LIFT COMMUNITY ACTION AGENCY, INC.
209 NORTH 4TH STREET
HUGO, OKLAHOMA 74743

MINUTES
BOARD OF DIRECTORS MEETING
December 14, 2021
LIFT HomeOwnership Center - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, December 14, 2021 at 10:05 a.m. The meeting was held at LIFT CAA's HomeOwnership Center, located at 500 East Rosewood in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4th St., Hugo, Oklahoma) and the meeting site (500 East Rosewood, Hugo, Oklahoma) as well as online at https://liftca.org/board/.

The meeting was called to order by Chairman William Smith.

The Invocation was given by Board Member Clinton Crawley.

Roll Call was taken and a quorum was established (18 Board Members present, 6 absent). The following Board Members were present at the meeting site: Brad Burgett, Cathie Carothers, Danny Cornish, Kevin Cory, Clinton Crawley, Earl Dalke, David Hawkins, Andrea Henkel, Mark Jennings, Jia Johnson, Leah Savage, Wade Scott, Les Shumake, David Smith, William Smith, Consuelo Splawn, Vicky Wade, and Craig Young. The following members were absent: Brent Franks, Patsy Guess, Vickie Leathers, Kara Maness, Sandra Meeks, and Dwight Satterfield. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Jennifer Smith, Macy Self, Sheree Ensley, Rhonda Teague, Lindsey Miller, Kathy James, W.F. Grammar, Ashlie Raper, Sarah Owens, Johnny Moffitt, Jeannie McMillin, Stella Dennis, and Amber Duncan.

A moment of silence was observed in honor of former Board Member Dr. Walt Frey, who passed from this life on December 8, 2021.

In order to be in compliance with the Open Meeting Act (Title 25, Oklahoma Statutes §§ 301-314), the vote of each member was publicly cast and recorded. The agenda contained Consent Docket items of business and the rules that pertain to voting on the items.

The Board recognized Clinton Crawley as the elected representative for Washington Community Center, a Low-Income Entity on the LIFT Community Action Agency, Inc. Board of Directors (entity to expire 12/31/2024).

The Board recognized Kara Maness as the elected representative for Kiamichi Family Medical Center, a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024).

The Board recognized Dwight Satterfield as the elected representative for the Antlers Community Food Bank, a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024).

William Smith, Chairman, requested the Board's consideration, discussion, and vote to accept Andrea Henkel as the appointed representative for the Broken Bow Ministers Fellowship, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024). A motion was made by Wade Scott and seconded by Brad Burgett to accept Andrea Henkel as the appointed representative for the Broken Bow Ministers Fellowship, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

William Smith, Chairman, requested the Board's consideration, discussion, and vote to accept Mark Jennings as the appointed representative for the McCurtain County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024). A motion was made by Brad Burgett and seconded by Andrea Henkel to accept Mark Jennings as the appointed representative for the McCurtain County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

William Smith, Chairman, requested the Board's consideration, discussion, and vote to accept Leah Savage as the appointed representative for the City of Hugo, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024). A motion was made by Kevin Cory and seconded by Clinton Crawley to accept Leah Savage as the appointed representative for the City of Hugo, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

William Smith, Chairman, requested the Board's consideration, discussion, and vote to accept Wade Scott as the appointed representative for Hugo Rotary Club, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024). A motion was made by Les Shumake and seconded by Jia Johnson to accept Wade Scott as the appointed representative for Hugo Rotary Club, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

William Smith, Chairman, requested the Board's consideration, discussion, and vote to accept Les Shumake as the appointed representative for the Choctaw County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024). A motion was made by Wade Scott and seconded by Brad Burgett to accept Les Shumake as the appointed representative for the Choctaw County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

William Smith, Chairman, requested the Board's consideration, discussion, and vote to accept Consuelo Splawn as the appointed representative for the Choctaw Nation of Oklahoma, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2023). A motion was made by Les Shumake and seconded by Kevin Cory to accept Consuelo Splawn as the appointed representative for the Choctaw Nation of Oklahoma, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

