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

MINUTES
BOARD OF DIRECTORS MEETING
June 14, 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, June 14, 2022 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 Clinton Crawley.

Roll Call was taken and a quorum was established (21 Board Members present, 5 absent). The following Board Members were present at the meeting site: Brad Burgett, Cathie Carothers, Danny Cornish, Kevin Cory, Clinton Crawley, Tina Foshee-Thomas, David Hawkins, Andrea Henkel, Jia Johnson, Vickie Leathers, Cindy Logan, Kara Maness, Sandra Meeks, Dwight Satterfield, Leah Savage, Wade Scott, Les Shumake, David Smith, William Smith, Consuelo Splawn, and Vicky Wade. The following members were absent: Brent Franks, Patsy Guess, Jordan Hill, Kelli Stacy, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Macy Self, Sheree Ensley, Ashlie Raper, W.F. Grammar, Johnny Moffitt, Rhonda Teague, Lindsey Miller, Jeannie McMillin, Brittany Bailey, Jordan Mack, Stella Dennis, Mattie McKee, Kathy James, Jessica Watts, Dionne Frankum, and Darla Galyon.

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 June 14, 2022 at 9:09 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 April 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 May 2022 Regular Meeting Minutes and the April 2022 Financial Reports; the May

2022 Financials were distributed for consideration and vote at the July 2022 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Brad Burgett to approve the May 2022 Regular Meeting Minutes and the April 2022 Financial Reports. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2022 Community Services Block Grant Application (3rd Allocation) to the Oklahoma Department of Commerce/Community Development in the amount of $116,544.74; if awarded, this third allocation of funds will be used for operational support of agency programs.
2. Local Donation Request (Transit Program) to International Paper, Valliant Mill in the amount of $1,500; if awarded, these funds will be used for operating support of the Transit Program.
3. FY 2021 Drug-Free Communities Support Program Pandemic Relief Act Match Waiver Request to the Centers for Disease Control and Prevention; if approved, the program would receive a match waiver in the amount of $156,250, or 100% of the requirement for Year 8 of the grant period. The Choctaw County Drug-Free Communities Program works closely with the Choctaw County Coalition, community, and local agencies to prevent and reduce substance use/abuse among youth in Choctaw County.
4. Section 5339(a) – Bus and Bus Facilities Program Application to the Oklahoma Department of Transportation in the amount of $435,137 and signing of the Authorizing Resolution; if awarded, this funding will be used to purchase five new vehicles in order to replace existing high-mileage vehicles within the active LIFT Transit fleet.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by Les Shumake to approve the submission of resolutions and/or grant applications in the amount of $553,181.74 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item F).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2021 Housing Counseling Grant Award (Period: 4/1/2021–9/30/2022) from the U.S. Department of Housing and Urban Development via NeighborWorks® America in the amount of $28,302.28; these funds will be used to support the salaries of existing Housing Counselors within the agency's Housing Programs.
2. FY 2022 Head Start/Early Head Start Program Grant Award (Balance of Funds) from the Administration for Children and Families, Office of Head Start in the amount of $2,018,197; this grant action awards the balance of funding for operations and training/technical assistance for the current grant year ending 11/30/2022, to support the programs in serving 387 children (Head Start) and 48 infants and toddlers (Early Head Start), all through center-based program options.
3. SFY 2022 Community Action Agencies State Appropriated Head Start Funds Award Increase from the Oklahoma Department of Commerce in the amount of $5,128; these funds will be used to offset Head Start/Early Head Start Teacher salaries and fringe benefits, and support a portion of the salaries/fringe benefits for Family Advocates who

work with the programs. In total, the amount awarded for SFY 2022 is $81,601.

4. SFY 2023 Older Americans Act Title III & American Rescue Plan KEDDO Area Agency on Aging Grant Award from Kiamichi Economic Development District of Oklahoma in the amount of $82,447; 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.
5. Local Donation (Transit Program) from International Paper, Valliant Mill in the amount of $1,500; these funds will be used for operating support of the Transit Program.
6. McCurtain County Emergency Food and Shelter Program – Phase 39 Funding Award from EFSP/United Way in the amount of $1,000; these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in McCurtain County.

A motion was made by Les Shumake and seconded by Clinton Crawley to approve acceptance of grants, contracts, and awards in the amount of $2,136,574.28 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item G).

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, requested the Board's consideration, discussion, and vote to approve submission of a 2022-2023 Transportation Waiver for the Head Start Program. The Transportation Waiver is an annual request to waive the requirements for a Bus Monitor and child safety restraint systems for those Head Start children who ride on a public school bus to attend their respective center or classroom (through a collaboration agreement), in addition to those participating in field trips. Without this waiver, up 225 children would not be able to receive transportation services in order to attend the Head Start Program. Board approval for the Transportation Waiver is required before it can be submitted to the Office of Head Start for review. A motion was made by Andrea Henkel and seconded by David Hawkins to approve submission of a 2022-2023 Transportation Waiver for the LIFT Head Start Program. The roll call vote was as follows: Yes 19; No 1; Abstain 0. The motion carried. The Voting Record is attached (Item H).

