

MEETING NOTICE and AGENDA
January 21, 2020 8:30 a.m.
114 South Independence
Enid, OK 73701

I. Call to Order

Roxanne Pollard

Welcome/Introduction of new board members
Tania Warnock, representing Integris
Harry Hammonds, representing Red Cross

II. Confirm Quorum

November 19, 2019 Minutes

Discuss and Take Action

III. Executive Director's Report/Action items

Cheri Ezzell

Acceptance of Programmatic Report

Discuss and Take Action

Code of ethical conduct-annual signature

Policy Review (500)-070 Violence in the Workplace

Clarify complaint procedure

Discuss and Take Action

(200)-120 Technology Usage

This is a total re-write to update the 1999 policy

Discuss and Take Action

Funds expended in Grant County

2020 Community Action Plan

Discuss and Take Action

Thank you notes

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
Need for additional case manager

Discuss and take action

Cheri Ezzell

2. Become more self-sufficient

3. Increase staff expertise overall, ensure expertise is shared and

4. Ensure organization embraces CDSA service standards
easy access to all our services and services in the community
5. Stabilize early childhood services
Diaper Bank Annual Services Report
Wine Tour update/needs
6. Develop new services in key areas
Welcome Home Program Report

Diedra Williamson
Kristy Skidmore

Mike Biggers

VI. Announcements

Roxanne Pollard

VII. Adjourn

Underlines indicate items in packet

MEETING NOTICE and AGENDA
February 18, 2020 8:30 a.m.
114 South Independence
Enid, OK 73701

I. Call to Order

Roxanne Pollard

II. Confirm Quorum

January 21, 2020 Minutes

Discuss and Take Action

III. Audit Report

Discuss and Take Action

Gary Saunders

IV. Executive Director's Report/Action items

Cheri Ezzell

Resignation of Amanda Phillips

Customer Satisfaction Reports

CSCF Agency Fund and Designated Fund

Guide Star Gold Seal for Transparency

Potts Foundation-Family Positive Workplace

Organizational change-case manager

CDBG Resolution

Discuss and Take Action

Acceptance of Programmatic Report

Discuss and Take Action

Van Purchase

Discuss and Take Action

Benefits and Pay Adjustments Policy (100)-050 changes

Discuss and Take Action

V. Finance Report

Discuss and Take Action

990

Discuss and Take Action

Sally Yates

VI. 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 and
4. Ensure organization embraces CDSA service standards

- easy access to all our services and services in the community
5. Stabilize early childhood services
Early Childhood Infographic

Kim Kelly

Wine Tour update/needs
(Sign-up sheet circulating)

Kristy Skidmore

6. Develop new services in key areas

VII. Announcements

Roxanne Pollard

VIII. Adjourn

Underlines indicate items in packet

MEETING NOTICE and AGENDA
March 17, 2020 8:30 a.m.
114 South Independence
Enid, OK 73701

- I. Call to Order Roxanne Pollard
- II. Confirm Quorum
February 18, 2020 Minutes
Discuss and Take Action
- III. Executive Director's Report/Action items Cheri Ezzell
Importance of identifying long-term fundraising for early childhood services
Request committee members for summer education/recruitment event
Programmatic Report
- IV. Election of new board member Kristy Skidmore
Anita Luetkemeyer, representing Judge Tom Newby
- V. Finance Report Sally Yates
Discuss and Take Action
990
Discuss and Take Action
- VI. 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
easy access to all our services and services in the community
- Presentation of new website Cheri Ezzell/Jade Powell
5. Stabilize early childhood services
- Wine Tour update/needs Kristy Skidmore
(Sign-up sheet circulating)
6. Develop new services in key areas
- VII. New Business
- VIII. Announcements Roxanne Pollard
- IX. Adjourn

Underlines indicate items in packet

SPECIAL MEETING NOTICE and AGENDA
April 14, 2020 8:30 a.m.
VIDEO CONFERENCE VIA WEBX

<https://cdsa-uaq.my.webex.com/cdsa-uaq.my/j.php?MTID=m5641b3d289cc8235438c8b0b075786eb>

Meeting number (access code): 295 669 837

Meeting password: CDSA (2372 from phones and video systems)

114 South Independence
Enid, OK 73701

Board members present via video conference: Stacy Kurtz, Lori Legere, Roxanne Pollard, Anita Luetkemeyer, George Pankonin, Susan Southall, Carmen Ball, Janet Cordell, Derrick Silas, Matt Lohman, Christy Northcutt, Jim Strate, Braxton Kirtley, Kristy Skidmore, Tania Warnock, Steve Stinson, Joy Baker-Qualls, Elizabeth Nicholas

Board members present at the conference site-114 S. Independence, Enid, Oklahoma:
April Danahy, Carla Stratton, Harry Hammonds

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|--|-----------------|
| I. Call to Order | Roxanne Pollard |
| II. Confirm Quorum
<u>March 17, 2020 Minutes</u>
Discuss and Take Action | |
| III. Executive Director's Report/Action items
<u>Payroll Protection Program loan Resolution</u>
Discuss and Take Action | Cheri Ezzell |
| IV. <u>Emergency Closure/Administrative Leave Policy</u>
Discuss and Take Action | Cheri Ezzell |
| V. <u>Finance Report/990</u>
Discuss and Take Action
403 (b) Plan
Discuss and Take Action | Sally Yates |
| VI. New Business | |
| VII. Announcements | Roxanne Pollard |
| VIII. Adjourn | |

