

2019 OKACAA ANNUAL CONFERENCE

September 18-20



*The Future
is Now*

**Embassy Suites Downtown
741 N. Phillips Avenue
Oklahoma City, OK 73104**

Wednesday, September 18, 2019
Registration 8:30am - 4:00pm Southwest Foyer
Pre-Conference 10:00am - 12:00pm

MEETINGS	Time	Category	Room
OKACAA BOD	10:00am-12:00pm	OKACAA BOARD	EVER A/B
OWHAC	10:00am-12:00pm	WX Staff	B
OHSA	10:00am-10:30am	HS Directors/HS Staff	C
OHSA Affiliates	10:30am-11:30am	HS Directors	C
OHSA	10:30am-11:30am	HS Staff	D
OHSA Reconvenes	11:30am-12:00pm	HS Directors/HS Staff	C

SESSIONS

1:30pm - 4:45pm
BREAK 3:00pm - 3:15pm

1:30pm - 4:45pm Gaylord
Health Managers Networking
Guest Speakers: Stephanie Mallam, Occupational Therapist
Kathleen Strunk, Occupational Therapist

1:30pm - 4:45pm Room A
#CountMeIn: Making the Census Count for Community Action
 This session is a critical process that affects us all. Census data is used to apportion representation among the state, draw congressional and state legislative districts, school districts and voting precincts, enforce voting rights and civil rights legislation, and distribute federal dollars to states (including CSBG, Head Start, Weatherization and many more!) Community Action is playing a key role in making sure that every person is counted! This session will showcase Community Action's role in ensuring that Hard-To-Count people and communities are included in the Census, and offer concrete tools and training to help front-line staff maximize Census participation.
Lindsay Marsh, Senior Associate - Special Projects
Community Action Partnership

Wednesday, September 18, 2019
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1:30pm - 3:00pm Room D

State Unemployment: How Can You Control Cost?

Creating a solid unemployment strategy that includes claims administration and an insured risk management solution is essential to keeping nonprofit organizations safe from needless unemployment costs. Learn about the state unemployment insurance (SUI) options available to your nonprofit and tips for success in claims management.

Beth Quynh, Regional Sales Director
First Nonprofit Group



1:30pm - 3:00pm Ballroom B

OSHA: Hazard Communication-Global Harmonization System (GHS)

This session will cover the requirements of the Hazard Communication Standard, including the Global Harmonization regulations. Topics covered include: Implementation guidelines-Labeling-Placards and SDS (Safety Data Sheets).

Michael Jagers, CEO
Jagers Consulting & Presentations

1:30pm - 3:15pm Room E

One Approach to Creating an Organization-Wide Budget

The CSBG Organizational Standards require that each agency have a board-approved “organization-wide budget.” This session will be a roundtable discussion of one approach to creating an organization-wide budget. The process was created by Whitetail Environmental and has been implemented at Deep Fork Community Action Foundation and Community Action Resource and Development (CARD). The panel will review the process used in preparing the budget and inclusion in the accounting software. The presentation will also include presentation of the budget document and subsequent reports. The pilot agencies will describe the utility of the system to the board of directors and staff. The panel will also engage the participants in discussing other options to meeting the budget requirement so everyone will have a view of possible options in preparing the annual operating budget.

Jean Cooper
Natasha Tanner
Whitetail Environmental
Karol May, Executive Director
Community Action Resource & Development
Tammy Scullawl, CFO
Community Action Resource & Development

Christie Baldrige, Executive Director
Deep Fork Community Action Foundation
Greg Hambay, CPA
Deep Fork Community Action Foundation

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1:30pm - 4:45pm Everest A/B

Benefits of the OKACAA Workplace Injury Program

We will review the tools available to members of the OKACAA Workplace Injury Program and some of the new ones. Emphasizing two new services offered by CompSource one being Consult Care which allows an injured worker to receive a 24-hours a day consultation from a medical professional. Also, Strive Safe which is a vehicle monitoring system designed to help policyholders monitor driving habits while improving overall management of organizational risk.

