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

MINUTES
BOARD OF DIRECTORS MEETING
November 9, 2021
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, November 9, 2021 at 10:03 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5th Street 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 (1005 S. 5th St., 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 Andrea Henkel.

Roll Call was taken and a quorum was established (18 Board Members present, 5 absent). The following Board Members were present at the meeting site: Cathie Carothers, Danny Cornish, Kevin Cory, Clinton Crawley, Brent Franks, David Hawkins, Andrea Henkel, Mark Jennings, Jia Johnson, Vickie Leathers, Kara Maness, Sandra Meeks, Dwight Satterfield, Leah Savage, Wade Scott, David Smith, William Smith, and Vicky Wade. The following members were absent: Brad Burgett, Earl Dalke, Patsy Guess, Les Shumake, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Marissa Jordan, DeeDee Atwood, Doris Long, Tonya Finley, Jodi Allen, Branden Billy, Lindsey Miller, Darla Galyon, Jennifer Smith, Rebecca Reynolds, Johnny Moffitt, Sheree Ensley, Macy Self, Nikki McAdams, Stella Dennis, Kelly Thomas, and Ashley Read. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Kathy James.

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.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on November 9, 2021 at 9:05 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 September 2021. 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 October 2021 Regular Meeting Minutes and the September 2021 Financial Reports; the October 2021 Financials were distributed for consideration and vote at the December 2021 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by David Smith and seconded by Andrea Henkel to approve the October 2021 Regular Meeting Minutes and the September 2021 Financial Reports. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. 2021 Community Services Block Grant Application (CAPTAIN Software Renewal) to the Oklahoma Department of Commerce in the amount of $5,644; if awarded, these funds will be used to renew the contract for the CAPTAIN outcomes tracking software and services provided by Cap Systems, Inc.
2. PY 2021 Department of Energy Weatherization Assistance Program Grant Application (Award Increase) to the Oklahoma Department of Commerce in the amount of $12,000; if awarded, this funding will be used for training and technical assistance to support LIFT CAA's Weatherization Program and the provision of services within the service area.
3. FY 2022 Expendable and Capital Grant Applications to NeighborWorks® America in the amount of $215,000; if awarded, funding under the Expendable category will be used for salary and other operational support of housing staff, including the Housing Director, Housing Counselors and Housing Outreach personnel. Additionally, if awarded, funding under the Capital category will be used to make improvements at LIFT CAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business.
4. Child Care Stabilization Grant Program Applications (Early Learning Centers) to the Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of $27,000; if awarded, these funds will provide key operating support to maintain child care services within the Early Learning Centers.
5. American Rescue Plan Act Child Care Stabilization Grant Applications (Cycle 2, Early Learning Centers) to the Oklahoma Department of Human Services in the amount of $30,000; if awarded, these funds would provide key operating support to maintain child care services within the Early Learning Centers.

After discussion and Board Member input with regards to the applications presented, a motion was made by Kara Maness and seconded by David Smith to approve the submission of resolutions and/or grant applications in the amount of $289,644 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. PY 2020 Department of Human Services Low Income Home Energy Assistance Program Grant Award from the Oklahoma Department of Commerce in the amount of $125,088; these funds will be used to provide Weatherization assistance services to residents in Choctaw, McCurtain, and Pushmataha Counties.
2. 2021 CSBG Award (CAPTAIN Software Renewal) from the Oklahoma Department of Commerce in the amount of $5,644; these funds will be used to cover renewal costs for the

CAPTAIN software (provided by Cap Systems, Inc.), which is used to track program outcomes, community partnerships, Board/staff volunteer hours, and Board/staff training hours. The contract period will be October 1, 2021 – September 30, 2022.

3. Child and Adult Care Food Program Award (Head Start/Early Head Start) from the Oklahoma Department of Education in the amount of $574,946.17; these funds, up to $574,946.17, will be used to provide children enrolled in LIFT CAA Head Start or Early Head Start with adequate nutritional meals appropriate to their age group. Meals include breakfast, snack and lunch. Funding will also support food-related supplies and salaries for the Cooks. The contract agreement period will be October 1, 2021 – September 30, 2022.
4. Section 5311 – Formula Grants for Rural Areas and Rural Transportation Assistance Program Awards from the Oklahoma Department of Transportation in the amount of $557,189; these funds will be applied to the expenses of operating the Transit Program in Choctaw, McCurtain, and Pushmataha Counties, with a program year of 10/1/2021 – 9/30/2022.
5. 2022 Public Transit Revolving Fund Award from the Oklahoma Department of Transportation in the amount of $130,352; this operational subsidy will be used to offset the costs of vehicle insurance and fuel for LIFT CAA Transit.
6. Section 5339(b) – Bus and Bus Facilities Program Award from the Oklahoma Department of Transportation in the amount of $161,898; this funding will be used to purchase new vehicles in order to replace existing high-mileage vehicles within LIFT CAA's active Transit fleet.
7. FY 2021 CSBG Award (Final Allocation – 1%) from the Oklahoma Department of Commerce in the amount of $2,228; these funds will be used for operational support of the YouthBuild Program. The total amount awarded for FY 2021 is $226,753.
8. Child Care Stabilization Grant Program Awards (Early Learning Centers) from the Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of $27,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.