MEETING NOTICE and AGENDA
May 19, 2020 8:30 a.m.
VIDEO CONFERENCE VIA Zoom

Time: May 19, 2020 08:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87472115851?pwd=ZWkrMXJVVk9BVkFDWUtDOHRRM3BhQT09>

Meeting ID: 874 7211 5851

Password: 73701

114 South Independence
Enid, OK 73701

Board members present via video conference: Roxanne Pollard, Braxton Kirtley, Joy Baker-Qualls, Steven Stinson, Harry Hammonds, Christy Northcutt, Derrick Silas, Libby Nicholas, Tania Warnock, Kristy Skidmore, April Danahy, Carmen Ball, Stacy Kurtz, Janet Cordell, Matt Lohman, and Susan Southall

Board members present at the conference site-114 S. Independence, Enid, Oklahoma: Anita Luetkemeyer, Carla Stratton, George Pankonin, Jim Strate and Lori Legere

- I. Call to Order Roxanne Pollard

- II. Confirm Quorum
April 14, 2020 Special Meeting Minutes
Discuss and Take Action

- III. Executive Director's Report/Action items Cheri Ezzell
Status of Covid-19 response and staffing
Covid-19 related expenditures
Payroll Protection Program loan
City of Enid/CDBG Covid-19 program update
Telecommuting Policy
Discuss and Take Action

- IV. Finance Report
Discuss and Take Action
2020/2021 Budget
Discuss and Take Action
990
Discuss and Take Action

- V. Wine Tour Kristy Skidmore

VI. New Business

VII. Announcements

VIII. Adjourn

Roxanne Pollard

CDSA Annual Meeting

June 16, 2020

8:30 a.m.

114 S. Independence

Enid, Oklahoma 73701

Helping People, Changing Lives

Agenda

- I. Breakfast is Served

- II. Welcome/Minutes Roxanne Pollard
Discuss and Take Action

- III. Acceptance of Annual Impact Report Cheri Ezzell
Discuss and Take Action

- IV. Finance Report Sally Yates
Discuss and Take Action

- V. Approval of Cost Allocation Plan Sally Yates
Discuss and Take Action

- VI. Revised Community Action Plan Cheri Ezzell
Discuss and Take Action

- VII. Employee/Board Recognition Cheri Ezzell/Roxanne Pollard

- VIII. Election of new members Carmen Ball

Discuss and Take Action

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 Carla Stratton
Discuss and Take Action

XII. Announcements Roxanne Pollard

XIII. Adjourn

MEETING NOTICE and AGENDA
July 21, 2020 8:30 a.m.
VIDEO CONFERENCE VIA Zoom

Time: July 21, 2020 08:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86975295464?pwd=UDJjazE5RGhNNiFiKyt5QVI5aUorZz09>

Meeting ID: 869 7529 5464

Password: 73701

One tap mobile

+13462487799,,86975295464#,,,0#,,73701# US (Houston)

+16699006833,,86975295464#,,,0#,,73701# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 869 7529 5464

Password: 73701

Find your local number: <https://us02web.zoom.us/j/86975295464?pwd=UDJjazE5RGhNNiFiKyt5QVI5aUorZz09>

114 South Independence
Enid, OK 73701

Board members present via video conference: Barbara Whinery, Matt Lohman, John Toles, Braxton Kirtley, Stacy Kurtz, Derrick Silas, Tania Warnock, Janet Cordell, Christy Northcutt, Steve Stinson, Joy Baker-Qualls, Carmen Ball

Board members present at the conference site-114 S. Independence, Enid, Oklahoma: Carla Stratton, Jim Strate, Kristy Skidmore, Harry Hammonds, Lori Legere, Anita Luetkemeyer, April Danahy

I. Call to Order

Kristy Skidmore

II. Confirm Quorum

June 16, 2020 Annual Meeting Minutes

Discuss and Take Action

III. Election of Officers and new board members

Recommendations of Committee

Carla Stratton

Officers:

Kristy Skidmore President
Carla Stratton Vice-President
Braxton Kirtley Secretary/Treasurer

Discuss and Take Action

New Board Members

David McCune in the public sector representing Enid Public Schools

Discuss and Take Action

IV. Executive Director's Report/Action items

Cheri Ezzell

Programmatic Report

Status of Covid-19 response and staffing

Homeless Input Session

Record Retention/Destruction Policy

Discuss and Take Action

V. Audit/990 Engagement

Braxton Kirtley

Recommendation of Committee:

Eleven bid packets issued -Saunders & Associates-Only Bidder

Saunders' bid for the FYE June 30, 2020 is \$17,000 for the audit and \$2,500 for the 990.

For the FYE 2019, we paid Saunders \$16,232 for the audit and \$2,500 for the 990.