Mark McPherson, CEO

Mollett Hunter Insurance

Scott Sloan, Director of Risk Control

CompSource Mutual

Leslie Flippo, Claims Manager

CompSource Mutual Insurance

1:30pm - 4:45pm Ballroom C

HS/EHS

Robin Bowen, Early Child Specialist

Region VI TTA, Booz Allen Hamilton

3:15pm - 4:45pm Room D

Things to Remember....Benefits in a new day

Tract will update current compliance & trends. Benefit tract will highlight how employer benefits are evolving and changing with a diverse workforce, gig economy, and ever changing medical trends and regulations.

Tad Dorroh, Employee Benefit Advisor

Bigham, Kiewer, Chapman & Watts Insurance

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3:15pm - 4:45pm Ballroom B

Green Weatherization Safety (OSHA Standards)

This session will make workers aware of hazard recognition and safety during weatherization projects. Topics include, but are not limited to hazards associated with scaffolds, ladders, fall protection, personal protective equipment, respirators, confined spaces, hazard communication, and aerial lifts. We will also look at required training and safety procedures utilized in order to reduce or eliminate hazards.

Michael Jagers, CEO

Jagers Consulting and Presentations

3:15pm - 4:45pm Room E

Organizational Standards Roundtable

Cap Systems developed a database in conjunction with Oklahoma Department of Commerce staff for managing the CSBG Organizational Standards process. The project was implemented in May 2018 and has been in use since that time. This session will provide a roundtable discussion of the Organizational Standards and focus on questions identified by the network.

Jean Cooper

Julie Teska

Jen Goodman

Cap Systems, Inc.

Thursday, September 19, 2019
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BREAK 10:00am - 10:15am

8:30am - 10:15am Room A

Overview of ROMA Pilot Project

Cap Systems is engaged with several pilot agencies in the development of ROMA cycle reporting. Cap Systems staff will present an overview of the system, its components and the process for implementing the pilot project. Pilot agencies will provide their thoughts on the system so far. The pilot process is in its early stages but those involved will give their initial thoughts on the project.

Jean Cooper

Julie Teska

Jen Goodman

Cap Systems, Inc.

8:30am - 4:45pm Ballroom B

Weatherization Curriculum Updates

This session will count toward Weatherization CEUs, Certificates will be given.

All Weatherization Staff attending will receive the most current Comprehensive Weatherization Training manual, this is theirs to keep. This session is intended to familiarize all weatherization staff to the new curriculum process and materials.

Victoria Stewart, Training Manager

OKACAA Training Center

8:30am - 12:00pm Ballroom C

HS/EHS - This session will count toward CECPD formal training hours.

Steam: Hot for Teachers, Cool for Kids!

Preparing students for the future is always a hot topic for educators. STEAM provides an engaging and exciting approach for students to connect Science, Technology, Engineering, Arts, and Mathematics. STEAM careers are the future, so let's get students excited now! Participants will experience the engineering design process while collaborating with colleagues to create STEAM projects. We will explore and develop open-ended questions to guide children to a deeper understanding of STEAM concepts. We'll discuss the importance of providing growth-minded feedback and allowing children's natural curiosity to drive their learning and providing hands-on experiences to support children in developing critical thinking and problem-solving skills. Bring your creativity; this is going to be fun!

Jessica Peters, Professional Development Specialist

Lakeshore Learning Materials

10:15am - 12:00pm Gaylord

RX for Oklahoma Roundtable

Thursday, September 19, 2019
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8:30am - 10:15am Room E

HOME Finance

***Chevelle Galbreath, Grant Financial Accountant Supervisor
Oklahoma Housing Finance Agency***

8:30am - 12:00pm Room D

“The Growing Brain: Understanding the Basics of a Complex System”

This session will count toward CECPD formal training hours.

The Growing Brain is a curriculum published by Zero To Three that is appropriate for those working with young children ages 0-5. It focuses on the latest neuroscience and brain development information in the context of supporting healthy brain development in young children. This session focuses on the brain, functions of the areas of the brain, how the nervous system works, neuroplasticity and environment interactions, and what this means for those providing services to young children and families.

