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 Cheri Ezzell V. Executive Director's Report <u>United Way Funding</u> 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

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

Underlines indicate items in packet

VIII. Adjourn

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

To comply with required changes from ODOC Cheri Ezzell

**Discuss and Take Action** 

VI. <u>Finance Report</u> Sally Yates

**Discuss and Take Action** 

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

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.

Melanie Milacek

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

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** Cheri Ezzell III. Executive Director's Report 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

Anita Luetkemeyer

X. Adjourn

IX. Announcements









# CDSA Annual Meeting and Breakfast

20 June 2017, 8:30

The NonProfit Center 114 S. Independence, Enid, OK





• 8:40 Welcome/Minutes
Discuss/Take Action

Anita Luetkemeyer
Annual Impact Report

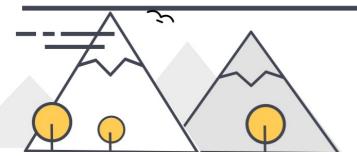
8:45 Annual Impact Report
Cheri Ezzell

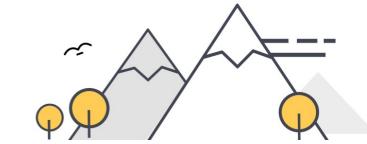
• 8:50 Audit Engagement-Discuss/Take Action Sally Yates

8:55 2017 Budget-Discuss/Take Action Sally Yates • 9:00 Employee/Board Recognition
Cheri Ezzell/Anita Luetkemeyer

• 9:05 Election of Members-Discuss/ Take Action Roxanne Pollard

9:15 Coffe and Conversation





#### 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

Governance committee nominations

Roxanne Pollard-President

Kristy Skidmore-Vice President

George Pankonin, Secretary/Treasurer

**Discuss and Take Action** 

V. Executive Director's Report

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

**Discuss and Take Action** 

Roxanne Pollard

Cheri Ezzell

Sally Yates

# 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

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

Roxanne Pollard

Teresa Dunham

**Discuss and Take Action** 

Lillie Richey

**Discuss and Take Action** 

Conflict of Interest- Annual Cheri Ezzell

IV. Committee Assignments

V. <u>Finance Report</u> 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

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. <u>Finance Report</u> 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

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

I. Call to Order Roxanne Pollard II. Confirm Quorum Oct., 2017 Meeting Minutes **Discuss and Take Action** Cheri Ezzell III. Executive Director's Report Program changes **WIOA** Navigator Removal of board member Discuss and Take Action IV. Wine Tour Kristy Skidmore V. Finance Report Sally Yates **Discuss and Take Action** Cheri Ezzell VI. Potential new services/AmeriCorps Vista **Discuss and Take Action** Purchase of YB house **Discuss and Take Action** 

- 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

### CDSA BOARD SPECIAL MEETING NOTICE and AGENDA

December 12, 2017, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

I. Call to Order Roxanne Pollard

II. Confirm Quorum

Nov., 2017 Meeting Minutes

**Discuss and Take Action** 

II. Introduction of YouthBuild Team Leaders Rachel Harris

Cheri Ezzell

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** 

IV. <u>Finance Report</u> Sally Yates

Budget revision/ Budget by program

**Discuss and Take Action** 

V. <u>Benefit Policy changes</u>

George Pankonin

**Discuss and Take Action** 

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