

**CDSA BOARD
MEETING NOTICE and AGENDA
January 15, 2019, 8:30 a.m.
The Nonprofit Center
114 South Independence
Enid, OK 73701**

- | | |
|---|-----------------|
| I. Call to Order | Roxanne Pollard |
| II. Confirm Quorum
<u>November 20, 2018 Meeting Minutes</u>
Discuss and Take Action | |
| III. Executive Director's Report
<u>Satisfaction Survey Report</u>
Discuss and Take Action
<u>Community Action Plan</u>
Discuss and Take Action | Cheri Ezzell |
| Introduction of Housing Counselor | Cheri Ezzell |
| IV. Board Vacancy | |
| V. Wine Tour Update | Kristy Skidmore |
| VI. Strategic Plan Goals | |
| 1. Focus on doing what our community needs most to
Reduce poverty
YouthBuild funding report | Cheri Ezzell |
| 2. Become more self-sufficient | |
| 3. Increase staff expertise overall, ensure expertise is not held
by only one or two people | |
| 4. Ensure organization embraces CDSA service standards and
that people have easy access to all our services and services in
the community
Report regarding mental health service referral | Cheri Ezzell |
| 5. Promote standards and accountability | Cheri Ezzell |
| a. <u>Weatherization Tablet Tracking Policy (300)-135 (new)</u>
Discuss and Take Action | |
| b. <u>Benefits and Pay Adjustments Policy (100)-050</u>
Amend to allow sick leave for death of family member
Discuss and Take Action | |
| 6. Stabilize early childhood services
Newborn program/developmental assessments report | Kim Kelly |
| 7. Develop new services in key areas | |

VII. Finance Report
Discuss and Take Action

Sally Yates

VIII. Other Business

Cheri Ezzell

IX. Adjourn

Note: underline indicates attachments in packet

X. Adjourn

MEETING NOTICE and AGENDA
March 19, 2019, 8:30 a.m.
114 South Independence
Enid, OK 73701

- | | |
|---|-----------------|
| I. Call to Order | Roxanne Pollard |
| II. Confirm Quorum
<u>February 19, 2019 Meeting Minutes</u>
Discuss and Take Action | |
| III. Executive Director's Report
CDBG Resolution
Discuss and Take Action
Housing Resolution
Discuss and Take Action | Cheri Ezzell |
| IV. Finance Report
Discuss and Take Action | Cheri Ezzell |
| V. Wine Tour Update
Tickets, 50/50 | Kristy Skidmore |
| VI. Strategic Plan Goals | |
| 1. Focus on doing what our community needs most to reduce poverty
YouthBuild Report
Introduction of new staff | Rachel Harris |
| 2. Become more self-sufficient | |
| 3. Increase staff expertise overall, ensure expertise is shared | |
| 4. Ensure organization embraces CDSA service standards and
easy access to all our services and services in the community | |
| 5. Stabilize early childhood services | |
| 6. Develop new services in key areas | |
| VII. New Business | Cheri Ezzell |
| VIII. Adjourn | |

MEETING NOTICE and AGENDA
April 16, 2019, 8:30 a.m.
114 South Independence
Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
March 19, 2019 Meeting Minutes
Discuss and Take Action
Amend January minutes to reflect annual review of success of 2018 community action plan
Discuss and Take Action
- III. Board training-roles and responsibilities Molly Helm
- IV. Executive Director's Report Cheri Ezzell
Annual update of the strategic plan
Discuss and Take Action
- V. Finance Report Sally Yates
Discuss and Take Action
- VI. Wine Tour Report *need better forks.* Kristy Skidmore
- VII. Strategic Plan Goals
1. Focus on doing what our community needs most to reduce poverty
YouthBuild Monitoring report
Introduction of new staff Cheri Ezzell
Shayna Hamilton
 2. Become more self-sufficient
 3. Increase staff expertise overall, ensure expertise is shared
 4. Ensure organization embraces CDSA service standards and easy access to all our services and services in the community
 5. Stabilize early childhood services
 6. Develop new services in key areas
- VIII. New Business Cheri Ezzell
- IX. Adjourn

MEETING NOTICE and AGENDA
May 21, 2019, 8:30 a.m.
114 South Independence
Enid, OK 73701

I. Call to Order

Roxanne Pollard

II. Confirm Quorum

April 16, 2019 Meeting Minutes

Discuss and Take Action

III. Election of new board member

Grant County Commissioner Steve Stinson

Discuss and Take Action

IV. Executive Director's Report

Programmatic Report

Annual Meeting: June 18, 2019

Volunteers?

