

MEETING NOTICE and AGENDA
January 20, 2015, 8:30 a.m.
The Nonprofit Center
114 S. Independence, Enid, Oklahoma

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|---|--------------|
| I. Call to Order
Confirm Quorum
November Meeting Minutes
Discuss and Take Action | Pam McCoy |
| II. Executive Director's Report
Grants underway:
CDBG, CSBG
Introduction of new employee
Barry Braddick, Housing Coordinator
Staff Directory (in packets)
Schedule of meetings (in packets)
New tenant-Hearts for Care
United Way Agency Agreement (in packets)
Discuss and Take Action
Child Support Referral Policy (in packets)
Discuss and Take Action | Cheri Ezzell |
| III. Finance Report
Discuss and Take Action | Linda Record |
| Strategic Plan Goals- | |
| A. Improving community human services | |
| B. Becoming More Self-Sufficient
Special Event Committee Report | Kristy Pasby |
| C. Maintaining Competitive Edge | |
| D. Increase community understanding of CDSA | |
| E. Promote Standards and Accountability
Call for Board Governance Committee Meeting/Nominations | Cheri Ezzell |
| F. Stabilize Services | |
| G. Develop New Services in Key Areas | |
| H. Be Prepared for Staff Changes | |
| VII. Announcements | |
| VIII. Adjourn | |

MEETING NOTICE and AGENDA
February 17, 2015, 8:30 a.m.
The Nonprofit Center
114 S. Independence, Enid, Oklahoma

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|---|-------------------|
| I. Call to Order | Anita Luetkemeyer |
| Confirm Quorum | |
| November Meeting Minutes | |
| Discuss and Take Action | |
| II. Executive Director's Report | Cheri Ezzell |
| CDBG Resolution | |
| Discuss and Take Action | |
| Job Fair, March 11, 2015 | |
| III. Finance Report | Linda Record |
| Discuss and Take Action | |
| Strategic Plan Goals- | |
| A. Improving community human services | |
| B. Becoming More Self-Sufficient | |
| Special Event Committee Report | Kristy Pasby |
| C. Maintaining Competitive Edge | |
| D. Increase community understanding of CDSA | |
| E. Promote Standards and Accountability | |
| Governance Committee | John Martin |
| Resignation of Pam McCoy/election of new President | |
| Discuss and Take Action | |
| Selection of nonprofit organizational member | |
| Discuss and Take Action | |
| Election of Nathan Shaffer, Grant County Commissioner | |
| Discuss and Take Action | |
| F. Stabilize Services | |
| G. Develop New Services in Key Areas | |
| H. Be Prepared for Staff Changes | |
| VII. Announcements | |
| VIII. Adjourn | |

AMENDED
MEETING NOTICE and AGENDA
March 17, 2015, 8:30 a.m.
The Nonprofit Center
114 S. Independence, Enid, Oklahoma

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|--|-------------------|
| I. Call to Order | Anita Luetkemeyer |
| Confirm Quorum | |
| February Meeting Minutes | |
| Discuss and Take Action | |
| II. Executive Director's Report | Cheri Ezzell |
| III. Organizational Standards | Cheri Ezzell |
| Analysis of Program Outcomes | |
| Board Training and Review | |
| Customer satisfaction process | |
| Discuss and Take Action | |
| Agency-wide Risk Assessment | |
| Discuss process/schedule | |
| IV. Audit Report | Jason Turnbow |
| Discuss and Take Action | |
| V. Finance Report | Linda Record |
| Discuss and Take Action | |
| Strategic Plan Goals- | |
| A. Improving community human services | |
| B. Becoming More Self-Sufficient | |
| Special Event Committee Report | Kristy Pasby |
| C. Maintaining Competitive Edge | |
| D. Increase community understanding of CDSA | |
| E. Promote Standards and Accountability | |
| Governance Committee | John Martin |
| Designation of Low Income Organization | |
| Discuss and Take Action | |
| Election of low-income organizational representative | |
| Discuss and Take Action | |
| Election of representative in the public sector | |
| Discuss and Take Action | |
| F. Stabilize Services | |
| G. Develop New Services in Key Areas | |
| H. Be Prepared for Staff Changes | |
| VII. Announcements | |
| VIII. Adjourn | |

AMENDED(2) MEETING NOTICE and AGENDA

April 21, 2015, 8:30 a.m.

