**



The NonProfit Center
114 S. Independence, Enid, OK



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| <ul style="list-style-type: none"> ● 8:40 Welcome/Minutes
Discuss/Take Action
<i>Anita Luetkemeyer</i> ● 8:45 Annual Impact Report
<i>Cheri Ezzell</i> ● 8:50 Audit Engagement-
Discuss/Take Action
<i>Sally Yates</i> ● 8:55 2017 Budget-
Discuss/Take Action
<i>Sally Yates</i> | <ul style="list-style-type: none"> ● 9:00 Employee/Board Recognition
<i>Cheri Ezzell/Anita Luetkemeyer</i> ● 9:05 Election of Members-
Discuss/ Take Action
<i>Roxanne Pollard</i> ● 9:15 Coffe and Conversation |
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CDSA BOARD

MEETING NOTICE and AGENDA

July 18, 2017, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
June, 2017 Meeting Minutes
Discuss and Take Action
- III. Introduction of new members
- IV. Election of Officers Roxanne Pollard
Governance committee nominations
Roxanne Pollard-President
Kristy Skidmore-Vice President
George Pankonin, Secretary/Treasurer
Discuss and Take Action
- V. Executive Director's Report Cheri Ezzell
Contract Signatories
Remove Anita Luetkemeyer
Add Roxanne Pollard
Discuss and Take Action
Staff Changes
Josh Franken, Housing Coordinator-August 7, 2017
Community Needs Assessment
Survey Form/ Electronic Survey/Key Informant Surveys
Sarkeys Training –November 14-15
NPC-The Lunch Break (self-serve coffee and snacks)
Vacation Carryover of ED
Request to carry over 2 weeks for use July-Sept.
Discuss and Take Action
August meeting
- VI. Finance Report Sally Yates
Discuss and Take Action

VII. Earthquake Insurance
Discuss and Take Action

Cheri Ezzell/Sally Yates

VIII. AmeriCorps Service Report

Nicole Janzen

IX. 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
- H. Be Prepared for Staff Changes

X. Announcements

Roxanne Pollard

XI. Adjourn

CDSA BOARD
MEETING NOTICE and AGENDA
September 19, 2017, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
July, 2017 Meeting Minutes
Discuss and Take Action
- III. Executive Director's Report Cheri Ezzell
Staff Changes
 Housing Coordinator-vacant, Mike Biggers Interim
Vacancy in the public sector
 Discuss and Take Action
Board Resolution increasing credit limit for \$2500 credit card
 Discuss and Take Action
New Policy-Employee Fraternization with Clients
 Discuss and Take Action
New Policy-Responding and Reporting Motor Vehicle Accidents
 Discuss and Take Action
Outcomes Reports/Satisfaction Surveys
 Discuss and Take Action
Election of Board Members Roxanne Pollard
 Teresa Dunham
 Discuss and Take Action
 Lillie Richey
 Discuss and Take Action
Conflict of Interest- Annual Cheri Ezzell
- IV. Committee Assignments Roxanne Pollard
- V. Finance Report Sally Yates
 Discuss and Take Action
- VI. Early Childhood Program Report Cheri Ezzell/Dianne Juhnke

VII. 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
- H. Be Prepared for Staff Changes

VIII. Announcements

Roxanne Pollard

IX. Adjourn

**CDSA BOARD
MEETING NOTICE and AGENDA**

October 17, 2017, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
Sept., 2017 Meeting Minutes
Discuss and Take Action
- III. Executive Director's Report Cheri Ezzell
Grants submitted:
WIOA
One-Stop Operator
Move Roxanne Pollard to the Public Sector
Discuss and Take Action
Election of new member in the low-income sector
Discuss and Take Action
New Policy-Responding and Reporting Motor Vehicle Accidents
Discuss and Take Action
Cheri Ezzell
United Way Application
Discuss and Take Action
- IV. Wine Tour Kristy Skidmore
- V. Finance Report Sally Yates
Discuss and Take Action
- VI. Early Childhood Program Report Cheri Ezzell/Dianne Juhnke
- VII. 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
- H. Be Prepared for Staff Changes

VIII. Announcements

Roxanne Pollard

IX. Adjourn

CDSA BOARD
MEETING NOTICE and AGENDA
November 21, 2017, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

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| I. Call to Order | Roxanne Pollard |
| II. Confirm Quorum
<u>Oct., 2017 Meeting Minutes</u>
Discuss and Take Action | |
| III. Executive Director's Report
Program changes
WIOA
Navigator
Removal of board member
Discuss and Take Action | Cheri Ezzell |
| IV. Wine Tour | Kristy Skidmore |
| V. <u>Finance Report</u>
Discuss and Take Action | Sally Yates |
| VI. <u>Potential new services/AmeriCorps Vista</u>
Discuss and Take Action
<u>Purchase of YB house</u>
Discuss and Take Action | Cheri Ezzell |
| VII. 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 | |
| H. Be Prepared for Staff Changes | |
| VIII. Announcements | Roxanne Pollard |

IX. Adjourn

CDSA BOARD
SPECIAL MEETING NOTICE and AGENDA

December 12, 2017, 8:30 a.m.

The Nonprofit Center
114 South Independence
Enid, OK 73701

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| I. Call to Order | Roxanne Pollard |
| II. Confirm Quorum
<u>Nov., 2017 Meeting Minutes</u>
Discuss and Take Action | |
| II. Introduction of YouthBuild Team Leaders | Rachel Harris |
| III. Executive Director's Report
Community Needs Assessment
Customer Satisfaction Report
Hiring of consultant to develop anti-opioid services/funding
Formation of CDSA Advisory Council
Discuss and Take Action
Election of Board Member
Pat Sutherlin
Discuss and Take Action | Cheri Ezzell |
| IV. <u>Finance Report</u>
Budget revision/ Budget by program
Discuss and Take Action | Sally Yates |
| V. <u>Benefit Policy changes</u>
Discuss and Take Action | George Pankonin |
| VI. CAPtain, next generation-update | Jade Powell |
| VII. 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 | |

H. Be Prepared for Staff Changes

VIII. Announcements

Roxanne Pollard

IX. Adjourn