William Smith, Chairman, requested a volunteer to serve as Mentor for new Board Member Consuelo Splawn. Board Member Brad Burgett was appointed to serve as Board Mentor for new Board Member Consuelo Splawn (Organizational Standard 5.7).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on December 14, 2021 at 9:00 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for October 2021. The proposed 2022 Agency-wide Budget was presented for review, and the Committee voted to recommend full Board approval. The Committee also received an update on properties.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's consideration, discussion, and vote to approve the November 2021 Regular Meeting Minutes and the October 2021 Financial Reports; the November 2021 Financials were distributed for consideration and vote at the January 2022 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Wade Scott to approve the November 2021 Regular Meeting Minutes and the October 2021 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 3. The motion carried. The Voting Record is attached (Items O & P).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2022 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application (Continuation, Year 9) to the U.S. Department of Health and Human Services, Health Resources and Services Administration in the amount of $1,144,121; if awarded, these funds will be utilized during the fourth year (4/1/2022–3/31/2023) of the five-year grant period. Funding will be used to improve access to quality health care and services for women, infants, children, and families through outreach, care coordination, health education and linkage to health insurance; strengthening the health workforce, specifically those individuals responsible for providing direct services; building healthy communities and ensuring ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery; and promoting and improving health equity by connecting with appropriate organizations. Funding will also be used to provide direct clinical services (well-woman and maternity care) for high-risk Healthy Start Program participants.

After discussion and Board Member input with regards to the application presented, a motion was made by Brad Burgett and seconded by David Smith to approve the submission of resolutions and/or grant applications in the amount of $1,144,121 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Section 523 Self-Help Housing Technical Assistance Grant Extension Award from the U.S. Department of Agriculture, Rural Development in the amount of $330,000; through this action, the current Self-Help Housing Grant will be extended by 12 months, with additional funding to allow for completion of the proposed deliverables (construction of 53 homes).
2. Child and Adult Care Food Program Award (Early Learning Centers) from the Oklahoma Department of Education in the amount of $157,000; these funds, up to $157,000, will be used to provide breakfast, lunch and snacks to students of the Early Learning Centers in Antlers, Broken Bow, Hugo, and Idabel. Centers may be reimbursed for three meal services (two meals and one snack or two snacks and one meal) per student per day. The contract agreement period will be October 1, 2021 – September 30, 2022.
3. CACFP Award from the Oklahoma Department of Education in the amount of $1,248,004.74; of this total, $168,004.74 will be used for training daycare home providers, site visits to monitor and assist these providers, and other program operation needs. In addition, up to $1,080,000 will be used for food reimbursement claims filed by the participating daycare home providers. LIFT CAA's CACFP program works with daycare home providers within 37 Oklahoma counties. These providers are reimbursed for meals being served to more than 3,000 children daily. The program has been assisting daycare home providers for 37 years and is one of the largest sponsors in the State of Oklahoma. The contract agreement period for the program will be October 1, 2021 through September 30, 2022.
4. Court Appointed Special Advocates Program Matching Donation from the Antlers Masonic Lodge #39 Charity Foundation in the amount of $1,000; these funds will be used for operational expenses of the agency's CASA Program.
5. Mentoring Program Matching Donation from the Antlers Masonic Lodge #39 Charity Foundation in the amount of $1,000; these funds will be used for operational expenses of the agency's Passport to the Future Mentoring Program.
6. PY 2021 Department of Energy Weatherization Assistance Program Grant Award from the Oklahoma Department of Commerce in the amount of $12,000; this funding will be used for training and technical assistance to support LIFT CAA's Weatherization Program and the provision of services within Bryan, Carter, Choctaw, Coal, Love, McCurtain, Pontotoc, and Pushmataha Counties. The total amount awarded for PY 2021 is $224,542.
7. FY 2022 Head Start/Early Head Start Program Grant Award (Continuation, Period 12/1/2021–11/30/2022) from the U.S. Department of Health and Human Services, Administration for Children and Families in the amount of $2,018,198; this partial funding award will provide support for program operations and training/technical assistance for the Head Start and Early Head Start Programs for a period of one year, with a funded Federal enrollment of 435 children (387 Head Start, 48 EHS).
8. FY 2021 Second Chance Act: Adult Reentry Education, Employment, Treatment and Recovery Program Grant Award from the U.S. Department of Justice, Bureau of Justice Assistance in the amount of $896,730; these funds will be used to implement a new pre-release program for participants with services aimed at addressing needs surrounding substance use and/or co-occurring mental health disorders. These services would continue post-release and also include case management, education and services linkage in order to facilitate a smooth, successful reentry process for participants. In total, 270 inmates will be served (pre- and post-release) over the three-year program period.

