

LIFT COMMUNITY ACTION AGENCY, INC.  
209 NORTH 4<sup>TH</sup> STREET  
HUGO, OKLAHOMA 74743

MINUTES  
BOARD OF DIRECTORS MEETING

July 12, 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, July 12, 2022 at 10:04 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5<sup>th</sup> 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. 4<sup>th</sup> St., Hugo, Oklahoma) and the meeting site (1005 S. 5<sup>th</sup> 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 (15 Board Members present, 11 absent). The following Board Members were present at the meeting site: Brad Burgett, Danny Cornish, Clinton Crawley, David Hawkins, Andrea Henkel, Jordan Hill, Cindy Logan, Dwight Satterfield, Wade Scott, Les Shumake, David Smith, William Smith, Consuelo Splawn, Kelli Stacy, and Craig Young. The following members were absent: Cathie Carothers, Kevin Cory, Tina Foshee-Thomas, Brent Franks, Patsy Guess, Jia Johnson, Vickie Leathers, Kara Maness, Sandra Meeks, Leah Savage, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Rebecca Reynolds, Kinsey Cox, Kathy James, Macy Self, Johnny Moffitt, Jordan Mack, Mattie McKee, and Amber Duncan.

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.

Rebecca Reynolds, Executive Director, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on July 12, 2022 at 9:08 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 May 2022. 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 June 2022 Regular Meeting Minutes and the May 2022 Financial Reports; the June 2022 Financials were distributed for consideration and vote at the August 2022 Board Meeting

(Organizational Standards 5.5 and 8.7). A motion was made by Les Shumake and seconded by Brad Burgett to approve the June 2022 Regular Meeting Minutes and the May 2022 Financial Reports. The roll call vote was as follows: Yes 13; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items D & E).

#### CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Public Transit Revolving Fund Application to the Oklahoma Department of Transportation in the amount of \$130,352; if awarded, this operational subsidy will be used to offset the costs of vehicle insurance and fuel for LIFT Transit.
2. FY 2022 National Initiatives Supplemental II Request to NeighborWorks® America in the amount of \$100,000; if awarded, these funds will support sustaining goals within the agency's Comprehensive Community Development Plan, through increased homebuyer and homeownership opportunities. Specifically, the funding would be used to assist 10 families currently participating in the Self-Help Housing Program. Grant funding would provide support for a \$10,000 fully-forgivable loan to each family served, filling the gap between the loan amount for which they were approved and the increased cost for construction of the home. The funding would be applied towards the framing package costs of each home to reduce the amount of loan necessary.
3. FY 2023 Base Grant Application to Oklahoma Court Appointed Special Advocates (CASA) Association in the amount of \$19,000; if awarded, these funds will be used to support operational expenses for the LIFT CASA Program.
4. FY 2023 Head Start/Early Head Start Program Grant Application (Continuation) to Administration for Children and Families, Office of Head Start in the amount of \$4,151,032; if awarded, funding would provide support for program operations and training/technical assistance for the Head Start (\$3,222,973) and Early Head Start (\$928,059) Programs for a period of one year, with a funded Federal enrollment of 435 children (387 Head Start, 48 EHS). The program plan and budgets for Head Start and Early Head Start were reviewed in depth with the Board.

After discussion and Board Member input with regards to the applications 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 \$4,400,384 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

#### CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2022 Supplemental Grant Award from NeighborWorks® America in the amount of \$25,000; this funding will be used to support the next phase of LIFT CAA's rebranding campaign—the purchase and installment of new signage to reinforce awareness of the agency's name change.
2. FY 2022 Community Services Block Grant Award (3<sup>rd</sup> Allocation) from the Oklahoma Department of Commerce in the amount of \$116,544.74; these funds represent the core funding source to support Community Action Agencies and other CSBG-funded organizations whose primary mission is to address and alleviate poverty within their communities. This third allocation of funds will be used for operational support of agency programs. The total amount awarded for FY 2022 is \$230,190.74.

3. PY 2022 Department of Energy Weatherization Assistance Program Grant Award from the Oklahoma Department of Commerce in the amount of \$51,809; these funds (Round 1) will be used to support LIFT's Weatherization Program and provision of services within Bryan, Carter, Choctaw, Coal, Love, McCurtain, Pontotoc, and Pushmataha Counties. Round 1 funding is comprised of 19% of the estimated base program allocation, 70% of estimated administrative funds, and an initial base amount for training and technical assistance.