The Nonprofit Center

114 S. Independence, Enid, Oklahoma

- I. Call to Order Anita Luetkemeyer
 Confirm Quorum
 March Meeting Minutes
 Discuss and Take Action
- II. Executive Director's Report Cheri Ezzell
 Death of Board Member Nathan Shaffer, card
 CDBG
 HOME application
 United Way Venture Grant
 Smart Start
 WIA Renewal
 CHDO Recertification-conflict of interest forms, code of conduct
 Coldwell Banker Raffle
 Distribution of Board Books
- III. Finance Report Linda Record
 Discuss and Take Action
- IV. Purchase of real estate Cheri Ezzell
 314 East Randolph
 Discuss and Take Action
- V. Fundraiser use of funds Dianne Juhnke
- 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
 Governance Cheri Ezzell
 Ratification of low-income representative of Community Clinic
 Pat Sutherlin-**Discuss and Take Action**
 - F. Stabilize Services
 - G. Develop New Services in Key Areas
 - H. Be Prepared for Staff Changes

VI. CDSA property at 519 E. State
Discuss and Take Action

VII. Adjourn into Executive Session – according to 25 O.S. § 307(B)(1) for the purposes of discussing the performance review of the executive director
Discuss and Take Action

VIII. Reconvene into regular session
Discuss and Take Action

President's statement-The board convened into executive session to discuss the performance review of the executive director. No other items were discussed in executive session and no action was taken.

IX. Performance review of the executive director
Consideration of pay increase
Discuss and Take Action

Jason Turnbow

X. Announcements

XI. Adjourn

MEETING NOTICE and AGENDA
May 19, 2015, 8:30 a.m.
The Nonprofit Center
114 S. Independence, Enid, Oklahoma

- I. Call to Order Anita Luetkemeyer
 Confirm Quorum
 April Meeting Minutes
 Discuss and Take Action
- II. Executive Director's Report Cheri Ezzell
 Continuum of Care
 Emergency Solutions Grant
 Southwest Regional Leadership Forum
 Satisfaction Survey Results
 Discuss and Take Action
 Purchase of property for housing program
 Forrestridge Heights
 Annual Meeting-June 5, 2015 (First Friday luncheon)
 Dedication of Early Childhood Music Play Area
- III. Finance Report Linda Record
 Discuss and Take Action
- Strategic Plan Goals-
- A. Improving community human services
 Update regarding local infant mortality statistics Renee Hoover
- B. Becoming More Self-Sufficient
- C. Maintaining Competitive Edge
- D. Increase community understanding of CDSA
- E. Promote Standards and Accountability
 Governance John Martin
 Grant County Commissioners-special election in July, one
 Private board member slot will become available when Brent
 Kisling terms out the end of June.
 Ratification of low-income representative for United Way
 (effective July 1, 2015) April Danahy
 Discuss and Take Action
- F. Stabilize Services
- G. Develop New Services in Key Areas
- H. Be Prepared for Staff Changes
- IV. Announcements
- V. Adjourn

NOTICE of Special Meeting and Agenda
Annual Meeting
June 5, 2015, 11:30 a.m.
The Nonprofit Center
114 S. Independence, Enid, Oklahoma

I. Welcome

Anita Luetkemeyer

Board Service Recognition
Presentation of Annual Report

II. Employee Service Recognition

Cheri Ezzell

III. Dedication of Early Childhood Musical Play Area
(move to outdoors)

Recognition of Donors

IV. Adjourn for lunch

MEETING NOTICE and AGENDA
July 21, 2015, 8:30 a.m.
The Nonprofit Center
114 S. Independence, Enid, Oklahoma

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|---|-------------------|
| I. Call to Order
Confirm Quorum
April Meeting Minutes
Discuss and Take Action | Anita Luetkemeyer |
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| II. Executive Director's Report
Request for vacation carryover
(47 hours to be used in July/August)
Discuss and Take Action
Grants in process:
OHFA HOME
CSBG
ESG | Cheri Ezzell |
| | |
| III. Election/Re-election of Board Members
Discuss and Take Action
Re-election: Roxanne Pollard
Les Washnock
Ann Price
Election: Lisa Powell | John Martin |
| | |
| IV. Election of officers
Discuss and Take Action
Anita Luetkemeyer, President.
John Martin, Vice-President
Jason Turnbow, Secretary/Treasurer | John Martin |
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| V. Annual affirmation of Board code of conduct | Cheri Ezzell |
| | |
| VI. Finance Report
Discuss and Take Action | Linda Record |
| | |
| Strategic Plan Goals- | |
| A. Improving community human services
Distribution of Early Childhood Quick Guide | Renee Hoover |
| B. Becoming More Self-Sufficient | |
| C. Maintaining Competitive Edge | |
| D. Increase community understanding of CDSA | |
| E. Promote Standards and Accountability | |

- Board ROMA Training
- F. Stabilize Services
- G. Develop New Services in Key Areas
- H. Be Prepared for Staff Changes

Cheri Ezzell

VII. Announcements

VIII. Adjourn

MEETING NOTICE and AGENDA
August 18, 2015, 8:30 a.m.
The Nonprofit Center
114 S. Independence, Enid, Oklahoma