9. AmeriCorps National Civilian Community Corps Project Sponsor Award from AmeriCorps; through this action, a team of 10-12 NCCC members will be deployed to provide labor assistance with improvements and facility updates at Hugo Lake Park over a 10-week period. Though the program awards no funding, the estimated value would be $130,000.

A motion was made by Cathie Carothers and seconded by Mark Jennings to approve acceptance of grants, contracts, and awards in the amount of $4,663,932.74 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item R).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve the 2022 Agency-Wide Budget (Organizational Standard 8.9). The proposed budget for the upcoming year is a "best estimate" based on current activities, last year's audit, and projected funding. Ensley also pointed out that the Finance/Audit/Loan Committee has reviewed the proposed 2022 Agency-Wide Budget, and voted to recommend approval by the full Board of Directors, as stated during the Committee report. A motion was made by David Smith and seconded by Brad Burgett to approve the 2022 Agency-Wide Budget. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item S).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to approve the revised LIFT CAA Board of Directors Regular Meeting Dates for 2022 (Organizational Standard 5.5). It was necessary to change the location for all 2022 Board Meetings from LIFT CAA's Head Start Administration Office to the HomeOwnership Center, due to recent Federal mandates for Head Start Programs. Therefore, during 2022, all Regular Meetings of the Board of Directors will be held at 10:00 a.m. on the second Tuesday of each month at LIFT CAA's HomeOwnership Center, located at 500 East Rosewood in Hugo, Oklahoma. A motion was made by Andrea Henkel and seconded by Jia Johnson to approve the revised LIFT CAA Board of Directors Regular Meeting Dates for 2022. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item T).

Lindsey Miller, Associate Director, requested the Board's consideration, discussion, and vote to approve the Head Start Masking Policy. Miller explained that the U.S. Department of Health and Human Services/Office of Head Start, which funds the Head Start, Early Head Start, and Early Head Start-Child Care Programs, has issued new Head Start Program Performance Standards concerning masking requirements. Effective November 30, 2021, universal masking is required for all individuals who are two years of age and older under the following conditions: while indoors in a setting when Head Start, Early Head Start, EHS-Child Care services are provided; when two or more individuals are in a vehicle owned, leased, or arranged by the Head Start, Early Head Start, or EHS-Child Care Program; and, for those not fully vaccinated, when outdoors in crowded settings or during activities that involve sustained close contact with other people. There are certain exceptions to this requirement, which apply under the following conditions: children and adults when they are either eating or drinking; children when they are napping; individuals who cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act, consistent with the U.S. Centers for Disease Control and Prevention guidance on disability exemptions; and when a child's health care provider advises an alternative face covering to accommodate the child's special health care needs. Face masks will be made available to children and staff who do not possess a mask. Program staff will provide instruction to children regarding mask wearing and positive reinforcements as they learn. After reviewing the proposed policy, Miller and Executive Director Rebecca Reynolds fielded questions and facilitated discussion with the Board. A motion was made by Leah Savage and seconded by Cathie Carothers to approve the Head Start Masking Policy. The roll call vote was as follows: Yes 16; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item U).

