

SPECIAL MEETING NOTICE and AGENDA
February 18, 2021 8:30 a.m.

Remote meeting via Zoom

Topic: February 2021 CDSA Board Meeting

Time: Feb 18, 2021 08:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83113024814?pwd=V0lJVkdWaWF4UitkU0J3dEVaU3lKdz09>

Meeting ID: 831 1302 4814

Passcode: 929617

One tap mobile

+13462487799,,83113024814#,,,,*929617# US (Houston)

+16699006833,,83113024814#,,,,*929617# 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)

+1 301 715 8592 US (Washington DC)

Meeting ID: 831 1302 4814

Passcode: 929617

Find your local number: <https://us02web.zoom.us/j/83113024814?pwd=V0lJVkdWaWF4UitkU0J3dEVaU3lKdz09>

I. Call to Order

Kristy Skidmore

II. Confirm Quorum

Approval of October 20, 2020 Board Minutes

Discuss and Take Action

III. Audit Report

Introduction of Gary Saunders, CPA-Audit Presentation

Discuss and Take Action

IV. Executive Director's Report/Action items

Cheri Ezzell

Programmatic Report

Discuss and Take Action

Whistleblower Policy

Discuss and Take Action

CSBG-CR Program Policies

Discuss and Take Action

ESG Program Policies

Discuss and Take Action

Review 2021 Community Needs Assessment

Discuss and Take Action

FMLA Leave Policy #100-051

Discuss and Take Action

Emergency Leave Policy #100-052

Discuss and Take Action

V. Succession Plan

Discuss and Take Action

Braxton Kirtley

VI. Finance Report

Discuss and Take Action

Corporate Credit Card Fiscal Policy

Discuss and Take Action

Cafeteria Plan Amendment

Discuss and Take Action

Sally Yates

VII. Wine Tour

Discuss and Take Action

Kristy Skidmore

VIII. New Business

IX. Announcements

X. Adjourn

SPECIAL MEETING NOTICE and AGENDA
March 16, 2021 8:30 a.m.

Remote meeting via Zoom

Topic: March 2021 CDSA Board Meeting

Time: Mar 16, 2021 08:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87102774097?pwd=MzBVMmFINEJvZkdGa2VjQVpuR2dkdz09>

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|--|--------------------------------|
| I. Call to Order | Kristy Skidmore |
| II. Confirm Quorum
<u>Approval of February 18, 2021 Board Minutes</u>
Discuss and Take Action | |
| III. Executive Director's Report/Action items
<u>Programmatic Report</u>
Discuss and Take Action
<u>Community Action Plan 2021</u>
Discuss and Take Action
<u>Strategic Plan Update</u>
Discuss and Take Action
<u>CDBG Resolution</u>
Discuss and Take Action | Cheri Ezzell |
| IV. <u>Election of New Member-Stela Jantzen</u>
(Representing Park Avenue Thrift in the Private Sector)
<u>Board Matrix and Board Req. 113</u>
Discuss and Take Action | Carla Stratton |
| V. Response to Pandemic | Cheri Ezzell/Diedra Williamson |
| VI. <u>Finance Report</u>
Discuss and Take Action | Sally Yates |
| VII. Wine Tour | Kristy Skidmore |
| VIII. New Business | |
| IX. Announcements | |
| X. Adjourn | |

SPECIAL MEETING NOTICE and AGENDA
April 20, 2021 8:30 a.m.

