

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

MINUTES
BOARD OF DIRECTORS MEETING
April 12, 2022
LIFT HomeOwnership Center - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, April 12, 2022 at 10:03 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 (22 Board Members present, 4 absent). The following Board Members were present at the meeting site: Brad Burgett, Cathie Carothers, Danny Cornish, Clinton Crawley, Brent Franks, Patsy Guess, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Vickie Leathers, Cindy Logan, Kara Maness, Sandra Meeks, Dwight Satterfield, Leah Savage, David Smith, William Smith, Consuelo Splawn, Kelli Stacy, Vicky Wade, and Craig Young. The following members were absent: Kevin Cory, Tina Foshee-Thomas, Wade Scott, and Les Shumake. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Doris Long, Sheree Ensley, Macy Self, Amber Duncan, Dawn McDaniel, W.F. Grammar, Johnny Moffitt, Lindsey Miller, Darla Galyon, Mattie Ferguson, Stella Dennis, Ashlie Raper, Sarah Owens, Allison McDaniel, Rebecca Reynolds, Susan Terry-Ball, and Dionne Frankum. 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.

The Board recognized Patsy Guess as the elected representative for the Head Start/Early Head Start/Early Head Start-Child Care Policy Council, a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2022).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on April 12, 2022 at 9:12 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 February 2022. Ensley provided a report on the status of the agency's 2021 Audit; there was a delay in field work, but it

is scheduled to be completed in May. As the agency's indirect cost rate negotiation will take place in June, if the Audit draft is not received in time, an extension may have to be requested. 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 March 2022 Regular Meeting Minutes and the February 2022 Financial Reports; the March 2022 Financials were distributed for consideration and vote at the May 2022 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by Jia Johnson to approve the March 2022 Regular Meeting Minutes and the February 2022 Financial Reports. The roll call vote was as follows: Yes 19; No 0; Abstain 2. The motion carried. The Voting Record is attached (Items E & F).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2022 Network NTI Training Grant & Lodging Benefit Application to NeighborWorks® America in the amount of \$6,000; if awarded, these funds will be used to support staff professional development/trainings needs, as well as lodging and discounted course tuition for FY 2022 NeighborWorks Training Institutes.
2. SFY 2023 Older Americans Act Title III & American Rescue Plan KEDDO Area Agency on Aging Grant Application to Kiamichi Economic Development District of Oklahoma in the amount of \$82,447; if awarded, these funds (Regular Program Funding: \$57,276, American Rescue Plan Supplement: \$25,171) will be used to administer and operate a Title III program to provide public transportation for eligible participants (age 60 years or older) residing in Choctaw, McCurtain, and Pushmataha Counties within the KEDDO district.
3. Drug-Free Communities Support Program Grant Application (Continuation, Year 9) to the Centers for Disease Control and Prevention in the amount of \$125,000; if awarded, this funding will be used to support the Choctaw County Drug-Free Communities Program during the fourth year of the five-year continuation grant period. During the grant year, staff will work closely with the Choctaw County Coalition, community, and local agencies to prevent and reduce substance use/abuse among youth in Choctaw County.
4. 2022 Kubota Hometown Proud Grant Application to Kubota Tractor Corporation in the amount of \$100,000; if awarded, funding would be used to build a playground at Hugo Lake Park, complete with swings, slides, climbing apparatuses, impact material for safety, and many other features. The proposed playground site would be located across from the resort cabins and accommodate children of all ages.
5. Rural Communities Opioid Response Program – Behavioral Health Care Support Grant Application to the Health Resources and Services Administration in the amount of \$2,000,000; if awarded, this grant would fall under the direction of the agency's Tri-County Opioid Response Project, and will work to improve access to, delivery, and the quality of Substance Use Disorder and other behavioral health care services in Choctaw, McCurtain, and Pushmataha Counties.

After discussion and Board Member input with regards to the applications presented, a motion was made by Andrea Henkel and seconded by Leah Savage to approve the submission of

resolutions and/or grant applications in the amount of \$2,313,447 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. Donation/Sponsorship Award (AmeriCorps National Civilian Community Corps Team/Hugo Lake Park Initiative) from International Paper, Valliant Mill in the amount of \$500; these funds will be used to support the AmeriCorps NCCC Team that is working on improvements at Hugo Lake Park. The \$500 donation/sponsorship will be used to purchase vouchers and/or a gift card for the purchase of food used by the AmeriCorps NCCC Team during the 10-week project.
2. FY 2022 Retired and Senior Volunteer Program Grant Award from AmeriCorps in the amount of \$61,799; these funds will be used to support program operations for a period of one year within a new three-year grant cycle.
3. FY 2022 Network NTI Training Grant & Lodging Benefit Award from NeighborWorks® America in the amount of \$6,000; these funds will be used to support staff professional development/trainings needs, as well as lodging and discounted course tuition for FY 2022 NeighborWorks Training Institutes.
4. FY 2022 Community Services Block Grant Award (1st & 2nd Allocations) from the Oklahoma Department of Commerce/Community Development in the amount of \$113,646; this allocation of funds for the first and second quarters will be used for operational support of agency programs.
5. Local Donation (AmeriCorps NCCC Team/Hugo Lake Park Initiative) from First United Bank in the amount of \$200; these funds will be used to support the AmeriCorps NCCC Team working on improvements at Hugo Lake Park. The \$200 donation/sponsorship will be used to purchase a gift card for the purchase of food used by the AmeriCorps NCCC Team during the 10-week project.