Lindsey Miller, Associate Director, requested the Board's consideration, discussion, and vote to approve the Head Start Mandatory COVID-19 Vaccine Policy. Miller explained that the U.S. Department of Health and Human Services/Office of Head Start, which funds the Head Start, Early Head Start, and Early Head Start-Child Care Programs, has issued new Head Start Program Performance Standards concerning COVID-19 vaccination requirements. The new Performance Standards require vaccination against COVID-19 for all program staff, contractors working directly with children, and volunteers by January 31, 2022. Exemptions may be allowed due to a medical reason or sincerely held religious belief, practice, or observance. After reviewing the proposed policy, Miller and Executive Director Rebecca Reynolds fielded questions and facilitated discussion with the Board. A motion was made by Leah Savage and seconded by Clinton Crawley to approve the Head Start Mandatory COVID-19 Vaccine Policy. The roll call vote was as follows: Yes 12; No 0; Abstain 5. The motion carried. The Voting Record is attached (Item V).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to approve the Mandatory COVID-19 Vaccine Policy for the Technical and Management Assistance Program. Reynolds explained that this policy is being proposed for approval to comply with the Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors and any subsequent applicable vaccine mandates for Federal contractors. Under this policy, all LIFT CAA T&MA employees are required to be fully vaccinated against COVID-19 on or before January 18, 2022. Exemptions may be allowed due to a medical reason or sincerely held religious belief, practice, or observance. After reviewing the proposed policy, Reynolds fielded questions and facilitated discussion with the Board. A motion was made by Leah Savage and seconded by Wade Scott to approve the Mandatory COVID-19 Vaccine Policy as presented. The roll call vote was as follows: Yes 14; No 0; Abstain 3. The motion carried. The Voting Record is attached (Item W).

Macy Self, Associate Director, requested the Board's consideration, discussion, and vote to approve the Housing Work Plan and Quality Control Plan. Self explained that the only change that has been made to the plans since approval by the Board in June 2021 is that they now reflect the agency's change of name to LIFT CAA. These changes within the Housing Work Plan and Quality Control Plan were required due to the agency's change of name. A motion was made by Brad Burgett and seconded by Jia Johnson to approve the Housing Work Plan and Quality Control Plan. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item X).

Macy Self, Associate Director, requested the Board's consideration, discussion, and vote to approve Waiver/Exemption of Conflict of Interest for Community Services Block Grant-Coronavirus Aid, Relief, and Economic Security Act Funds/Assistance for Lauren Barger (a staff member of LIFT Community Action Agency, formerly known as Little Dixie Community Action Agency), that a full and proper posting of the disclosure has been made to the public, that no objections have been received from the public, a legal opinion determining there is no violation of Oklahoma or local law, any conflict or potential conflict should be waived, and the expenditure of CSBG-CARES Act Funds/Assistance is fair to LIFT CAA. The agency received $308,480 from the Oklahoma Department of Commerce to aid in addressing family, community and agency-level needs in response to the COVID-19 Pandemic. Of those monies, $60,000 was set aside for the provision of emergency assistance services, to help meet food, rental/mortgage, prescription, transportation, and utility assistance needs. In accordance with the agency's CSBG-CARES Emergency Assistance Policy, Procedure, and Guidelines as well as Oklahoma Department of Commerce requirements, the agency must conduct a public disclosure process and legal review for any/potential conflict of interest if a staff member applies for CSBG-CARES Funds/Assistance. In the case of Lauren Barger's application for emergency rental assistance, public disclosure has been made with no objections received, and an Affidavit has been signed by Ms. Barger attesting that she was not involved in the application and process, activities or decisions regarding the assistance to be provided. Further, the opinion of LIFT CAA's Attorney, Amber Duncan, is that the exception sought in this matter would not violate Oklahoma or local law. A motion was made by Les Shumake and seconded by Danny Cornish to approve the Waiver/Exemption of Conflict of Interest for CSBG-CARES Act Funds/Assistance for Lauren Barger (a staff member of LIFT Community Action Agency, formerly known as Little Dixie Community Action Agency), that a full and proper posting of the disclosure has been made to the public, that no objections have been received from the public, a legal opinion determining there is no violation of Oklahoma or local law, any conflict or potential conflict should be waived, and the expenditure of CSBG-CARES Act Funds/Assistance is fair to LIFT CAA. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Y).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($24,093.42 Maximum Contract Total, Period: 1/1/2022–12/31/2022). Reynolds explained that currently, the agency is serving as the Fiscal Agent, working with the Choctaw County Freestanding Multidisciplinary Team to build capacity in order to administer the contract independently in the future. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. A motion was made by Wade Scott and seconded by Les Shumake to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2022–12/31/2022 at a maximum contract total of $24,093.42. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Z).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($24,093.42 Maximum Contract Total, Period: 1/1/2022–12/31/2022). Reynolds explained that currently, the agency is serving as the Fiscal Agent, working with the Pushmataha County Freestanding Multidisciplinary Team to build capacity in order to administer the contract independently in the future. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. A motion was made by Wade Scott and seconded by Cathie Carothers to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2022–12/31/2022 at a maximum contract total of $24,093.42. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item AA).