A motion was made by Andrea Henkel and seconded by Jordan Hill to approve acceptance of grants, contracts, and awards in the amount of \$193,353.74 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the FY 2023 CASA Program Goals and Objectives. The Board was presented with the FY 2023 Goals and Objectives for the program, to be accomplished during the Oklahoma CASA Association's one-year Base Grant funding period. Discussion concerning the Goals and Objectives was facilitated, and no changes were proposed by the Board. A motion was made by Les Shumake and seconded by Cindy Logan to approve the FY 2023 CASA Program Goals and Objectives. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Rebecca Reynolds, Executive Director, provided the Board with a training over the LIFT CAA Board Self-Assessment (Organizational Standard 5.7). The agency is required to conduct the Board Member Self-Assessment every two years. Board Members essentially "rate" themselves in a series of questions related to the Board and its functioning. The Self-Assessment was distributed to the Board for completion in April and May of 2021. The top three highest scored areas of performance (in order) focused on Financial Oversight, Chief Executive Oversight, and Impact. In relation to other Boards assessed, LIFT CAA's Board of Directors rated higher than the national average on most questions, which shows a positive correlation with existing orientation and training efforts. After providing an overview of the Self-Assessment, Reynolds facilitated discussion with the Board concerning areas of lowest scores within the four categories (The People, The Culture, The Work, and The Impact). The Board selected areas of focus within each category with which to focus training and raise capacity within the lower-scoring areas, which included: Defining responsibilities and setting expectations for board member performance (The People); Preparing for Board Meetings (The Culture); Assessing and responding to changes in the organization's environment (The Work); Ensuring board members are well-versed in the organization's programs and services and, where appropriate, have an opportunity to experience the programs (The Impact); and Identifying standards against which to measure organizational performance (The Impact). Future trainings and resources will be developed for the Board related to these identified areas of focus.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training over CSBG Organizational Standards (Organizational Standard 5.7). The CSBG Organizational Standards are a comprehensive set of standards organized into three thematic groups (Maximum Feasible Participation, Vision and Direction Standards, and Operations and Accountability Standards). The Organizational Standards are comprised of nine categories, with 58 total standards

that must be met for private, nonprofit entities. The purpose of the Organizational Standards is to ensure that all agencies have appropriate organizational capacity, in both critical financial and administrative areas, as well as areas of unique importance to the mission of the Community Action network. Cox provided a brief overview of all the CSBG Organizational Standards, and then conducted a discussion of Category 5 pertaining to Board Governance.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2022 Customer Satisfaction Report for the 2<sup>nd</sup> Quarter (April – June) in accordance with CSBG Organizational Standards 1.3 and 6.4. The Customer Satisfaction Surveys are completed by clients after having inquired about or received a service through an agency-operated program. During the 2<sup>nd</sup> Quarter, a total of 16 surveys were collected, with 63% from Choctaw County, 25% from McCurtain County, 6% from Pushmataha County, and the remaining 6% from other counties served. The programs represented from these survey responses included Emergency Assistance, Volunteer Income Tax Assistance, Home Equity Conversion Mortgage Counseling, and Weatherization. Of the surveys collected, 100% of respondents selected ‘Very Satisfied’ with regards to agency services received.

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report (Organizational Standards 2.1, 5.7, and 5.9). The Policy Council Meeting scheduled for June 21, 2022 was canceled due to COVID-19 quarantine measures, which impacted a number of Head Start/Early Head Start/Early Head Start-Child Care Program staff. Items listed on the June Agenda will be presented and/or considered for action during the next Policy Council Meeting, to be held July 26, 2022.

Rebecca Reynolds, Executive Director, recognized Mary VanNoy (Community Liaison, Healthy Start Program) as the July 2022 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipients: Five Years – Whitney Bills (Caregiver, Early Head Start Program); Fifteen Years – Rita Burke (Disabilities/Mental Health Specialist, Head Start/EHS/EHS-Child Care Programs) and Twenty Years – Kristy Priddy (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 ODOC Monitoring Update (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 Jordan Hill to adjourn the regular meeting. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. Voting record is attached (Item Q).

The Regular Meeting adjourned at 11:01 a.m.

  
David Hawkins, Secretary/Treasurer

CALL  
TO  
ORDER:  
10:04  
am

| July 12, 2022 |                    | Present | Absent | D & E |   |   | F |   |   | G |   |   | H |   |   | Q |   |   |
|---------------|--------------------|---------|--------|-------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|               |                    |         |        | 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             | Tina Foshee-Thomas |         | ✓      |       |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7             | Brent Franks       |         | ✓      |       |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8             | Patsy Guess        |         | ✓      |       |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9             | David Hawkins      | ✓       |        | ✓     |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   |
| 10            | Andrea Henkel      | ✓       |        | ✓     |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   |
| 11            | Jordan Hill        | ✓       |        | ✓     |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   |
| 12            | Jia 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:  
11:01 am