

**CDSA BOARD
SPECIAL MEETING NOTICE and AGENDA**

January 30, 2018, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
Dec., 2017 Special Meeting Minutes
Discuss and Take Action
- III. Introduction of YouthBuild Team Leaders Rachel Harris
- IV. Executive Director's Report Cheri Ezzell
Funding application Early Childhood/three year budget
United Way funding letter
Introduction of Mary Jac Rauh,
Research and Development of Anti-Opioid Addiction Services
Welcome Home Project
Golf Scramble
City of Enid/Bass Construction Partnership Project
Discuss and Take Action
Presentation of Community Needs Assessment
Discuss and Take Action
- VI. Finance Report Sally Yates
Discuss and Take Action
- VII. Diaper Bank 1 year of operation report Diedra Williamson
- VIII. Board Low-Income Representative-
Selection of Hedges Speech and Hearing
and election of representative Kristy Skidmore
Discuss and Take Action
- IX. Wine Tour sponsorship progress report Kristy Skidmore

X. Adjourn

Note: underline indicates attachments in packet

CDSA BOARD
MEETING NOTICE and AGENDA
February 20, 2018, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

I. Call to Order

Roxanne Pollard

II. Confirm Quorum

January 2018 Meeting Minutes
Discuss and Take Action

III. Executive Director's Report

2018 Community Action Plan
Discuss and Take Action
2018 Strategic Plan
Discuss and Take Action

Cheri Ezzell

IV. Finance Report

Discuss and Take Action
990 Questions?
Introduction of Gary Saunders for Auditor's Report
Discuss and Take Action

Sally Yates

V. Wine Tour Update

Kristy Skidmore

VI. Adjourn

Note: underline indicates attachments in packet

CDSA BOARD
MEETING NOTICE and AGENDA
March 20, 2018, 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>February 2018 Meeting Minutes</u> | |
| Discuss and Take Action | |
| <u>Affirmative Action Report 2018</u> | |
| Discuss and Take Action | |
| <u>Affirmative Action Plan 2018, Policy 200-(020)</u> | |
| Discuss and Take Action | |
| III. <u>Executive Director's Report</u> | Cheri Ezzell |
| IV. <u>Finance Report</u> | Sally Yates |
| Audit | |
| Discuss and Take Action | |
| V. Other Business | Cheri Ezzell |
| VI. Wine Tour Update | Kristy Skidmore |
| VII. Adjourn | |

Note: underline indicates attachments in packet

CDSA BOARD
MEETING NOTICE and AGENDA
April 17, 2018, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
March 2018 Meeting Minutes
Discuss and Take Action
- III. Executive Director's Report Cheri Ezzell
Affirmative Action Report 2018
Discuss and Take Action
Affirmative Action Plan 2018, Policy 200-(020)
Discuss and Take Action
Board Resolution-CDBG
Discuss and Take Action
Board Resolution-ESG
Discuss and Take Action
Board Resolution-Community Housing Development Organization (CHDO)
Discuss and Take Action
- IV. Wine Tour Report Kristy Skidmore
- V. Finance Report Sally Yates
Discuss and Take Action
- VI. Governance Committee Report Kristy Skidmore
Election of new member in low-income sector
Discuss and Take Action
Appointment of Joy Baker-Qualls in public sector
Discuss and Take Action

VII. Report of YB/AmeriCorps Member

John Stubbs

VII. Other Business

Cheri Ezzell

IX. Adjourn

Note: underline indicates attachments in packet

CDSA BOARD
MEETING NOTICE and AGENDA
May 15, 2018, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

I. Call to Order Roxanne Pollard

II. Confirm Quorum
April 2018 Meeting Minutes
Discuss and Take Action

III. Executive Director's Report Cheri Ezzell
Basement Cleanup
New position-Family Services Coordinator
Position openings
Annual Meeting Next Month-June 19th
Schedule:

- Annual Meeting Committee
- Governance Committee (Nominations)

Board matrix in packet

- Personnel and Finance Committee (ED Performance Review)

V. Finance Report 2018/2019 Budget Sally Yates
Discuss and Take Action

VII. Oklahoma Striving Readers Grant Report Dianne Juhnke

VII. Other Business Cheri Ezzell

IX. Adjourn

Note: underline indicates attachments in packet

CDSA BOARD
ANNUAL MEETING NOTICE and AGENDA
June 19, 2018, 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>May 15, 2018 Meeting Minutes</u>
Discuss and Take Action | Roxanne Pollard |
| III. Annual Impact Report | Cheri Ezzell |
| V. <u>Finance Report</u> Sally Yates
Discuss and Take Action | |
| VI. Audit/990 Engagement
Discuss and Take Action | Sally Yates |
| VII. Employee/Board Recognition | Cheri Ezzell/Roxanne Pollard |
| VII. Election of Members
Discuss and Take Action | Kristy Skidmore |
| IX. Adjourn | Roxanne Pollard |