Rebecca Reynolds, Executive Director, provided the Board with a report on the Agency-Wide Comprehensive Risk Assessment. To comply with Organizational Standard 4.6, each Community Action Agency must complete an in-depth Risk Assessment to help identify any potential for fraud, legal issues, safety concerns, and other things that could cause harm to the agency as a whole. Reynolds explained that the agency utilized an online risk assessment tool developed through a collaboration between the National Community Action Partnership and Nonprofit Risk Management Center. The Risk Assessment was completed on December 13, 2021 and generated a 73-page report containing feedback and recommendations based on the responses to each section of the assessment tool. The Risk Assessment covered general and specific topics, including governance, financial management, property, and human resources. Reynolds reviewed the report with the Board, outlining recommendations to minimize risk. Based on review of the report, the agency's practices, policies, and procedures appear to be sufficient to minimize and manage risk; no areas of the report showed any significant weakness or concerns. A more comprehensive, thorough review of the report will be conducted by the Risk Assessment and Management Committee in conjunction with the Risk Manager, LIFT CAA leadership, and staff. The goal will be to identify and prioritize potential risks, then develop strategies intended to reduce any and all risk to the greatest possible extent.

Kathy James, Senior Program Planner, provided Board Training over Agency Program and Performance Evaluation, Success of Specific Strategies, and Progress on Meeting Goals (Organizational Standard 5.7). James explained that, as part of the CSBG Application and Organizational Standards requirements, the Oklahoma Department of Commerce requires the agency to submit projected outcomes for all services provided through the programs operated. During the year, programs report progress toward achieving the projected outcomes and reports generated from the CAPTAIN software are also used in measuring outcomes. Through this process, staff are able to compare the projections to actual outcomes. If a program has fallen short of meeting a goal, then that prompts the staff to conduct a deeper analysis as to causation. Additionally, if a goal is far exceeded, the cause should also be analyzed to see whether projections should be reviewed and adjusted for the next year to be more on target. This represents a part of the ROMA (Results Oriented Management and Accountability) cycle: during the provision of need-based services, progress toward expected goals/outcomes is assessed, reported, and analyzed to determine if interventions or services are working. James then reviewed the Performance Management Outcomes for the Program Year (1/1/2021-12/31/2021) with the Board.

Kathy James, Senior Program Planner, provided Board Training over the following: the Open Meeting Act, Open Records Act, and Role of the Board Minutes (Organizational Standard 5.7). The training was facilitated using material provided by the Oklahoma Office of the Attorney

General and excerpts from "Tools for Top-Notch CAAs: A Practical Approach to Governance and Financial Excellence" by CAPLAW.

Kathy James, Senior Program Planner, provided a Board Training/Programmatic Report over the Head Start, Early Head Start, and Early Head Start-Child Care Programs' School Readiness/Child Outcomes Results for Fall 2021-2022 (Organizational Standards 5.7 and 5.9).

Jeannie McMillin, Transit Director, provided the Board with the Transportation Advisory Council Report. The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma's Area Agency on Aging Division. These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services. The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the second meeting, held on December 14, 2021, Advisory Council members discussed challenges faced and possible groups to target for services supported through the KEDDO funding.