A motion was made by Vicky Wade and seconded by David Smith to approve acceptance of grants, contracts, and awards in the amount of \$182,145 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to approve the revised location for 2022 LIFT CAA Board of Directors Regular Meetings. In December 2021, it had been necessary to change the location for all 2022 Board Meetings from LIFT CAA's Head Start Administration Office to the HomeOwnership Center, due to Federal mandates for Head Start Programs related to the COVID-19 Pandemic. As these mandates are not in effect, it would be better to move the meetings back to the Head Start Administration Office for the remainder of the year. With this change, for the remainder of 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 Head Start Administration Office, located at 1005 South 5th St. in Hugo, Oklahoma. A motion was made by Andrea Henkel and seconded by Brent Franks to approve the revised location for 2022 LIFT CAA Board of Directors Regular Meetings. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Dawn McDaniel, Human Resources Director, requested the Board's consideration, discussion, and vote to approve the 2022 Wage Comparability Study. After discussion, a motion was made by Andrea Henkel and seconded by Brent Franks to table this item (vote to approve the 2022 Wage Comparability Study) until the next LIFT CAA Board Meeting (May 10, 2022) to allow for additional time and information for review. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Johnny Moffitt, Associate Director, requested the Board's consideration, discussion, and vote to approve the revised LIFT Transit Vehicle Maintenance and Drug and Alcohol Policies. Moffitt explained that the revisions being proposed will reflect the change of agency name to LIFT Community Action Agency, Inc., as well as the corresponding change of program name to LIFT Transit. No other material changes to the policies are being proposed. A motion was made by Brad Burgett and seconded by Leah Savage to approve the revised LIFT Transit Vehicle Maintenance and Drug and Alcohol Policies as proposed. The roll call vote was: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve the submission of an FY 2021 Disability Waiver Request for the Early Head Start-Child Care Program. The agency is seeking approval from the Office of Head Start to waive the 10% requirement for enrollment of children with disabilities in the EHS-Child Care Program. The Waiver would only pertain to the EHS-CC Program, which currently serves three children with special needs who have an Individual Family Service Plan (IFSP), but this is only 3% of the current enrollment of 105 children. Program enrollment has suffered tremendously throughout the COVID-19 Pandemic, which has in turn affected how many children in the community are able to go through the program's screening processes. Additionally, the program has six other children with concerns, and referrals have been sent to SoonerStart (the Individuals with Disabilities Education Act Part C Agency). Unfortunately, SoonerStart staff had been teleworking since March of 2020. As a result, SoonerStart has not been able to provide direct services to the three children with IFSPs, and the agency staff have not evaluated any of the program's referrals. Until evaluation of the referrals can take place, the program is at a standstill and cannot meet the 10% enrollment requirement. Therefore, it is necessary to submit the Waiver in order to ensure compliance if the goal is not reached by the end of the program year. A motion was made by Patsy Guess and seconded by Jordan Hill to approve the submission of an FY 2021 Disability Waiver Request for the Early Head Start-Child Care Program. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Sarah Owens, Assistant Housing Director, requested the Board's consideration, discussion and vote to approve a Waiver/Exemption of Conflict of Interest for Community Services Block Grant-Coronavirus Aid, Relief, and Economic Security Act Funds/Assistance for Allison McDaniel (a staff member of LIFT 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. In accordance with LIFT CAA'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 Allison McDaniel's application for emergency rental assistance, public disclosure has been made with no objections received, and an Affidavit has been signed by Ms. McDaniel 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 Cindy Logan and seconded by Craig Young to approve a Waiver/Exemption of Conflict of Interest for CSBG-CARES Act Funds/Assistance for Allison McDaniel (a staff member of LIFT 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 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve or disapprove the Resolution for Schools and Libraries Universal Services (E-Rate) for 2022-23. This Resolution authorizes filing of the Form 471 applications for funding year 2022-23 and the payment of the applicant's share upon approval of funding and receipt of services. The Federal Communication Commission's E-Rate program makes telecommunications and information services more affordable for schools and libraries. With funding from the Universal Service Fund, E-Rate provides discounts (from 20-90% based on poverty level and rurality) for telecommunications, Internet access, and internal connections to eligible schools and libraries. A motion was made by David Smith and seconded by Jordan Hill to approve the Resolution for Schools and Libraries Universal Services (E-Rate) for 2022-23 (this Resolution authorizes filing of the Form 471 applications for funding year 2022-23 and the payment of the applicant's share upon approval of funding and receipt of services). The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Ashlie Raper, Housing Director, requested the Board's consideration, discussion, and vote to approve the signing of a Proclamation recognizing April as Fair Housing Month. National Fair Housing Month celebrates the passage of the Fair Housing Act in April 1968, a national law that prohibits discrimination in the sale, rental and financing of housing based on race, color, national origin, religion, and gender. The Act was later amended to include protections for people with disabilities and families with children. National Fair Housing Month works to increase efforts to end housing discrimination and raises awareness of fair housing rights. A motion was made by Cindy Logan and seconded by Kara Maness to approve the signing of a Proclamation recognizing April as Fair Housing Month. The roll call vote was as follows: Yes 21; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Rhonda Teague, Planning Director, provided a Board Training over the FY 2022 Board Training Plan, ROMA Plan, Community Action Plan/Partnership List, and Planning Logic Models (Organizational Standard 5.7). The Governing Board Orientation and Training Plan was discussed, inclusive of the types and frequency of trainings provided throughout the year, as well as New Board Member Orientation and the prescribed list of trainings (FY 2022 Board Training Plan) set