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the 2021-2022 Self-Assessment Plan Discoveries. The annual Self-Assessment is geared toward reviewing and understanding program data. During the Self-Assessment, staff work to identify areas of need within the Head Start, Early Head Start, and EHS-Child Care Programs on which to focus and improve. As shown on the Self-Assessment 2021-2022 Discoveries documentation included in the Board Meeting packet, all recommendations to help address the discoveries have been completed. Mack facilitated discussion about the Self-Assessment; Board Members were asked to provide input and suggestions on the plan. While there was nothing further provided by the Board during the meeting, members are always encouraged to contact the Head Start/EHS/EHS-CC Administration Office with any additional input or suggestions. A motion was made by David Smith and seconded by Brad Burgett to approve the 2021-2022 Self-Assessment Plan Discoveries. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Macy Self, Associate Director, requested the Board's consideration, discussion, and vote to approve the Housing Work Plan and Quality Control Plan. The plans describe program operations and the provision of services. Changes made to the plans reflect the addition of an Emergency Response Plan (covering evacuation, severe weather/tornado sheltering, medical or fire emergency, property conservation) and a corresponding Continuity of Operations Plan, to ensure that necessary services can continue in the aftermath of an emergency in a safe and effective manner. Self reviewed the proposed plan additions with the Board, outlining the procedures, responsible personnel, preparatory activities, and so forth. A motion was made by Kevin Cory and seconded by Wade Scott to approve the Housing Work Plan and Quality Control Plan. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Ashlie Raper, Housing Director, requested the Board's consideration, discussion, and vote to approve the signing of a Proclamation recognizing June as National Homeownership Month. This national month-long designation is intended to help promote the benefits of homeownership and a continuing commitment to creating opportunities for future homeowners. A motion was made by Tina Foshee-Thomas and seconded by Cindy Logan to approve the signing of a Proclamation recognizing June as National Homeownership Month. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K).

Brittany Bailey, ERSEA Specialist, provided a Board Training/Programmatic Report (Organizational Standards 5.7 and 5.9). This annual program update and training works to inform the Board of processes, strategies, and policies/procedures used to ensure that Head Start/Early Head Start/EHS-Child Care only enrolls eligible children within the programs. The Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Training focused on Head Start/EHS/EHS-Child Care Program eligibility, and explained the following: (a) processes for collecting complete, accurate information from families and third-party sources; (b) strategies for treating families with dignity and respect, as well as in dealing with possible issues of domestic violence, stigma, and privacy; and (c) policies and procedures regarding action taken against staff, families, or participants who attempt to provide or intentionally provide false information.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided the Board with a report over National Community Action Month (Organizational Standard 5.9). Activities in honor of National Community Action Month were conducted throughout the month of May and centered on an extensive social media campaign, complete with bi-weekly giveaways. There were a total of 75 social media posts, which reached over 10,000 individuals. These promotion efforts focused on providing information about LIFT CAA and its programs, as well as community action and the network of agencies. Additionally, the agency held a Job Fair on May 26, 2022.

Ashlie Raper, Housing Director, provided the Board with a report over National NeighborWorks Week (Organizational Standard 5.9). The week's activities took place from June 4-11, 2022, consisting of a fan drive for low-income individuals and families as well as a social media awareness campaign. The fans that were distributed will serve to help individuals/families in the tri-county service area during the warm summer months, in addition to decreasing utility costs by reducing the use of window units, heat pumps, etc. LIFT CAA also engaged the community via Facebook and Twitter (using the NW Week hashtag), to increase awareness about the NeighborWorks philosophy and partnership between the agency and NeighborWorks® America.

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 fourth meeting, held on June 14, 2022, Advisory Council members were briefed on the service results so far, including the newest KEDDO passenger, a Hugo resident who travels to/from Paris, Texas for cancer treatment. Advisory Council members were asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the May 17, 2022 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Johnny Moffitt, Associate Director, recognized Jessica Watts (Data Coordinator, Tri-County Opioid Response Project) as the June 2022 Employee of the Month.

Johnny Moffitt, Associate Director, recognized Cathy Zachry (Housing Apartment Clerk, Housing Programs) for Fifteen Years of Service.

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 upcoming HS/EHS/EHS-CC Super Sign-up and Employee Appreciation Events (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 Tina Foshee-Thomas to adjourn the regular meeting. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. Voting record is attached (Item U).

The Regular Meeting adjourned at 10:47 a.m.

David Hawkins

David Hawkins, Secretary/Treasurer

A. HENKEL / B. BURGETT — B. BURGETT / L. SHUMAKE — L. SHUMAKE / C. CRAWLEY — A. HENKEL / D. HAWKINS — D. SMITH / B. BURGETT

CALL TO ORDER: 10:03 am

	June 14, 2022	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	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																		

K. Cory / W. Scott — T. Foshee-Thomas / C. Logan — B. Burgett / T. Foshee-Thomas

	June 14, 2022	Present	Absent	J			K			U								
				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: 10:47 am