Discuss and Take Action

VI. Finance Report

Sally Yates

Discuss and Take Action

VII. New Business

VIII. Announcements

Kristy Skidmore

IX. Adjourn

**MEETING NOTICE and AGENDA
September 15, 2020 8:30 a.m.
VIDEO CONFERENCE VIA Zoom**

114 South Independence
Enid, OK 73701

Topic: September 2020 CDSA Board Meeting
Time: Sep 15, 2020 08:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87584642811?pwd=N3FUN2Y1VGZiUmg2ZWsyL0ZyUTNaQT09>

Meeting ID: 875 8464 2811

Passcode: 73701

One tap mobile

+12532158782,,87584642811#,,,,,0#,,73701# US (Tacoma)

+13462487799,,87584642811#,,,,,0#,,73701# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 875 8464 2811

Passcode: 73701

Find your local number: <https://us02web.zoom.us/j/87584642811?pwd=N3FUN2Y1VGZiUmg2ZWsyL0ZyUTNaQT09>

Attending via Zoom:

Kristy Skidmore

Carla Stratton

David McCune

Braxton Kirtley

Anita Luetkemeyer

Joy Baker-Qualls

Loric Legere

Steven Stinson

Harry Hammonds

Jim Strate

Christy Northcutt

Derrick Silas

Tania Warnock

April Danahy

Carmen Ball

Stacy Kurtz

Janet Cordell

Barbara Whinery

Matt Lohman

John Toles

I. Call to Order

Kristy Skidmore

II. Confirm Quorum
July 21, 2020 Annual Meeting Minutes
Discuss and Take Action

III. Election of new member in the private sector
Discuss and Take Action

Carla Stratton

IV. Executive Director's Report/Action items
Programmatic Report
Executive Director Vacation Carryover
Discuss and Take Action
Status of Covid-19 response
Anonymous pledge for Early Childhood
Mission Statement Review to apply as follows:

Cheri Ezzell

The governing board has reviewed the organization's mission statement within the past five years and has assured that:

1. The mission addresses poverty
2. CDSA's programs and services are in alignment with the mission

Mission Statement: CDSA works with others to identify needs, secure resources, and deliver services that improve lives.

Discuss and Take Action

V. Emergency Assistance

Diedra Williamson

VI. Finance Report
Discuss and Take Action
Cafeteria Plan Amendment
Discuss and Take Action
FMLA Leave Expansion and Emergency Paid Sick Leave Policy
Discuss and Take Action

Sally Yates

VII. New Business

VIII. Announcements

Kristy Skidmore

IX. Adjourn

MEETING NOTICE and AGENDA
October 20, 2020 8:30 a.m.
VIDEO CONFERENCE VIA Zoom

114 South Independence
Enid, OK 73701

Attending via Zoom:

Kristy Skidmore

Carla Stratton

David McCune

Braxton Kirtley

Anita Luetkemeyer

Joy Baker-Qualls

Lorie Legere

Steven Stinson

Harry Hammonds

Jim Strate

Christy Northcutt

Derrick Silas

Tania Warnock

April Danahy

Carmen Ball

Stacy Kurtz

Janet Cordell

Barbara Whinery

Matt Lohman

John Toles

Mike Ruby

Time: Oct 20, 2020 08:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81358161044?pwd=THlaWVpBVUNxQUF1ZUZoTGdqMXlXQT09>

Meeting ID: 813 5816 1044

Passcode: 351040

One tap mobile

+13462487799,,81358161044#,,,,,0#,,351040# US (Houston)

+16699006833,,81358161044#,,,,,0#,,351040# US (San Jose)

Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 813 5816 1044

Passcode: 351040

Find your local number: <https://us02web.zoom.us/j/kJOP0D7A>

I. Call to Order

Kristy Skidmore

- II. Affirm re-election of board members
Jim Strate
Carla Stratton
Carmen Ball
Joy Baker-Qualls
Discuss and Take Action Kristy Skidmore
- III. Confirm Quorum
Approval of September 15, 2020 Board Minutes
Discuss and Take Action
- IV. Committee Assignments Kristy Skidmore
- V. Executive Director's Report/Action items Cheri Ezzell
Programmatic Report

Updated Organizational Chart

United Way application and agreements
Discuss and Take Action
United Way Visit: Wednesday, November 4, 1:00 p.m. at United Way offices-
401 W. Broadway

Inviting emerging organization serving unsheltered to join the nonprofit incubator
Current Board Members:
Rodney Fowler, Hope Outreach
Tom Stanley, Central Christian Church
Andrew Long, First Presbyterian Church
Rhonda Stevison, Enid Faith Ways
James Neal, Holy Cross Enid
Janet Cordell, Enid Community Clinic
Val Ross, Our Daily Bread (waiting on approval of superior)
Requested: Father John Toles
Discuss and Take Action
- OK Dept. of Commerce Monitoring
Affirmative Action Report and Policy
Discuss and Take Action
- VI. Board Training Cheri Ezzell
"Ten Basic Responsibilities" of Board and ED
- VII. Finance Report Sally Yates
Discuss and Take Action
- VIII. New Business
- IX. Announcements Kristy Skidmore
- X. Adjourn