forth by the Oklahoma Department of Commerce/CSBG Application. Next, Teague reviewed the 2022 ROMA (Results Oriented Management and Accountability) Plan—a tool used for evaluating the needs assessment, Strategic Plan, and in making programmatic decisions. The ROMA Plan identifies actions within each part of the ROMA cycle that the agency needs to complete in order to ensure the provision of services aligns with community needs. The ROMA Plan adds another layer of accountability by identifying not only dates, but also the staff and/or Board members responsible. Teague then discussed the Community Action Plan (with list of current community partners), which provides 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 the year to help the agency stay on track with addressing the prioritized needs. The Community Action Plan relates how LIFT CAA's programs and services align with community needs, how the needs are determined and prioritized, how staff ensure agency services are reaching the target population, how programs and services are evaluated, and how staff determine if the services are leading to the outcome of helping people achieve self-sufficiency. Teague then reviewed the 2022 Planning Logic Models. The Logic Models reflect the needs from the 2020–2023 LIFT CAA Strategic Plan, which aligns with the Community Needs Assessment. 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). Each goal has accompanying objectives, strategies, measures and benchmarks for achievement. Therefore, the Logic Models focus on the top three prioritized community needs (Housing, Substance Abuse Services, and Economic Development), along with the agency-identified need (rebranding) and expanded emergency services to address the COVID-19 Pandemic. The Logic Models show specific activities and expected outcomes for each of these needs. Each of the documents presented demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, providing services that lead to long-term positive change, impacting poverty and moving families to 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, Logic Models, and ROMA Plan all help ensure fidelity to this process. After providing a thorough review and analysis of these documents, Teague facilitated discussion and fielded questions from the Board.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). 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 2022, the agency is eligible to apply for private funding opportunities in 2023.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2022 LIFT CAA Customer Satisfaction Report for the 1st Quarter (January – March) in accordance with CSBG Organizational Standards 1.3. The Customer Satisfaction Surveys are completed by clients either online or in paper format after having inquired about or received a service through an agency-operated program. During the 1st Quarter, a total of 86 surveys were collected, with the following counties represented: Choctaw – 64%, McCurtain – 33%, Pushmataha – 2%, and Other – 1%. Of surveys collected, 100% of respondents selected “Very Satisfied” with regards to agency services received.

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the March 22, 2022 meeting (Organizational Standards 2.1, 5.7, and 5.9).

Rebecca Reynolds, Executive Director, recognized Susan Terry-Ball (Community Response and Recovery Specialist, Tri-County Opioid Response Project) as the April 2022 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipients: Five Years – Allison McDaniel (Procurement Clerk, Administration) and Twenty-Five Years – Doris Long (Director, Victim and Youth Services Programs).

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; National Crime Victim Law Institute Community Honoree Partner Award; Sexual Assault Awareness and Prevention Month/planned activities; and Child Abuse Prevention Month/planned activities (Organizational Standards 5.7 and 5.9). Kinsey Cox, CSBG Administrator/Public Relations Specialist, also discussed upcoming National Community Action Month activities, which are intended to raise awareness in our communities about the services available and their impact on those we serve. Additionally, during the month of May, the agency will have numerous giveaways posted to its Facebook page, and this social media campaign will serve as an external rebranding event as well.

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Cathie Carothers to adjourn the regular meeting. The roll call vote was as follows: Yes 22; No 0; Abstain 0. The motion carried. Voting record is attached (Item X).

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


David Hawkins, Secretary/Treasurer

[illegible]

[illegible]

11:11

Budget
Carothers

[illegible]