

JUSTIN CARNAGEY
Executive Director

O.E.D.A.

OKLAHOMA ECONOMIC DEVELOPMENT AUTHORITY

A Trust Authority

**BEAVER
CIMARRON
DEWEY
ELLIS
HARPER
TEXAS
WOODS
WOODWARD**

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**OKLAHOMA ECONOMIC DEVELOPMENT AUTHORITY
Executive Board Meeting
OEDA Board Room
330 Douglas
Beaver, OK
SEPTEMBER 15, 2015
1:00 PM**

Note: The Board may discuss, vote to approve, vote to disapprove, vote to table or decide not to discuss any item in the agenda.

AGENDA

1. CALL TO ORDER
2. FLAG SALUTE
3. INVOCATION
4. OATH OF OFFICE
5. INTRODUCE GUESTS
6. ROLL CALL
7. REVIEW AND APPROVAL OF August 11, 2015 EXECUTIVE BOARD MINUTES
8. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2016 REAP ACTION PLAN
9. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2016 CENA AWARDS
10. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE BEAVER GENERAL BOARD POSITION.
11. FINANCIAL REPORTS
12. GRANT REVIEWS
13. EXECUTIVE DIRECTOR'S REPORT
14. NEW BUSINESS
15. PUBLIC COMMENT
16. ADJOURNMENT

**OKLAHOMA ECONOMIC DEVELOPMENT AUTHORITY
EXECUTIVE BOARD MINUTES
August 11, 2015**

The Oklahoma Economic Development Authority Executive Board met Tuesday, June 9, 2015. The meeting began at 1:00pm in the OEDA conference room, 330 Douglas Beaver, Oklahoma.

Chairman Richard Chapman called the meeting to order.

Richard Chapman led the flag salute and gave the invocation.
No guests were present.

Roll was called with the following members present:

Jack Strain, Elvia Hernandez, CJ Rose, Yvonne Thilsted, Vernie Matt, Ruby Gore,
David Trimble, Richard Chapman
Absent: Carl Lavery

The minutes of the Executive Board meeting from June 9, 2015 were reviewed by the members. Jack Strain wanted to correct the Nay vote to abstain due to him not being present. A motion was made by Jack Strain and seconded by Vernie Matt that the minutes of June 9, 2015 be approved. The motion carried with the following roll call vote:

AYE: Elvia Hernandez, CJ Rose, Yvonne Thilsted, Ruby Gore, David Trimble, Richard Chapman
NAY: None
ABST: None

The discussion and possible action to approve the contract for the annual audit of OEDA for the year ending June 30, 2015, by Ronald C. Cottrell, CPA was reviewed. A motion was made by Elvia Hernandez and seconded by CJ Rose that to approve the contract with Ronald C. Cottrell, CPA for the OEDA Audit. The motion carried with the following roll call vote:

AYE: Jack Strain, Yvonne Thilsted, Vernie Matt, Ruby Gore, David Trimble, and Richard Chapman
NAY: None
ABST: None

The discussion and possible action to approve the "Corporate Resolution" designating two trustees and an executive contact for OEDA Symetra Retirement Account. Jack Strain asked to change the letter to appoint positions instead of people, so OEDA could just send a copy of the minutes when and/or if the people in the designated position changes. A motion was made by Yvonne Thilsted and seconded by Elvia Hernandez that the action on the Symetra Account be approved. The motion carried with the following roll call vote:

AYE: Jack Strain, CJ Rose, Vernie Matt, Ruby Gore, David Trimble, and Richard Chapman

NAY: None

ABST: None

The financial reports for August 2015 were reviewed by the members. Discussion of maybe needing to change from First Security Bank before the REAP cycle because the bank has failed to get OEDA the statements for June or July. Also looking to obtain a debit card in OEDA's name with a credit limit of \$5000 to replace Mr. Bostic's credit card. A motion was made by Elvia Hernandez and seconded by David Trimble to accept the financial reports. The motion carried with the following roll call vote:

AYE: Jack Strain, CJ Rose, Yvonne Thilsted, Vernie Matt, Ruby Gore, and Richard Chapman

NAY: None

ABST: None

Grant Reviews were presented.

<u>Agency:</u>	<u>Purpose:</u>	<u>Grant Amount:</u>
1. ODEQ	Brownfeilds Revolving Loan Fund	\$180,007
2. ODEQ	Brownsfeilds 4- VCP & SSP	\$375,000

Summary:

1. Loans funds and sub grants to help with cleanup of Brownfeild Properties (\$150,000 Federal and \$30,007 State Match)
2. Brownsfeilds 4-EPA to ODEQ-Oklahoma Brownsfields/Land Protection Division Funding

Grants were reviewed by the members. A motion was made by David Trimble and seconded by Elvia Hernandez to give a favorable review for the Grant Reviews. The motion carried with the following roll call vote:

AYE: Jack Strain, CJ Rose, Yvonne Thilsted Vernie Matt, Ruby Gore, Richard Chapman

NAY: None

ABST: None

Executive Director's report:

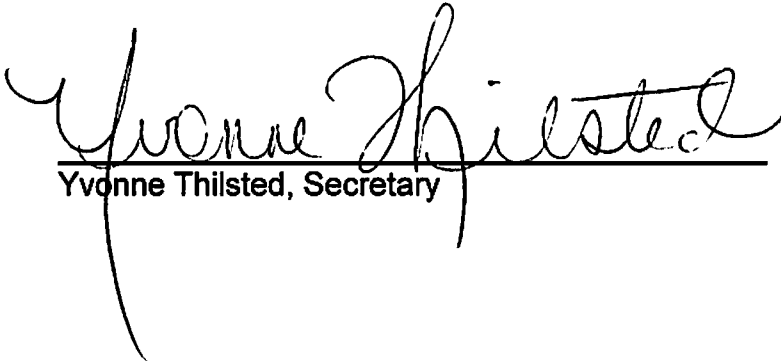
Interim Executive Director Justin Carnagey gave his directors report (see attached). A motion was made by Ruby Gore and seconded by Yvonne Thilsted to accept the Executive Director's report. The motion carried with the following roll call vote:

AYE: Jack Strain, Elvia Hernandez, CJ Rose, Vernie Matt, David
Trimble and Richard Chapman
NAY: None
ABST: None

No new business was presented.

No public comments were made or addressed.

A motion was made by Elvia Hernandez and seconded by David Trimble to adjourn the meeting and the meeting was adjourned at 2:10pm.


Yvonne Thilsted, Secretary

Executive Director Report 8-11-15

1. **New Hires – Interviewed all Five Applicants**
 - a. **New Receptionist – Kendra Almond (Started 8-6-15)**
 - b. **New AAA Bookkeeper/Possible Care Giver?/Other Duties – Kelsey Short (Start 8-24-15)**

2. **Workforce Update**
 - a. **Area Looks to likely be the same this year unless state makes changes.**
 - b. **Numerous document and procedure changes switching from ODOC to OSU/OKC.**
 - c. **Dee Ann completed monitoring with service providers.**
 - d. **Contracts issued with Service Providers by OEDA**
 - e. **Funding Cut – Originally told by ODOC to use last year's numbers and then hope for just a 5% cut, but plan on getting 90% of last year's funds**
 - i. **Actual cut came in this week after contracts were signed, etc. with a 20% cut based upon new guidelines with WOIA. They put a cap on this year's figures not going below 80% of figures from last year.**
 - ii. **Statement from OSU/OKC that the Western Areas will see a significant cut in October and in future funds based on the low amounts of unemployment in our areas.**

3. **Panhandle Nutrition – Either myself or one of AAA staff receives complaints weekly on PNS and their operation of the program.**
 - a. **Numerous Senior Citizen Center sites are seven or eight months behind in receiving rents from PNS**
 - b. **PNS auditor sent us notice that unless PNS pays him an up-front retainer fee he will not provide auditing services since his check was written last year in December but not mailed to him until May.**
 - c. **Have been told that their accounting firm is no longer going to contract with PNS with services ending August 31, 2015.**
 - d. **Numerous monitoring findings by O.E.D.A have went unanswered. PNS was sent notice giving them till October 30, 2015 to respond to O.E.D.A. on the monitoring findings and general ledger issues.**
 - e. **Plan for Dusty, Dee Ann, and myself to attend their next board meeting in September.**

4. **Woodward Office Electrical – Repaired numerous lights that were out and fixtures and ballast were bad. \$502.65 John Bruce Electric**

5. **Woodward Office Roof – Has been leaking for a couple of years. Received Additional Quotes**
 - a. **Moore's Roofing – believes current leak is on air conditioner duct work that was done improperly. Believes current leak could be fixed with fabricated metal top cap with cost being \$850.**

- b. Moore's Roofing believes that the roof has some hail damage which likely occurred with hail storm in 2012 and that insurance might cover part of a new roof. Complete new roof \$13,395.00
 - c. Range Brother Roofing for new roof \$15,350.00
 - d. No action currently. Will decide if new roof is needed or if cap on HVAC will correct problem and look at a new roof later on.
- 6. Setting up time to review property insurance policies for OEDA offices, vehicle, equipment, etc. with Colvin Mills
- 7. Ron Cottrell Auditor Tentatively Scheduled for September 14th – September 25th.
- 8. Conferences/Training –
 - a. SWREDA Conference – September 23-25th – Little Rock
 - b. Oklahoma Public Safety E-911 Conference – October 12-14th – Tulsa
 - c. ODOC CDBG Recertification Training – October 15th - OKC
- 9. CIP Update
 - a. Miles has Texhoma Nearly Complete
 - b. Starting on Buffalo CIP Next
- 10. New Large Format Printer/Scanner – Looking at setting up pricing for reprints/scanning of old maps, water and sewer plans, etc. Will likely advertise in the future one county at a time.
- 11. New copier from ETC is here and staff is very happy with speed and performance.
- 12. Looking to obtain a credit card for OEDA. Old card was on Mikes SSN and was his responsibility to pay and not OEDA's we found. May look at a debit/credit card through bank of Beaver City.