Remote meeting via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/88060610699?pwd=S0ltY040ZDNlVGJ2TkwrQitqTVdFUT09>

Attending via Zoom:

Carla Stratton	David McCune	Anita Luetkemeyer
Braxton Kirtley	Joy Baker-Qualls	Lorie Legere
Steve Stinson	Harry Hammonds	Jim Strate
Christy Northcutt	Derrick Silas	Mike Ruby
Stela Jantzen	Kristy Skidmore	April Danahy
Carmen Ball	Stacy Kurtz	Janet Cordell
Barbara Whinery	Matt Lohman	John Toles

Note: members may elect to attend in person as needed

- I. Call to Order Kristy Skidmore
Welcome new board member Stela Jantzen

- II. Confirm Quorum
Approval of March 16, 2021 Board Minutes
Discuss and Take Action

- III. Board Training on Roles and Responsibilities Molly Helm

- IV. Executive Director's Report/Action items Cheri Ezzell
Programmatic Report
Discuss and Take Action

- V. Finance Report Sally Yates
Discuss and Take Action
Record retention/destruction policy
Discuss and Take Action
990
Discuss and Take Action
Credit Card Policy
Discuss and Take Action

- VI. Wine Tour Kristy Skidmore

- VII. New Business

- VIII. Announcements

- IX. Adjourn

MEETING NOTICE and AGENDA
May 18, 2021 8:30 a.m.
Remote meeting via Zoom

Attending via Zoom:

Carla Stratton	David McCune	Anita Luetkemeyer
Braxton Kirtley	Joy Baker-Qualls	Lorie Legere
Steve Stinson	Harry Hammonds	Jim Strate
Christy Northcutt	Derrick Silas	Mike Ruby
Stela Jantzen	Kristy Skidmore	April Danahy
Carmen Ball	Stacy Kurtz	Janet Cordell
Barbara Whinery	Matt Lohman	John Toles

Note: members may elect to attend in person as needed

Join Zoom Meeting

<https://us02web.zoom.us/j/89721532994?pwd=aGFnVXhwUVAvRXJiK0lUaGgrMXdaZz09>

- I. Call to Order Kristy Skidmore
- II. Confirm Quorum
Approval of April 20, 2021 Board Minutes
Discuss and Take Action
- III. Executive Director's Report/Action items Cheri Ezzell
Programmatic Report
Discuss and Take Action
Update on CFO search
ESG Policy Review
Discuss and Take Action
- IV. Finance Report Sally Yates
Discuss and Take Action
Reserve recommendations/transfers to fund reserves
Discuss and Take Action
2021 Budget
Discuss and Take Action
Audit/990 Engagement
Discuss and Take Action
990
Discuss and Take Action
Cost Allocation Plan
Discuss and Take Action
- V. Welcome Home Project Status Report Mike Biggers
- VI. Wine Tour Kristy Skidmore

VII. 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.

VIII. 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”.

IX. Executive Director’s Performance Review
Discuss and Take Action

Braxton Kirtley

X. New Business

XI. Announcements

XII. Adjourn

CDSA Annual Meeting

Special Meeting

June 29, 2021

8:30 a.m.

114 S. Independence

Enid, Oklahoma 73701

Agenda

1. Breakfast is served

2. Welcome/Minutes

Kristy Skidmore

Discuss and Take Action

3. Acceptance of Annual Impact Report

Cheri Ezzell

Discuss and Take Action

4. Finance Report

Kellan Hohmann

Discuss and Take Action

5. Dissolution of CDSA Housing, Inc.

Cheri Ezzell

Discuss and Take Action

6. Employee Board Recognition

Cheri Ezzell/Kristy Skidmore

7. Election of new members

Carmen Ball

Discuss and Take Action

8. Re-election of board members

Carmen Ball

Discuss and Take Action

9. Announcements

Kristy Skidmore

10. Adjourn

MEETING NOTICE and AGENDA
August 17, 2021
8:30 a.m.
114 S. Independence
Enid, Oklahoma 73701