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| I. Call to Order | Anita Luetkemeyer |
| Confirm Quorum | |
| July Meeting Minutes | |
| Discuss and Take Action | |
| II. Executive Director's Report | Cheri Ezzell |
| New Employees: | |
| Ellen Smith, Receptionist | |
| David Baldwin, YouthBuild Construction Trainer | |
| ODOC Monitoring | |
| III. Committee Assignments (in packet) | Anita Luetkemeyer |
| IV. Review of Mission Statement | Cheri Ezzell |
| <i>CDSA works with others to identify needs, secure resources, and deliver services that improve lives in our communities.</i> | |
| Discuss and Take Action | |
| V. <i>Review last community needs assessment/ Prepare for assessment</i> | <i>Cheri Ezzell</i> |
| VI. Finance Report | Linda Record |
| Discuss and Take Action | |
| Strategic Plan Goals- | |
| A. Improving community human services | |
| B. Becoming More Self-Sufficient | |
| C. Maintaining Competitive Edge | |
| D. Increase community understanding of CDSA | |
| Poverty A-Z unveiling, Next Steps | Cheri Ezzell |
| E. Promote Standards and Accountability | |
| Board ROMA Training Update | Cheri Ezzell |
| F. Stabilize Services | |
| G. Develop New Services in Key Areas | |
| H. Be Prepared for Staff Changes | |
| VII. Announcements | |
| I. Adjourn | |

MEETING NOTICE and AGENDA
September 15, 2015, 8:30 a.m.
The Nonprofit Center

- I. Call to Order Anita Luetkemeyer
 Confirm Quorum
 August Meeting Minutes
 Discuss and Take Action
- II. Executive Director's Report Cheri Ezzell
 New Employees/Open Positions:
 Nonprofit Center Changes
 WIOA Monitoring-in packet
- III.** Audit Engagement Jason Turnbow
 Discuss and Take Action
- IV. Finance Report Linda Record
 Discuss and Take Action
- Strategic Plan Goals-
- A. Improving community human services Cheri Ezzell
 Community Needs Assessment
 Approval of Survey Form
 Discuss and Take Action
- B. Becoming More Self-Sufficient
- C. Maintaining Competitive Edge
- D. Increase community understanding of CDSA Renee Hoover
 Children's Concerto
- E. Promote Standards and Accountability Cheri Ezzell
 Risk Assessment Process Review
 Discuss and Take Action
- F. Stabilize Services
- G. Develop New Services in Key Areas
- H. Be Prepared for Staff Changes
- V. Announcements
- I. Adjourn

MEETING NOTICE and AGENDA

October 20, 2015, 8:30 a.m.

The Nonprofit Center

- I. Call to Order Anita Luetkemeyer
 Confirm Quorum
 September Meeting Minutes
 Discuss and Take Action

- II. Executive Director's Report Cheri Ezzell
 New Employees
 Jon Kiernan-YouthBuild Teacher
 Rocky Beezley-Weatherization Crew
 Cathy Merrit-Woodward WIOA
 Grants in Process- United Way
 Continuum of Care Planning
 Continuum of Care-Collaborative
 Grants Awarded- ESG with YFS
 DHS Weatherization
 Progress Reports-
 Housing Acq/Rehab Rentals
 YouthBuild Fully Staffed
 Rx for Oklahoma/Navigator- Open Enrollment
 SEP-Client Success Story in packet

- III. United Way Agency Agreements (in packet) Anita Luetkemeyer
 Discuss and Take Action

- IV. Finance Report Linda Record
 Discuss and Take Action

Strategic Plan Goals-

- A. Improving community human services
 Community Needs Assessment
 Progress Reporting
B. Becoming More Self-Sufficient
C. Maintaining Competitive Edge
D. Increase community understanding of CDSA

Cheri Ezzell

Renee Hoover

Children's Concerto

E. Promote Standards and Accountability

Bylaws Reviewed by our attorney/Changes

Cheri Ezzell

Discuss and Take Action

(Requires 14 to amend)

Bylaws with changes were provided to the board on 9/22

Board Controls Checklist (in packet)

Cheri Ezzell

F. Stabilize Services

G. Develop New Services in Key Areas

H. Be Prepared for Staff Changes

V. Announcements

I. Adjourn

MEETING NOTICE and AGENDA

November 17, 2015, 8:30 a.m.

The Nonprofit Center

- I. Call to Order Anita Luetkemeyer
 Confirm Quorum
 October Meeting Minutes
 Discuss and Take Action
- II. Executive Director's Report Cheri Ezzell
 Sarkeys Training Report
 Property Tour
 Audit underway
- III. Finance Report Linda Record
 Discuss and Take Action
- IV. Election of New Board Member John Martin
 Recommendation from the Governance Committee
 Teresa Dunham
- Strategic Plan Goals-
- A. Improving community human services
 Community Needs Assessment
 Progress Reporting-Unemployment Rates Cheri Ezzell
- B. Becoming More Self-Sufficient
- C. Maintaining Competitive Edge
- D. Increase community understanding of CDSA Renee Hoover
 Children's Concerto
- E. Promote Standards and Accountability
 Bylaws Reviewed by our attorney/Changes Cheri Ezzell
 Discuss and Take Action
 (Requires 14 to amend)
 Bylaws with changes were provided to the board on 9/22
- F. Stabilize Services
- G. Develop New Services in Key Areas
- H. Be Prepared for Staff Changes
- V. Announcements
- I. Adjourn