United Way Visit –**Thursday, June 13th at 1:00 pm**

Risk Assessment

Discuss and Take Action

2018 Strategic Plan Matrix-report outcomes

Review of Emergency Solutions Grant Policies

Discuss and Take Action

Cheri Ezzell

V. Finance Report

Discuss and Take Action

2019-2020 Budget

Discuss and Take Action

Fiscal Policies

Discuss and Take Action

Audit/990 Engagement

Discuss and Take Action

Sally Yates

VI. Wine Tour Report

Kristy Skidmore

VII. Strategic Plan Goals

1. Focus on doing what our community needs most to reduce poverty
2. Become more self-sufficient
3. Increase staff expertise overall, ensure expertise is shared
4. Ensure organization embraces CDSA service standards and easy access to all our services and services in the community
5. Stabilize early childhood services
6. Develop new services in key areas

*YJB
Sept. 10
Jubon
YJB*

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

Roxanne Pollard

XII. Adjourn

Underlines indicate items in packet

CDSA Annual Meeting

June 18, 2019

We Aim For Greatness!

Agenda

- | | | |
|------|--|------------------------------|
| 8:30 | Breakfast is Served | |
| 8:40 | Welcome/ <u>May 21, 2019 Minutes</u>
Discuss and Take Action | Roxanne Pollard |
| 8:50 | Acceptance of Annual Impact Report
Discuss and Take Action | Cheri Ezzell |
| | <u>Board Resolution-Housing</u>
Discuss and Take Action | Cheri Ezzell |
| | <u>Finance Report</u>
Discuss and Take Action | Sally Yates |
| 9:00 | Introduction of YB Leaders | Rachel Harris |
| 9:15 | Employee/Board Recognition

Outgoing board members-Roxanne | Cheri Ezzell/Roxanne Pollard |
| 9:25 | Election of new members | Kristy Skidmore |
| 9:30 | Adjourn/Thanks for coming

Coffee and Conversation | Roxanne Pollard |

MEETING NOTICE and AGENDA

August 20, 2019, 8:30 a.m.

114 South Independence

Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
June 18, 2019 Annual Meeting Minutes
Discuss and Take Action
- III. Elections Kristy Skidmore
On recommendation of governance committee:
Board matrix attached
Re-election of retained members
Christy Northcutt
Kristy Skidmore
Stacy Kurtz
Discuss and Take Action
Election of Officers
Roxanne Pollard- President
Kristy Skidmore-Vice-President
Carla Stratton-Secretary/Treasurer
Discuss and Take Action
- IV. YouthBuild Policy Council Introduction Rachel Harris/Brandy Stewart
- V. Executive Director's Report Cheri Ezzell
Programmatic Report
Promotion of Jade Powell
HMIS Contract
New Employees: Lorinda McDaniel HMIS Specialist
Buffy Cole: Housing Counselor
Request to carryover vacation hours
Discuss and Take Action
Amend Emergency Solutions Grant Program and Fiscal Policies
Discuss and Take Action
Vehicle Purchase Report
Travel Policy amendment
Use of Pool Car policy
Discuss and Take Action
YB Work Experience Policy
Discuss and Take Action
Resignation of Pat Sutherlin

VI. Finance Report

Sally Yates

Discuss and Take Action

VII. Strategic Plan Goals

1. Focus on doing what our community needs most to reduce poverty
2. Become more self-sufficient
3. Increase staff expertise overall, ensure expertise is shared
4. Ensure organization embraces CDSA service standards and easy access to all our services and services in the community
5. Stabilize early childhood services

