

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

MINUTES
BOARD OF DIRECTORS MEETING
August 9, 2022
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, August 9, 2022 at 10:05 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 Brent Franks.

Roll Call was taken and a quorum was established (19 Board Members present, 7 absent). The following Board Members were present at the meeting site: Brad Burgett, Cathie Carothers, Danny Cornish, Brent Franks, Andrea Henkel, Jia Johnson, Sharon 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, Patsy Guess, David Hawkins, Jordan Hill, Wade Scott, and Les Shumake. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Michelle Pulliam, Rebecca Reynolds, Darla Galyon, Sheree Ensley, Rhonda Teague, Ashlie Raper, Macy Self, Jordan Mack, Johnny Moffitt, W.F. Grammar, Lindsey Miller, Mattie McKee, Amber Duncan, Stella Dennis, Paige Stacy, Dionne Frankum, Keely Thurman, Taryn Creasman, James Rozell, Kathy James, and Susie Mashburn.

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/EHS-Child Care Policy Council, a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2022).

The Board recognized Sharon Johnson as the elected representative for Washington Community Center, a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2024).

Board Member Leah Savage was appointed to serve as Board Mentor for new Board Member Sharon Johnson (Organizational Standard 5.7).

Sandra Meeks, Board Member, provided the Board with a report from the Committee for Nominations, who met prior to the meeting to determine the slate of LIFT CAA Officer Candidates for the upcoming year (2022-2023) in accordance with the agency's By-Laws and requirements for the annual election of Officers. The Committee for Nominations recommended the following slate of Board Officers to serve over the next year: Chairman – David Hawkins (representing McCurtain County); Vice-Chairman – Leah Savage (representing Choctaw County); and Secretary/Treasurer – Brad Burgett (representing Pushmataha County). The Committee for Nominations also recommended the existing members of the Executive and Personnel Committee (with the change in Officers as proposed) to serve for 2022-2023.

William Smith, Chairman, requested the Board's consideration, discussion, and vote to elect LIFT CAA Board of Directors Officers for 2022-2023, pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2. Smith also opened the floor to other nominations. A motion was made by Cindy Logan and seconded by Jia Johnson to elect the slate of Board Officers as recommended by the Committee for Nominations, therefore electing the following to serve as LIFT CAA Board of Directors Officers for 2022-2023: Chairman – David Hawkins, Vice-Chairman – Leah Savage, and Secretary/Treasurer – Brad Burgett. The roll call vote was as follows: Yes 15; No 0; Abstain 2. The motion carried. The Voting Record is attached (Item G).

William Smith, Chairman, requested the Board's consideration, discussion, and vote to elect LIFT CAA Executive and Personnel Committee Members for 2022-2023, pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2 and Article X, Section 1. As stipulated in the By-Laws, the composition of the committee shall consist of seven members total, comprised of the elected Officers of the Board and at least one Public sector, one Low-Income sector, and one Private sector member, to be elected by majority vote of the Board. Smith listed the current members of the Committee and then asked for any nominations. A motion was made by David Smith and seconded by Andrea Henkel to retain the same Committee members for the upcoming year as recommended by the Committee for Nominations and, in doing so, elect the following (in addition to the elected Officers) to the LIFT CAA Executive and Personnel Committee for 2022-2023: Kevin Cory (Low-Income Sector, Choctaw County), Vickie Leathers (Private Sector, Pushmataha County), Sandra Meeks (Private Sector, McCurtain County), and Craig Young (Public Sector, McCurtain County). The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on August 9, 2022 at 9:07 a.m. The Committee received a status report on all active loans; there were no new loan applications to present and three loans are currently past due. The Committee voted to recommend full Board approval of the agency's Financial Reports for June 2022. Additionally, the Committee received a report on the 2021 Agency Audit, which is in the process of being finalized. There were no property updates presented.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

William Smith, Chairman, requested the Board's consideration, discussion, and vote to approve the July 2022 Regular Meeting Minutes and the June 2022 Financial Reports; the July