A motion was made by Cathie Carothers and seconded by Wade Scott to approve acceptance of grants, contracts, and awards in the amount of $1,584,345.17 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to approve a Board Resolution authorizing the Executive Director to conduct business on behalf of LIFT CAA. Reynolds explained that a new Board Resolution was needed due to the change in agency name. A motion was made by Andrea Henkel and seconded by Leah Savage to approve a Board Resolution authorizing the Executive Director to conduct business on behalf of LIFT CAA. The roll call vote was: Yes 16; 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 approve the Minutes from the October 12, 2021 Executive Session, regarding the Performance Evaluation, Renewal of Contract, Employment, and Compensation of Rebecca Reynolds as LIFT CAA Executive Director (*Oklahoma Statute Title 25 § 307(B)(1)*). In accordance with

Organizational Standards 7.4 and 7.5, the Governing Board conducts an annual performance appraisal of Executive Director Rebecca Reynolds; the Board also reviews and approves her employment, contract, and compensation each calendar year during Executive Session. Executive Session minutes were distributed for review by Board Members in attendance and subsequently collected by Chairman William Smith. After review, a motion was made by Wade Scott and seconded by Jia Johnson to approve the Minutes from the October 12, 2021 Executive Session regarding the Performance Evaluation, Renewal of Contract, Employment, and Compensation of Rebecca Reynolds as LIFT CAA Executive Director. The roll call vote was as follows: Yes 16; 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 elect a Board Member to the Asset Management Committee pursuant to LIFT CAA Amended and Restated By-Laws, Article XI. A motion was made by Brent Franks and seconded by Wade Scott to elect Dwight Satterfield (Pushmataha County) to serve on the Asset Management Committee. The roll call vote was as follows: Yes 15; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item J).

Doris Long, Victim and Youth Programs Director, provided a Board Training/ Programmatic Report over the agency's Victim Services Programs and Evaluation (Organizational Standards 5.7 and 5.9). This training and evaluation is a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. The agency was granted temporary certification status in September 2019, and received full certification (for a three-year period) in 2021. Long provided the Board with an overview of domestic violence, sexual assault, and stalking. She then reviewed the Victim Services Programs Policies and Procedures Manual, which provides the basis for operations of the programs. The Manual was developed in accordance with the standards and criteria set forth in the Oklahoma Administrative Code, Title 75, Chapters 1 and 15, as well as information included on the DVSA Certification Review Forms and guidance from the Oklahoma Office of the Attorney General. Long also reviewed the Philosophy underlying the standards and criteria for domestic violence and sexual assault programs (*Oklahoma Administrative Code § 75:15-1-1.1*), which is based upon voluntary services and individual self-determination. The approved Philosophy of service provision and Victim Services Programs Policies and Procedures Manual is made available to the community, staff, volunteers, and clients. Long reviewed the programs and services (for each component) under the Victim Services Program Certification, which include: Court Appointed Special Advocates (established in 1997), Safe Place Healing Hearts (est. 2017), and Victim Advocacy Services (est. 2015). Long then reviewed the rules, standards, and criteria followed by these programs to ensure the multicultural needs of clients are met. She reviewed confidentiality standards/practices within the programs (including verbal confidentiality and client records); LIFT CAA's Victim Services Programs comply with both State and Federal laws governing confidentiality and any exceptions to those laws. Long explained client rights and grievance procedures, as well as legal and ethical issues faced by the Victim Services Programs. Additionally, program staff have undergone a great deal of training to help understand the complexities of domestic violence, sexual assault, and stalking, as well as the laws and ethics that impact this work. The programs also have a great network of partners that provide technical assistance when needed. Long then reviewed the generalized goals for each program (approved by the Board in March 2019), consistent with the existing goals and activities/work being conducted.