Rebecca Reynolds, Executive Director, provided the Board with an update on the Agency Rebranding Process. The agency held an Internal Rebrand Launch Event for staff on December 10, 2021. The event showcased program and staff achievements, as well as provided an opportunity for the marketing firm to collect and record content for future rebrand promotion activities. The External Rebrand Launch Event will be held in the first quarter of 2022. Agency staff have transitioned to the use of the Microsoft 365 platform to streamline operations, and work to replace signage on buildings and vehicles is in process.

Lindsey Miller, Associate Director, provided the Board with the Policy Council Report for the November 16, 2021 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized Michelle Hunt (Center Director, Early Head Start Program) as the December 2021 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized Michelle Hunt (Center Director, Early Head Start Program) as the 2021 Employee of the Year.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipients: Ten Years – Sheila Peddy (CACFP Monitor, Child and Adult Care Food Program), Fifteen Years – Tina Kitson (Teacher, Head Start Program) and Charles Rust (Self-Help Specialist, Technical and Management Assistance).

Other Reports/Announcements/Correspondence were presented as follows: HHS Communication and Guidance Report; HS/EHS/EHS-CC Program Summary Report; HS/EHS Meals/Snack Report; HS/EHS/EHS-CC Enrollment/Attendance Report; HS/EHS/EHS-CC Data Analysis Report; and Retirement Party Invitation (Organizational Standards 5.7 and 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Andrea Henkel to adjourn the regular meeting. The roll call vote was as follows: Yes 15; No 1; Abstain 0. The motion carried. Voting record is attached (Item NN).

The Regular Meeting adjourned at 11:57 a.m.

David Hawkins

David Hawkins, Secretary/Treasurer

CALL TO ORDER: 10:05 am

	December 14, 2021	Present	Absent	W. SCOTT	B. BURGETT		B. BURGETT	A. HENKEL		K. CORY	C. CRAWLEY		L. SHUMAKE	J. JOHNSON		W. SCOTT	B. BURGETT	
				G			H			I			J			K		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett	✓		✓			✓			✓			✓			✓		
2	Cathie Carothers	✓		✓			✓			✓			✓			✓		
3	Danny Cornish	✓		✓			✓			✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Clinton Crawley	✓		✓			✓			✓			✓			✓		
6	Earl Dalke	✓		✓			✓			✓			✓			✓		
7	Brent Franks		✓															
8	Patsy Guess		✓															
9	David Hawkins	✓		✓			✓			✓			✓			✓		
10	Andrea Henkel	✓					✓			✓			✓			✓		
11	Mark Jennings	✓		✓						✓			✓			✓		
12	Jia Johnson	✓		✓			✓			✓			✓			✓		
13	Vickie Leathers		✓															
14	Kara Maness		✓															
15	Sandra Meeks		✓															
16	Dwight Satterfield		✓															
17	Leah Savage	✓		✓			✓						✓			✓		
18	Wade Scott	✓		✓			✓			✓						✓		
19	Les Shumake	✓		✓			✓			✓			✓					
20	David Smith	✓		✓			✓			✓			✓			✓		
21	Consuelo Splawn	✓																
22	Vicky Wade	✓		✓			✓			✓			✓			✓		
23	Craig Young	✓		✓			✓			✓			✓			✓		
24	William Smith	✓																
25																		
26																		
27																		

L. SHUMAKE K. CORY A. HENKEL W. SCOTT B. BURGETT D. SMITH C. CAROTHERS M. JENNINGS D. SMITH B. BURGETT

	December 14, 2021	Present	Absent	L			O&P			Q			R			S		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett	✓		✓			KD ~~✓~~		✓	✓			✓			✓		
2	Cathie Carothers	✓		✓			✓			✓			✓			✓		
3	Danny Cornish	✓		✓			✓			✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Clinton Crawley	✓		✓			✓			✓			✓			✓		
6	Earl Dalke	✓		✓			✓			✓			✓			✓		
7	Brent Franks		✓															
8	Patsy Guess		✓															
9	David Hawkins	✓		✓			✓			✓			✓			✓		
10	Andrea Henkel	✓		✓			✓			✓			✓			✓		
11	Mark Jennings	✓		✓			✓			✓			✓			✓		
12	Jia Johnson	✓		✓			✓			✓			✓			✓		
13	Vickie Leathers		✓															
14	Kara Maness		✓															
15	Sandra Meeks		✓															
16	Dwight Satterfield		✓															
17	Leah Savage	✓					✓			✓			✓			✓		
18	Wade Scott	✓		✓			✓			✓			✓			✓		
19	Les Shumake	✓		✓			KD ~~✓~~		✓	✓			✓			✓		
20	David Smith	✓		✓			✓			✓			✓			✓		
21	Consuelo Splawn	✓					✓			✓			✓			✓		
22	Vicky Wade	✓		✓			✓			✓			✓			✓		
23	Craig Young	✓		✓			KD ~~✓~~		✓	✓			✓			✓		
24	William Smith	✓																
25																		
26																		
27																		