Gayla Burris, EHS Manager

Community Action Resource and Development HS/EHS

8:30am - 12:00pm Everest A/B

Oklahoma Employment Law

Paul Ross, Practice Group Leader

McAfee & Taft Attorneys at Law

10:15am - 12:00pm Room A

Implementing ROMA & ROMA NG at Your CAA

Organizational Standard 4.3 is the most frequently missed organizational standard across the country. Then they added on ROMA Next Generation! What’s an agency to do to comply?! This session introduces very practical strategies for demonstrating the continuous use of the full ROMA cycle and implementing ROMA NG. We’ll build upon these Friday morning when you get to write your own Theories of Change!

Oklahoma ROMA Professionals

10:15am - 12:00pm Room E

HOME Rental Compliance

Refresher regarding income inclusions/exclusions, lease equipment, utility allowance options and new carbon monoxide detector requirements.

Sandra McGougan, Housing Development Compliance Supervisor

Ashley Ringo, Housing Development Compliance Specialist

Sheri Pritchard, Housing Development Compliance Specialist

Oklahoma Housing and Finance Agency

September 19

Chocolate Lovers Break 3:00pm – 3:15pm

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1:30pm - 4:45pm Ballroom C

Infant/Toddler Language Literacy - This session counts toward CECPD formal training hours.

Books are the cornerstone of literacy but what the children hear is the cornerstone of language development. In this session, we will define and describe key milestones for infants and toddlers and how they affect the process of acquiring language and literacy skills. We will discuss the stages of language development and effective strategies we can utilize to support infants and toddlers develop language and literacy skills. We will explore the importance of vocabulary and discuss why we use words the children don't know. We will discuss the benefits of teaching and utilizing sign language and how to develop a bond with children through exploring language and print.

Jessica Peters, Professional Development Specialist
Lakeshore Learning Materials

1:30pm - 3:00pm Room A

Why Agencies have a ROMA Professional – and what it takes to Get One

The second half of Organizational Standard 4.3 requires the agency to document having used the services of a ROMA professional to assist in ROMA implementation. Oklahoma currently has six agencies with ROMA professionals on staff. Hear from them, and from their leadership, about what a ROMA professional can do for your agency, which type of ROMA professional is best for your agency, and what it takes to get through the ROMA process.

Oklahoma ROMA Professionals and Agency Leadership

1:30pm - 4:45pm Room D

HS/EHS - This session counts toward CECPD formal training hours.

Christin Bolinger, Director
Muscogee (Creek) Nation Head Start

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1:30pm - 4:45pm Everest Rooms A/B

Hot Topics in Human Resources and Employment Law

This session will cover the most recent trends and focuses in HR and Employment Law, with a special emphasis on #MeToo in the Workplace.

Rick Pins, Partner
Stinson LLP

1:30pm - 4:45pm Room E

CHDO Roundtable

Chevelle Galbreath, Grant Financial Accountant Supervisor

Sandra McGougan, Housing Compliance Supervisor

Danette Carr, Housing Development Team Allocation Supervisor

Oklahoma Housing Finance Agency

1:30pm - 3:00pm Gaylord

Implementing the Not-For-Profit Reporting Standard

For the first time in more than 20 years, the Financial Accounting Standards Board (FASB) has issued major changes to the way nonprofit organizations present their financial statements. These revisions are intended to provide more relevant information about nonprofits' resources – and changes in those resources – to donors, grantors, creditors, and other users of nonprofit financial statements. This course will include an in depth discussion of the implementation of the FASB ASU 2016-14 Not-For-Profit Financial Statement Presentation.

Keith Hundley, Partner
Carr Riggs & Ingram CPAs and Advisors



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3:15pm - 4:45pm Room A

Community Action in a Nutshell

First came ROMA in a Nutshell – a mandatory PowerPoint presentation for CAA staff who were not required to attend Introduction to ROMA workshops. Now we present the sequel: Community Action in a Nutshell (in draft form). This PowerPoint is the work of the Oklahoma ROMA Professionals. It's been called Oklahoma's Theory of Change. (SPOILER ALERT) We think it may even be taking the other Nutshell's place. So come see the debut. We're eagerly awaiting your reviews!