Long presented the Program Evaluation and explained that an evaluation of LIFT CAA's Victim Programs' services, facilities, and policies and procedures is conducted each year. This assessment helps to identify special populations of victims who are underserved or have special needs. The annual Evaluation utilizes information derived from client service data, staff evaluations, the Advocacy and Supportive Services Feedback Form (Evaluation Template), surveys, and other programmatic information (such as reports submitted to funding sources, progress reporting, financial statements, etc.). The evaluation data is submitted to the Board for review and approval each year. Long then provided an evaluation report for the Victim Services Programs for the period of October 1, 2020 to September 30, 2021, which aligns with reporting periods for the programs' funding sources. Since October 1, 2020, the Safe Place Healing Hearts and Victim Advocacy Services programs have served a combined total of 525 victims. Of this total number of victims, 446 were female and 79 male. Primary and secondary victims by type of crime included: 8 child physical abuse, 345 domestic or family violence, 53 adult physical assault, 15 child sexual abuse/assault, 58 adult sexual assault, 12 bullying, 2 robbery, burglary or financial crime, 26 stalking/harassment, 3 survivors of homicide victims, 1 kidnapping (non-custodial), 1 hate crime, and 1 human trafficking. Each of these crimes were perpetrated against individuals in the service area (some clients had multiple categories of victimization). The majority of clients were between the ages of 25-59 years, followed by 18-24 years, and 8% had some form of disability. Since July 2015, the programs have served a total of 1,793 unduplicated victims of crime. In addition, since October 2017, the rates of reporting and prosecution of domestic violence, sexual assault, and stalking cases has increased by at least 10% overall. Of the program clients surveyed, 90% said the assistance they received was "very helpful" while 10% rated services as "helpful". Most importantly, 100% of clients would recommend the programs. Furthermore, 100% of partners strongly agree they are satisfied with the programs, and find the programs to be helpful, to have increased their knowledge, and to have enhanced/improved their efforts and service to victims. With regards to CASA, the program served 48 children during the period of October 1, 2020 to September 30, 2021. There were 46 cases involving child physical abuse or neglect and 2 sexual abuse cases. A total of 22 children had their cases closed during the evaluation time period, achieving reunification or placement.

Doris Long, Victim and Youth Programs Director, requested the Board's consideration, discussion, and vote to approve the Victim Services Programs Evaluation. A motion was made by Kara Maness and seconded by Brent Franks to approve the Victim Services Programs Evaluation as presented. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kinsey Cox, Date Entry of Planning/Public Relations Specialist, provided the Board with an update on the Community Needs Assessment (Organizational Standards 1.2, 2.2, 3.1, 3.2 and 3.3). The Community Needs Assessment is used to inform LIFT CAA's Strategic Plan and Community Action Plan, to help ensure the agency and its programs are addressing the needs of the service area. The existing Community Needs Assessment will expire in March of 2022; as such, the agency is currently engaged in conducting a new assessment. During the Board Meeting in May 2021, Board Members each completed the Community Needs Assessment survey. That input, along with survey responses from agency clients, staff, partners, and a range of other community members (educational, faith-based, public, private sector, etc.), were used to determine the area's top needs. From these 506 survey responses, the top 10 community needs identified were as follows: 1.) Housing, 2.) Early Childhood, 3.) Youth Services, 4.) Emergency Services, 5.) Transportation, 6.) Health Services, 7.) Substance Abuse Services, 8.) Senior Services, 9.) Economic/Community Development, and 10.) Nutrition. As part of the next step in the process, Board Members were then asked to prioritize these results, by each choosing the top three most pressing needs within their community and recording the reasoning behind their choices.