2022 Financials were distributed for consideration and vote at the September 2022 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Brad Burgett and seconded by Craig Young to approve the July 2022 Regular Meeting Minutes and the June 2022 Financial Reports. The roll call vote was as follows: Yes 16; No 0; Abstain 2. The motion carried. The Voting Record is attached (Items J & K).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. American Rescue Plan Act Child Care Stabilization Grant Applications (Cycle 5, Head Start/Early Head Start) to the Oklahoma Department of Human Services in the amount of \$294,000; if awarded, these funds would provide key operating support to maintain child care services within the agency's Head Start and Early Head Start Programs.
2. American Rescue Plan Act Child Care Stabilization Grant Applications (Cycle 5, Early Learning Centers) to the Oklahoma Department of Human Services in the amount of \$60,000; 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 Andrea Henkel and seconded by Cindy Logan to approve the submission of resolutions and/or grant applications in the amount of \$354,000 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. American Rescue Plan Act Child Care Stabilization Grant Awards (Cycle 1, Head Start/Early Head Start) from the Oklahoma Department of Human Services in the amount of \$334,690; these funds will provide key operating support to maintain child care services within the agency's Head Start and Early Head Start Programs.
2. American Rescue Plan Act Child Care Stabilization Grant Awards (Cycles 1-4, Early Learning Centers) from the Oklahoma Department of Human Services in the amount of \$82,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
3. Child Care Stabilization Grant Program Awards (Cycles 2-4, Early Learning Centers) from the Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of \$81,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
4. Section 5311 – Formula Grants for Rural Areas and Rural Transit Assistance Program Awards from the Oklahoma Department of Transportation in the amount of \$480,206 (Section 5311: \$475,206, RTAP: \$5,000); 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 – 9/30/2024.
5. Coronavirus Response and Relief Supplemental Appropriations Act Grant Award (Transit Program) from the Oklahoma Department of Transportation in the amount of \$14,278; these funds will support operating expenses of the Transit Program in response to the COVID-19 public health emergency.
6. American Rescue Plan Act and Rural Transit Assistance Program Grant Awards from the Oklahoma Department of Transportation in the amount of \$264,489 (ARP: \$259,489,

RTAP: \$5,000); these funds will support operating and capital expenses of the Transit Program in response to the COVID-19 public health emergency.

A motion was made by Cindy Logan and seconded by Brad Burgett to approve acceptance of grants, contracts, and awards in the amount of \$1,256,663 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 M).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve submission of Teacher Qualification Waivers for Tasha Clark and Teresa Phelps to the Office of Head Start. The Head Start Program has been unsuccessful in recruiting qualified applicants for the teaching positions at the Ft. Towson and Valliant centers who have at least an Associate Degree in early childhood education or related field and the required coursework and experience. Tasha Clark and Teresa Phelps (who are current agency employees) both meet the required qualification requirements to request a waiver, which is comparable to Oklahoma's Emergency Teacher Certification. Clark currently holds a Certificate of Mastery in Child Development, and is working to obtain an Associate of Arts Degree in Child Development by July 2024. Phelps holds a current Preschool Child Development Associate Credential, and is working to obtain an Associate of Science Degree in Child Development by June 2024. If approved, Clark and Phelps will be eligible to be hired as Head Start Teachers to fill the vacant positions within the program; during the timeframe for the requested three-year waiver, both employees will work with the Professional Development Specialist to ensure completion of their goals. A motion was made by Brad Burgett and seconded by David Smith to approve submission of Teacher Qualification Waivers for Tasha Clark and Teresa Phelps to the Office of Head Start. The roll call vote was: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Keely Thurman, Head Start/Early Head Start/EHS-Child Care Nutrition Specialist, requested the Board's consideration, discussion, and vote to approve the Head Start and Early Head Start/EHS-Child Care Program Menus for the 2022-2023 School Year. The menus, which are on a six-week rotation, were reviewed and approved by a Registered Dietician, to ensure proper nutritional content and consistency with Child and Adult Care Food Program guidelines. A motion was made by Brad Burgett and seconded by Jia Johnson to approve the Head Start and Early Head Start/EHS-Child Care Program Menus for the 2022-2023 School Year. The roll call vote was: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the Board's consideration, discussion, and vote to approve the 2022-2023 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC. Galyon explained that Zen Gee Counseling and Psychological Services, LLC was selected through a bid process in alignment with the agency's financial and procurement policies. A motion was made by Kara Maness and seconded by Craig Young to approve the 2022-2023 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Taryn Creasman, Head Start/Early Head Start/EHS-Child Care Family and Community Engagement Specialist, requested the Board's consideration, discussion, and vote to approve updates to the Head Start/Early Head Start/EHS-Child Care Community Assessment. The programs conducted a comprehensive Community Assessment in 2021. The Community Assessment compiles data on the strengths, needs, and resources of the programs' service area. In accordance with Office of Head Start requirements, the 2022 Annual Update is an addendum to the 2021 Community Assessment used to identify significant changes to the service area. The Community Assessment is used to ensure services provided are best meeting the needs of children and families served by the programs. Creasman reviewed the major updates and data of interest with the Board. A motion was made by Sandra Meeks and seconded by Kara Maness to approve updates to the Head Start/Early Head Start/EHS-Child Care Community Assessment. The roll call vote was: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Sheree Ensley, Fiscal Officer, provided a Board Training over LIFT CAA Finances (Organizational Standard 5.7). The training covered the following topics: Community Services Block Grant Organizational Standards – Fiscal Management; Financial Oversight – Overall Agency Fiscal Status, Procedures, Practices, Transactions; and Interpreting Financial Statements.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Director, requested the appointment of a Policy Council Representative/Governing Board Liaison. This position was previously held by Clinton Crawley, who has resigned as a representative on the LIFT CAA Board of Directors and is therefore no longer able to serve as Liaison. The Policy Council Representative/Governing Board Liaison serves to ensure meaningful consultation and collaboration concerning joint decisions between the Board of Directors and Head Start/Early Head Start/EHS-Child Care Policy Council. The Liaison attends the meetings for each entity in order to report to both governing bodies on relevant information provided, to gain input, and better inform operations and other processes. Board Member Kara Maness volunteered and was appointed to serve as Policy Council Representative/Governing Board Liaison, with Board Member Consuelo Splawn to serve as alternate if needed.