Oklahoma ROMA Professionals



3:15pm - 4:45pm GAYLORD

Improving Internal Controls in Community Action

One of the most critical components of an organization's financial management system is its internal control. Under the Uniform Guidance, internal control is considered essential for minimizing fraud, waste, and abuse. Noncompliance with federal regulations can often be traced to an inadequate system of internal controls. Do you know if your organization's controls meet expectations? Or are inadequate, or even nonexistent, creating serious compliance issues? In this session participants will gain an understanding of the internal control framework, the components of internal control and areas of internal control posing the greatest risk to Community Action Agency and Head Start programs.

Keith Hundley, Partner

Carr Riggs & Ingram CPAs and Advisors

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Friday, September 20, 2019
REGISTRATION CLOSED

SESSIONS

8:30am - 12:00pm
BREAK 10:00am - 10:15am

8:30am - 12:00pm Everest Room B

Theory of Change Workshop: Let's just do it!

Bring your missions statement, bring your list of services, bring your team – or come empty-handed and alone. Either way, be prepared to get ROMA NG going in your agency. We'll start with Oklahoma's Theory of Change and end with yours. This is an opportunity to get it done! You will leave this workshop with a draft Theory of Change for your agency that you can share with your Board and your staff.

Oklahoma ROMA Professionals

8:30am - 10:00am Everest Room A

State of Oklahoma Continuum of Care

This session is an overview of the eligible activities for the Continuum of Care/Special Needs Programs with an explanation of the concepts of coordinated entry, housing first with a definition of the chronically homeless. A discussion of challenges in reducing the length of homelessness from the time of initial outreach to the execution of permanent housing.

Earl Cook, Director Community Planning and Development Division

U.S. Department of Housing and Urban Development

10:15am - 12:00pm Everest Room A

Emergency Solutions Grant Program Partnerships and Collaborations

This session will be an overview of the eligible activities for the Emergency Solutions Grant Program. The presentation will include how the Emergency Solutions Grant (ESG) Program works with and within the Continuum of Care Program. Topics will also include the importance of partnerships and collaborations with other service providers; especially in the realm of Disaster Recovery needs.

Rebecca Zahn-Pittser, Program Planner Community Development

Oklahoma Department of Commerce

10:15am - 12:00pm Gaylord

Thinking about Retirement? Planning for Your Insurance Needs as a Retiree

Eligibility requirements to keep State insurance when retiring will be discussed. In addition, what retirees are allowed to do after they retire? How the insurance through EGID will work with Medicare once the individual reaches Medicare eligibility. There will be time for questions and answers.

Tricia Parker, Group Management Specialist

Employees Group Insurance Division of OMES

Friday, September 20, 2019
REGISTRATION CLOSED

SESSIONS

8:30am - 12:00pm
BREAK 10:00am - 10:15am

8:30am - 10:00am Room E

Supervisor Training: Proper Claims Management

During this session, we will be discussing all things Claims Management. This will include new reporting tools, accident investigation best practices, return-to-work programs, and much more. CompSource Mutual Claims and Risk Control representatives will provide valuable information that can help you get the best results, once a claim has occurred.

Ethan Henley, Risk Control Consultant
Leslie Flippo, Claims Manager
CompSource Mutual Insurance

8:30am - 12:00pm Room D

DOE WAP Training and Technical Hot Topics

A largely audience-driven session, the presenter will come prepared to discuss any training and technical related items from the federal perspective. Topics may include the new installer badges toolkit, training-specific issues, clarification of the updated EA and QCI certifications, training program accreditation and more. Come prepared to participate and (hopefully) get your questions answered.

Kelly Cutchin, Technical Advisor
Simonson Management Services

10:15am - 12:00pm Room E

Best Practices: Injury trends at Community Action, and how to prevent them.

During this session, we will be discussing the common worker injury trends that are occurring at Community Action Agencies across the state. We will then hear from CompSource Risk Control consultants as they discuss best practices that can be used to prevent/reduce said injuries from occurring

Stacy Williams, Risk Control Consultant
Adam Hughes, Risk Control Manager
CompSource Mutual Insurance



8:30am - 12:00pm Room A

HS/EHS

Tamara Brickey, Early Childhood Specialist
Region VI TTA, Booz Allen Hamilton

Friday, September 20, 2019

ANNUAL AWARDS BANQUET

12:15pm BALLROOMS B and C

Volunteer of the Year

Ted Allen, Fred Tucker and Guy Davis

Head Start Awards

CONGRATULATIONS!