Kinsey Cox, Date Entry of Planning/Public Relations Specialist, provided the Board with an update on the ROMA Process, 2021 Logic Models with Results, 2021 Community Action Plan with Addendum, and 2020-2023 Strategic Plan: Agency Program and Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (Organizational Standards 4.2, 4.3, 4.4 and 6.5). As a CSBG-funded entity, LIFT CAA's primary goal is to provide services for individuals and families with low incomes in order to alleviate and eradicate the causes and conditions of poverty. The 2021 Community Action Plan and Logic Models provide the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty. The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout 2021 to help the agency stay on track with addressing the prioritized needs. To that end, it also contains Logic Models which identify the top three prioritized community needs (Housing, Substance Abuse Services, and Economic Development) as well as an agency-level goal (rebranding) and COVID-19 related need (expanded emergency services). The Logic Models show specific activities and expected outcomes for each of these needs and agency-level goal. The Community Action Plan (and Addendum) also includes a detailed breakdown of Performance Outcomes, which provides outcomes by program, contract amounts and outcome measures, as well as targets. Cox then provided the Board with Community Action Plan and Logic Model results (including the success of specific strategies outlined in the plan and progress made over the year); she also explained how data is tracked/analyzed consistently and continuously. She referenced factors that either potentially or actually contributed to either exceeding or not meeting stated performance targets. Cox also described the process of data collection, review and analysis utilizing CAPTAIN and other agency client/service tracking systems. Each of these documents demonstrates how LIFT CAA's activities are representative of the full ROMA (Results Oriented Management and Accountability) cycle, with the goal being to provide services that lead to long-term positive change, thereby having an impact on poverty and moving families in the direction of self-sufficiency. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Action Plan help ensures fidelity to this process. Cox facilitated discussion with the Board to further their understanding of the process, 2021 Community Action Plan (with Addendum) and Logic Models/Results, which were included in the Board Meeting packet. Next, Cox provided the Board with an update on the agency's 2020-2023 Strategic Plan, and detailed the success of specific strategies and progress in meeting Goals. Cox provided an overview of the Community Needs Assessment process and the 2020–2023 Strategic Plan, which was included in the Board Meeting packet. She explained how the Strategic Plan is representative of needs and strategies as identified during the Community Needs Assessment, and serves a roadmap for the accomplishment of short- and long-term goals. The Strategic Plan also demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, with services that lead to long-term positive change, impacting poverty and promoting self-sufficiency. A Nationally-Certified ROMA Trainer (Julia Teska) assisted with the creation and implementation of the Strategic Plan to ensure it met with all the requirements of CSBG and the Oklahoma Department of Commerce. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Abuse and Economic Development), and one Agency Level Goal (dealing with Rebranding). Cox reviewed each goal's accompanying objectives, strategies, measures and benchmarks for achievement. She then provided the Board with an update on progress towards meeting the goals of the Strategic Plan during the last 12 months, and facilitated discussion with the Board regarding such progress.

Macy Self, Associate Director, provided a Board Training/Programmatic Report over Quarterly and Year-to-Date Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). Self provided a review and facilitated discussion with the Board regarding Quarterly Housing Production for the period of July 1 through September 30, 2021, as well as Year-to-Date Housing Production (October 2020–September 2021). The production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and rental homes constructed, acquired and preserved, as well as numbers of individuals having received housing counseling.

Nikki McAdams, Head Start/Early Head Start/EHS-Child Care Assistant Education Specialist, provided a Board Training/Programmatic Report over Summer 2021 Child Outcomes and Assessment Results for the Early Head Start and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9).

Andrea Henkel, Board Member, provided the 2021 Board Giving Report (Organizational Standard 5.7). Currently, all Board Members have provided a monetary donation to the agency during 2021. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. By achieving 100% Board giving in 2021, the agency is now eligible to apply for private funding opportunities in 2022.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, provided the Board with the Policy Council Report for the October 19, 2021 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized Ashley Read (Lead Caregiver, Early Learning Centers) as the November 2021 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipients: Five Years – Ashley Staggs (Care Coordinator Manager, Healthy Start Program) and Fifteen Years – Kimberlee Weatherford (Center Director, Early Head Start Program).

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 Notice of Approval to Incur Costs—Drug-Free Communities Support Program (Organizational Standards 5.7 and 5.9). Additionally, the rebranding process is continuing and the agency's website, located at https://liftca.org/, is now operational.

There being no other business to come before the Board, a motion was made by Andrea Henkel and seconded by David Smith to adjourn the regular meeting. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. Voting record is attached (Item W).

The Regular Meeting adjourned at 11:02 a.m.

David Hawkins

David Hawkins, Secretary/Treasurer

CALL TO ORDER: 10:03am

D.SMITH A.HENKEL K.MANESS D.SMITH C.CAROTHERS W.SCOTT A.HENKEL L.SAVAGE W.SCOTT J.JOHNSON

	November 9, 2021	Present	Absent	D&E			F			G			H			I		
				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	Vicky Wade	✓		✓			✓			✓			✓			✓		
22	Craig Young		✓															
23	William Smith	✓																
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25																		
26																		
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				B. FRANKS	W. SCOTT		K. MANESS	B. FRANKS		A. HENKEL	P. SMITH							
	November 9, 2021	**Present**	**Absent**	J			L			W								
				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	Vicky Wade	✓		✓			✓			✓								
22	Craig Young		✓															
23	William Smith	✓																
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ADJOURN:
11:02 am