Ashlie Raper, Housing Director, provided a Board Training/Programmatic Report over Quarterly (April–June, 2022) Housing Production, as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). Raper provided a review of the submitted report and facilitated discussion regarding Housing production and activities over the last quarter.

Susie Mashburn, Head Start/Early Head Start/EHS-Child Care Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Spring 2021-2022 Child Outcomes and Assessment Results for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9).

James Rozell, Tri-County Second Chance Reentry Program Director, provided the Board with a Programmatic Report (Organizational Standard 5.9). Rozell explained that the Tri-County Second Chance Reentry Program is funded through an 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. The total amount of the grant award was \$896,730, and is being 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 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.

Mattie Ferguson, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the July 26, 2022 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized Paige Stacy (Procurement Clerk, Head Start/Early Head Start/EHS-Child Care Programs) as the August 2022 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipients: Five Years – Jacey Buchanan (Teacher, Head Start Program), Judzaya Davis (Teacher, Head Start Program), Jolinda Jamison (Caregiver, Early Head Start Program), and Carolyn Moss (Teacher, Head Start Program); Ten Years – Lisa Watkins (Teacher, 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; EHS/EHS-CC Enrollment/Attendance Report; Transportation Waiver Approval Notice for 2022-2023 Head Start Program Year; and Monitoring Report from Oklahoma Department of Commerce (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 Craig Young to adjourn the regular meeting. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. Voting record is attached (Item BB).

The Regular Meeting adjourned at 11:03 a.m.


David Hawkins, Secretary/Treasurer

CALL
TO
ORDER:
10:05
am

August 9, 2022		Present	Absent	G			H			J/K			L			M		
				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	Tina Foshee-Thomas		✓															
6	Brent Franks	✓		✓			✓			✓			✓			✓		
7	Patsy Guess		✓															
8	David Hawkins		✓															
9	Andrea Henkel	✓		✓			✓			✓			✓			✓		
10	Jordan Hill		✓															
11	Jia Johnson	✓		✓			✓			✓			✓			✓		
12	Sharon Johnson	✓		✓			✓			✓			✓			✓		
13	Vickie Leathers	✓		✓			✓			✓		✓	✓			✓		
14	Cindy Logan	✓		✓			✓			✓			✓			✓		
15	Kara Maness	✓					✓			✓			✓			✓		
16	Sandra Meeks	✓		✓			✓			✓			✓			✓		
17	Dwight Satterfield	✓		✓			✓			✓			✓			✓		
18	Leah Savage	✓				✓	✓			✓			✓			✓		
19	Wade Scott		✓															
20	Les Shumake		✓															
21	David Smith	✓		✓			✓			✓			✓			✓		
22	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
23	Kelli Stacy	✓		✓			✓			✓			✓			✓		
24	Vicky Wade	✓		✓			✓			✓			✓			✓		
25	Craig Young	✓		✓			✓			✓			✓			✓		
26	William Smith	✓																
27																		

	August 9, 2022	Present	Absent	<i>B. BURGETT</i> N			<i>D. SMITH</i> O			<i>B. BURGETT</i> P			<i>J. JOHNSON</i> Q			<i>K. MANESS</i> BB		
				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	Tina Foshee-Thomas		✓															
6	Brent Franks	✓		✓			✓			✓			✓			✓		
7	Patsy Guess		✓															
8	David Hawkins		✓															
9	Andrea Henkel	✓		✓			✓			✓			✓			✓		
10	Jordan Hill		✓															
11	Jia Johnson	✓		✓			✓			✓			✓			✓		
12	Sharon Johnson	✓		✓			✓			✓			✓			✓		
13	Vickie Leathers	✓		✓			✓			✓			✓			✓		
14	Cindy Logan	✓		✓			✓			✓			✓			✓		
15	Kara Maness	✓		✓			✓			✓			✓			✓		
16	Sandra Meeks	✓		✓			✓			✓			✓			✓		
17	Dwight Satterfield	✓		✓			✓			✓			✓			✓		
18	Leah Savage	✓		✓			✓			✓			✓			✓		
19	Wade Scott		✓															
20	Les Shumake		✓															
21	David Smith	✓		✓			✓			✓			✓			✓		
22	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
23	Kelli Stacy	✓		✓			✓			✓			✓			✓		
24	Vicky Wade	✓		✓			✓			✓			✓			✓		
25	Craig Young	✓		✓			✓			✓			✓			✓		
26	William Smith	✓																
27																		

ADJOURN:
11:03
am