Cheri Ezzell

Pending funding applications

6. Develop new services in key areas

Cheri Ezzell

Teacher Supply Pop-Up Store

Welcome Home Program Report

VIII. Announcements

Roxanne Pollard

IX. Adjourn

Underlines indicate items in packet

MEETING NOTICE and AGENDA
September 17, 2019, 8:30 a.m.
114 South Independence
Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
August 20, 2019 Minutes
Discuss and Take Action
- III. Board Election/sector change Kristy Skidmore
Re-election of Amanda Phillips
(appointment of Judge Newby)
Board matrix attached
Discuss and Take Action
Move Janet Cordell to low-income sector representing
Community Clinic
Discuss and Take Action
- IV. Executive Director's Report Cheri Ezzell
Programmatic Report
Teacher Supply Pop-up Store Report
New Employee: Rosie Lawson
Resignation of Teresa Dunham
Affirmative Action Policy Approval and Report
Discuss and Take Action
Executive Director Job Description Review
Discuss and Take Action
- V. Finance Report Sally Yates
Discuss and Take Action
- VI. Strategic Plan Goals
1. Focus on doing what our community needs most to reduce poverty
Approve budget for rehabilitation of Springside Apartments
Discuss and Take Action Cheri Ezzell
2. Become more self-sufficient
3. Increase staff expertise overall, ensure expertise is shared
Sarkeys Training
4. Ensure organization embraces CDSA service standards and
easy access to all our services and services in the community

5. Stabilize early childhood services
Pending Grant application: OK Dept. of Commerce

6. Develop new services in key areas

Teacher Supply Pop-Up Store

Welcome Home Program Report

Grant County Feeding Program Needs

Discuss and Take Action

Cheri Ezzell

Steve Stinson

VII. Announcements

Roxanne Pollard

VIII. Adjourn

Underlines indicate items in packet

MEETING NOTICE and AGENDA
October 15th, 2019, 8:30 a.m.
114 South Independence
Enid, OK 73701

I. Call to Order

Roxanne Pollard

II. Confirm Quorum

September 17, 2019 Minutes

Discuss and Take Action

III. Executive Director's Report

Cheri Ezzell

Programmatic Report

Technology Update Report

ODOC Monitoring

SEP Monitoring

Succession Plan Review/Update

Discuss and Take Action

United Way application and agency agreement

Discuss and Take Action

Policy (100)-090 Employment Development

Discuss and Take Action

IV. Finance Report Sally Yates

Discuss and Take Action

V. Strategic Plan Goals

1. Focus on doing what our community needs most to reduce poverty

Weatherization Month program report

Mike Biggers

2. Become more self-sufficient

3. Increase staff expertise overall, ensure expertise is shared

Sarkeys Training Reminder-Nov 5th and Nov 6th in Norman

4. Ensure organization embraces CDSA service standards and easy access to all our services and services in the community

5. Stabilize early childhood services

6. Develop new services in key areas

Welcome Home Program Report

Mike Biggers

VI. Announcements

Roxanne Pollard

VII. Adjourn

Underlines indicate items in packet

MEETING NOTICE and AGENDA
November 19, 2019, 8:30 a.m.
114 South Independence
Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
October 15, 2019 Minutes
Discuss and Take Action
- III. Introduction of Rev. Dr. John Toles Christy Northcutt
- IV. Executive Director's Report Cheri Ezzell
Programmatic Report
Review/Amend Mission Statement
*CDSA works with others to identify needs, secure resources,
and deliver services that improve lives in our communities*
Discuss and Take Action
Committee Assignments
Discuss and Take Action
Grant applications in process
United Way
HOME Acquisition/Rehab/Resale
Metro United Way
Policy Review (100)-140 Whistleblower
Discuss and Take Action
Welcome Home Program Report
- V. Governance Committee Elections Kristy Skidmore
Red Cross Representative in the Private Sector
Harry Hamlin
Discuss and Take Action
Integris Representative in the Private Sector
Tania Warnock
Discuss and Take Action
- VI. Finance Report Sally Yates
Discuss and Take Action
- VII. Strategic Plan Goals
1. Focus on doing what our community needs most to reduce poverty
Family Support Services Coordinator Client Success Diedra Williamson

2. Become more self-sufficient
3. Increase staff expertise overall, ensure expertise is shared
4. Ensure organization embraces CDSA service standards and easy access to all our services and services in the community
5. Stabilize early childhood services
6. Develop new services in key areas

VIII. Announcements

Roxanne Pollard

IX. Adjourn

Underlines indicate items in packet