A. HENKEL / J. JOHNSON — L. SAVAGE / C. CAROTHERS — L. SAVAGE / C. CRAWLEY — L. SAVAGE / W. SCOTT — B. BURGETT / J. JOHNSON

	December 14, 2021	Present	Absent	T			U			V			W			X		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett	✓		✓			✓					✓	✓			✓		
2	Cathie Carothers	✓		✓			✓			✓			✓			✓		
3	Danny Cornish	✓		✓			✓			✓			✓			✓		
4	Kevin Cory	✓		✓			✓			✓			✓			✓		
5	Clinton Crawley	✓		✓			✓			✓			✓			✓		
6	Earl Dalke	✓		✓			✓			✓			✓			✓		
7	Brent Franks		✓															
8	Patsy Guess		✓															
9	David Hawkins	✓		✓			✓			✓			✓			✓		
10	Andrea Henkel	✓		✓			✓			✓			✓			✓		
11	Mark Jennings	✓		✓					✓			✓			✓	✓		
12	Jia Johnson	✓		✓			✓					✓			✓	✓		
13	Vickie Leathers		✓															
14	Kara Maness		✓															
15	Sandra Meeks		✓															
16	Dwight Satterfield		✓															
17	Leah Savage	✓		✓			✓			✓			✓			✓		
18	Wade Scott	✓		✓			✓			✓			✓			✓		
19	Les Shumake	✓		✓			✓					✓	✓			✓		
20	David Smith	✓		✓			✓			✓			✓			✓		
21	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
22	Vicky Wade	✓		✓			✓					✓			✓	✓		
23	Craig Young	✓		✓			✓			✓			✓			✓		
24	William Smith	✓																
25																		
26																		
27																		

				L. Shumake / D. Cornish			W. Scott / L. Shumake			W. Scott / C. Carothers			B. Burgett / A. Henkel					
	December 14, 2021	**Present**	**Absent**	Y			Z			AA			NN					
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Brad Burgett	✓		✓			✓			✓			✓					
2	Cathie Carothers	✓		✓			✓			✓			✓					
3	Danny Cornish	✓		✓			✓			✓			✓					
4	Kevin Cory	✓		✓			✓			✓			✓					
5	Clinton Crawley	✓		✓			✓			✓			✓					
6	Earl Dalke	✓		✓			✓			✓			✓					
7	Brent Franks		✓															
8	Patsy Guess		✓															
9	David Hawkins	✓		✓			✓			✓			✓					
10	Andrea Henkel	✓		✓			✓			✓			✓					
11	Mark Jennings	✓		✓			✓			✓			✓					
12	Jia Johnson	✓		✓			✓			✓			✓					
13	Vickie Leathers		✓															
14	Kara Maness		✓															
15	Sandra Meeks		✓															
16	Dwight Satterfield		✓															
17	Leah Savage	✓		✓			✓			✓								
18	Wade Scott	✓		✓			✓			✓				✓				
19	Les Shumake	✓		✓			✓			✓			✓					
20	David Smith	✓		✓			✓			✓			✓					
21	Consuelo Splawn	✓		✓			✓			✓			✓					
22	Vicky Wade	✓		✓			✓			✓			✓					
23	Craig Young	✓		✓			✓			✓			✓					
24	William Smith	✓																
25																		
26																		
27																		

ADJOURN: 11:57am