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|---|-----------------|
| I. Call to Order | Kristy Skidmore |
| II. Confirm Quorum
Approval of <u>June 29, 2021 Board Minutes</u>
Discuss and Take Action | |
| III. Executive Director's Report/Action items
<u>Programmatic Report</u>
Discuss and Take Action
<u>Risk Assessment</u>
<u>Policy Review by Attorney</u>
<u>Bylaws Review by Attorney</u> | Cheri Ezzell |
| IV. <u>Finance Report</u>
Discuss and Take Action | Kellan Hohmann |
| V. Welcome Home Project Status Report | Mike Biggers |
| VI. Wine Tour- Final numbers | Kristy Skidmore |
| VII. Election of Officers-Governance Committee
Discuss and Take Action | Carmen Ball |
| VIII. New Business | |
| IX. Announcements | |
| X. Adjourn | |

MEETING NOTICE and AGENDA
September 21, 2021
8:30 a.m.
114 S. Independence
Enid, Oklahoma 73701

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| I. Call to Order | Carla Stratton |
| II. Confirm Quorum
Approval of <u>August 17, 2021 Board Minutes</u>
Discuss and Take Action | |
| III. Election of New Member (Justin Loughman)
Discuss and Take Action | Carmen Ball |
| III. Executive Director's Report/Action items
<u>Programmatic Report</u>
Discuss and Take Action
<u>Affirmative Action Plan</u>
Discuss and Take Action
Grants Received
Rx for Okalhoma
Child Care Resource and Referrall
Grants Pending
ESG CV
ESG
HOME Rental Rehab
Community Care Partners
Enid Community Foundation | Cheri Ezzell |
| IV. <u>Finance Report</u>
Discuss and Take Action | Kellan Hohmann |
| V. Emergency Assistance 2021 | Diedra Williamson/Jade Powell |
| VIII. New Business | |
| IX. Announcements | |
| X. Adjourn | |

MEETING NOTICE and AGENDA
October 19, 2021
8:30 a.m.
114 S. Independence
Enid, Oklahoma 73701

- I. Call to Order Carla Stratton
- II. Confirm Quorum
Approval of September 21, 2021 Board Minutes
Discuss and Take Action
- III. Resignation of Matt Lohman Carmen Ball
Election of New Member in low-income sector
Discuss and Take Action
- IV. Executive Director's Report Cheri Ezzell
ODOC Monitoring Report
Programmatic Report
Discuss and Take Action
Grants Received
 Community Care Partners \$103,000
 ESG CV2 \$452,000
 ESG \$58,000
Grants Pending
 HOME Rental Rehab
 Enid Community Foundation
Bylaws-Attorney's recommendations (requires 2/3 majority)
Discuss and Take Action
CDSA agency fund at Cherokee Strip Community Foundation
Discuss and Take Action
New Employees:
Fiscal Assistant-Katie Carmack
Housing Counselor-LaDeana Nelson
CCRR Business Development Specialist (new position)-Natalya Ussury
CCRR Child Care Specialist-Arlesa Lehman
- V. Finance Report Kellan Hohmann
Discuss and Take Action
Fiscal Policies
Discuss and Take Action
- VI. Weatherization of apartments with DOE funds

Discuss and Take Action

Mike Biggers

VII. New Business

VIII. Announcements

IX. Adjourn

MEETING NOTICE and AGENDA
November 16, 2021
8:30 a.m.
114 S. Independence
Enid, Oklahoma 73701

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| I. Call to Order | Carla Stratton |
| II. Confirm Quorum
Approval of <u>October 19, 2021 Board Minutes</u>
Discuss and Take Action | |
| III. Election of new member in low-income sector
Discuss and Take Action | Carmen Ball |
| IV. Executive Director's Report
<u>Programmatic Report</u>
Discuss and Take Action
The Freedom Train-sponsorship
Discuss and Take Action
<u>Authorized Signatories-Board Resolution</u>
Discuss and Take Action
<u>2022 Meetings for posting</u> | Cheri Ezzell |
| V. Review CDSA Personnel Policies and <u>recommended changes</u>
Discuss and Take Action | Christy Northcutt |
| VI. <u>Finance Report</u>
Discuss and Take Action | Kellan Hohmann |
| VII. New Business | |
| VIII. Announcements | |
| IX. Adjourn | |