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CDSA BOARD
MEETING NOTICE and AGENDA
August 21, 2018, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

I. Call to Order

Roxanne Pollard

II. Confirm Quorum

June 19, 2018 Annual Meeting Minutes

Discuss and Take Action

III. Executive Director's Report

Cheri Ezzell

Grants completed or in progress:

Housing Preservation Grant

HUD Housing Counseling Grant

YouthBuild

Continuum of Care Planning Grant and Collaboration

Grants Received

Child Care Resource and Referral

Rx for Oklahoma

New Staff:

Kim Kelly, Early Childhood Coordinator

Melissa Gibson, Parent Support Specialist

Dancy Lokeijak, Parent Support Specialist

Trey Kirkpatrick, Weatherization Crew

Report of Input from Advisory Committee

Discuss and Take Action

IV. Board Governance/Elections

Kristy Skidmore

Resignation of Kim Blankenship

Election of Officers

Roxanne Pollard, President

Kristy Skidmore, Vice-President

George Pankonin, Secretary/Treasurer

Discuss and take Action

Board signed receipt of bylaws

Annual signing of conflict of interest statements

- V. Welcome Home Project Lot Selection
Discuss and Take Action Cheri Ezzell
- VI. 2017 Program Results Report
Logic Models Cheri Ezzell
- VII. Finance Report
Discuss and Take Action Sally Yates
- VIII. Pheasant Run early payoff of loan
Discuss and Take Action Cheri Ezzell
- IX. 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.
- X. 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”.
- XI. Executive Director’s Performance Review
Discuss and Take Action George Pankonin
- XII. Other Business Cheri Ezzell
- XIII. Adjourn

Note: underline indicates attachments in packet

CDSA BOARD
MEETING NOTICE and AGENDA
September 18, 2018, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
August 21, 2018 Meeting Minutes
Discuss and Take Action
- III. Executive Director's Report Cheri Ezzell
Pheasant Run Loan Payoff Negotiation
Grants Submitted:
YouthBuild
Grants Received
HOME Investment Partnership Program

Plan for upgrading technology systems
Amount not discussed in approved budget
Discuss and Take Action
- IV. Personnel Policies Review Cheri Ezzell
Discuss and Take Action
- V. Committee Assignments Roxanne Pollard
- VI. Finance Report Sally Yates
Discuss and Take Action
- VII. Early Childhood Report (Developmental Assessments) Kim Kelly
- VIII. Other Business Cheri Ezzell
- IX. Adjourn

Note: underline indicates attachments in packet

CDSA BOARD
MEETING NOTICE and AGENDA
October 16, 2018, 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>Sept. 18, 2018 Meeting Minutes</u>
Discuss and Take Action | |
| III. Board Vacancies (2) in Private Sector-Recommendations
From Committee
Discuss and Take Action | Christy Northcutt |
| IV. Executive Director's Report
ODOC Monitoring
New Employee-Supported Employment
Housekeeping
Dec. Retirement-Earlene Click Sander
Technology upgrade report | Cheri Ezzell |
| V. <u>Succession Plan</u>
Discuss and Take Action | Cheri Ezzell |
| VI. <u>Finance Report</u> Sally Yates
Discuss and Take Action | |
| VII. YouthBuild House Renovation and Sale | Rachel Harris |
| VIII. Other Business | Cheri Ezzell |
| IX. Adjourn | |

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CDSA BOARD
MEETING NOTICE and AGENDA
November 20, 2018, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701

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|---|-------------------|
| I. Call to Order | George Pankonin |
| II. Confirm Quorum
<u>September 18, 2018 Meeting Minutes/</u>
<u>October 16, 2018 Meeting Minutes</u>
Discuss and Take Action | |
| III. Executive Director's Report
Safe sleep program update
United Way Application/agreements
Discuss and Take Action
<u>Affirmative Action Plan/Report</u>
Discuss and Take Action | Cheri Ezzell |
| IV. Board Vacancies (2) in Private Sector-Recommendation
From Committee
Derrick Silas-City of Enid
Libby Nicholas-Autry Tech
Discuss and Take Action | Christy Northcutt |
| V. Wine Tour Update | Carla Stratton |
| VI. <u>Succession Plan</u>
Discuss and Take Action | Cheri Ezzell |
| VII. <u>Finance Report</u>
Discuss and Take Action | Sally Yates |
| VIII. CDSA promotional slide show | Jade Powell |
| IX. Other Business | Cheri Ezzell |
| X. Adjourn | |

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