

**NOTICE OF SPECIAL MEETING
OR
CHANGES TO REGULARLY SCHEDULED MEETING**

(This form may be used for reporting special meetings and changes to regularly scheduled meetings. For annual reporting of regular meeting schedules, use ANNUAL NOTICE OF REGULARLY SCHEDULED PUBLIC MEETINGS form.)

**To be filed with Secretary of State's Office of Administrative Rules
As required by Open Meeting Act [25 O.S., §§ 301 et seq.]**

PUBLIC BODY: Central Oklahoma Community Action Agency, Inc.

(IMPORTANT: The public body's name should be typed exactly the same each time you file a notice. If not worded the same each time, notices may be posted and filed under alternative forms of the name, rather than all together under one name. If not certain of exact wording previously used, go to Meeting Notices Online at www.sos.state.ok.us/meetings/meetings.htm and search to key word to find wording used on website.)

ADDRESS: 429 N. Union
Shawnee, Oklahoma

CONTACT PERSON: Douglas G. Gordon **TELEPHONE:** 405-275-6060 ext 104
SIGNATURE: Douglas G. Gordon 11/25/2015 K.G.Sam
(XX) Special Meeting [Notice must be given at least 48 hours prior to meeting, as required by 25 O.S., § 311(A)(11)]
Date: December 1, 2015
Time: 2:00 p.m.

Location: 401 N. Bell , Shawnee, OK 74801

() Amended Regular Meeting [Notice must be given not less than 10 days prior to implementation of change, as required by 25 O.S., § 311(A)(8)]

Originally scheduled:
Date: _____
Time: _____
Location _____
Shawnee, Oklahoma

Amended to:
Date: _____
Time: _____
Location: _____

() Cancelled Regular Meeting
Date: _____
Time: _____
Location (city): _____

Mail, deliver, or fax to: If you would like to start posting your meeting notices Secretary of State/Office of Administrative Rules directly to the website and eliminate the need for filing 220 Will Rogers Building, 2401 N. Lincoln Boulevard paper copies, contact the Office of Administrative Rules. P.O. Box 53390 Oklahoma City, OK 73152-3390 405-521-4911; 405-522-3555 (fax) i:\shared\meeting notices\form.spcl_amds.doc/Oct08

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Central Oklahoma Community Action Agency
Lee Doolen, Chair

401 North Bell, Shawnee, OK 74802

2:00 p.m., December 1, 2015

Agenda

- 2:00 p.m. Call to order Lee Doolen
- Roll Call and declaration of Quorum
- Welcome and introduction of members, staff and guests
- Discussion and possible action to approve the minutes of October 20, 2015

- 2:10 p.m. Executive Director's Report Gary Thellen
- 2:30 p.m. Hearing and acceptance of committee reports: consideration and possible action, As needed, on committee recommendations:
- Personnel Committee Carol Clay Levi
- 2:50 p.m. Finance Committee Terri Madden
- 3:00 p.m. Program Committee Sheri Cooper
- 3:10 p.m. Discussion and possible action on selling the Norman properties Lee Doolen & Gary Thellen
- 3:15 p.m. Discussion and possible action on selling our property at 429 N. Union and leasing Office space in Shawnee.
- 3:20 p.m. Discussion and possible action on staff receiving services through COCAA Cory Swearingen
- 3:25 p.m. Discussion and possible action on Staff Training and Travel Cory Swearingen
- 3:30 p.m. Review and possible action on job descriptions Gary Thellen
- 3:40 p.m. Adjournment Lee Doolen

Signed: [Signature] Date: 11/25/2015 Time: 12 noon

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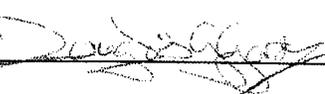
**Board of Directors Meeting
Central Oklahoma Community Action Agency
Lee Doolen, Chair**

401 North Bell, Shawnee, OK 74802

2:00 p.m., December 1, 2015

**Agenda
(AMENDED 11/27/2015)**

- | | | |
|-----------|---|------------------------------|
| 2:00 p.m. | Call to order | Lee Doolen |
| | Roll Call and declaration of Quorum | |
| | Welcome and introduction of members, staff and guests | |
| | Discussion and possible action to approve the minutes of October 20, 2015 | |
| 2:10 p.m. | Board Development Training: Open Meetings Act | Don Hackler |
| 2:40 p.m. | Executive Director's Report | Gary Theilen |
| 3:00 p.m. | Hearing and acceptance of committee reports: consideration and possible action, As needed, on committee recommendations: | |
| | Personnel Committee | Carol Clay Levi |
| 3:10 p.m. | Finance Committee | Terri Madden |
| 3:20 p.m. | Program Committee | Sheri Cooper |
| 3:30 p.m. | Discussion and possible action on selling the Norman properties | Lee Doolen & Gary Theilen |
| 3:45 p.m. | Discussion and possible action on selling our property at 429 N. Union and leasing Office space in Shawnee. | |
| 3:50 p.m. | Discussion and possible action on staff receiving services through COCAA | Cory Swearingen |
| 3:55 p.m. | Discussion and possible action on Staff Training and Travel | Cory Swearingen |
| 4:00 p.m. | Review and possible action on job descriptions | Gary Theilen |
| 4:10 p.m. | Adjournment | Lee Doolen |

Signed:  Date: 11/27/15 Time: 10:30 am

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10:25am
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