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

MINUTES
BOARD OF DIRECTORS MEETING
September 13, 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, September 13, 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 David Hawkins.

The Invocation was given by Board Member Andrea Henkel.

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: Cathie Carothers, Kevin Cory, Tina Foshee-Thomas, Brent Franks, Patsy Guess, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Vickie Leathers, Cindy Logan, Sandra Meeks, Dwight Satterfield, Leah Savage, Wade Scott, David Smith, William Smith, Consuelo Splawn, Vicky Wade, and Craig Young. The following members were absent: Brad Burgett, Danny Cornish, Kara Maness, Les Shumake, and Kelli Stacy. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Michelle Pulliam, Macy Self, Sheree Ensley, Ashlie Raper, Jennifer Cannon, Johnny Moffitt, Lisa Corey, Lindsey Miller, Stella Dennis, W.F. Grammar, Carla Herd, Amber Duncan, Rebecca Reynolds, and Kathy James. LIFT CAA employees and/or visitors present, appearing remotely via the Zoom communications platform included: Gary Saunders.

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.

Because of technical difficulties, the presenter for Item C (Gary Saunders) was not immediately available to present. Therefore, it was necessary to present Items E, F/G, and H until the equipment/meeting link was functioning properly.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on September 13, 2022 at 9:06 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. Two loans were paid off in August 2022, and only one loan is past due. The Committee voted to recommend full Board approval of the agency's Financial Reports for July 2022. There were no property updates presented.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the August 2022 Regular Meeting Minutes and the July 2022 Financial Reports; the August 2022 Financials were distributed for consideration and vote at the October 2022 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by William Smith to approve the August 2022 Regular Meeting Minutes and the July 2022 Financial Reports. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. PY 2022 Department of Energy Weatherization Assistance Program Grant Application to the Oklahoma Department of Commerce/Community Development in the amount of $234,499 (Round 2 Allocation, Total Funding: $274,882); if awarded, these Round 2 funds will be used to support LIFT's Weatherization Program and provision of services within Bryan, Carter, Choctaw, Coal, Love, McCurtain, Pontotoc, and Pushmataha Counties.
2. Choctaw County Emergency Food and Shelter Program – Phase 39 Funding Application to EFSP/United Way in the amount of $2,800; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Choctaw County.
3. Choctaw County EFSP – Phase 39 American Rescue Plan Act Funding Application to EFSP/United Way in the amount of $8,361; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Choctaw County.
4. Pushmataha County EFSP – Phase 39 Funding Application to EFSP/United Way in the amount of $2,800; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Pushmataha County.
5. Pushmataha County EFSP – Phase 39 ARPA Application to EFSP/United Way in the amount of $5,647; if awarded, these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Pushmataha County.
6. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. in the amount of 10,517.76; if awarded, these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
7. SFY 2023 Community Action Agencies State Appropriated Funds Application to the Oklahoma Department of Commerce in the amount of $11,055; if awarded, this one-time allocation will be used to provide partial salary support for the Agency's Loan Officer and/or Housing Director (who is currently fulfilling the duties of the vacant Loan Officer position). LIFT CAA's Loan Program provides small business loans and technical assistance to potential and current borrowers.
8. SFY 2023 CAA State Appropriated Head Start Funds Application to the Oklahoma Department of Commerce in the amount of $84,396; if awarded, 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.

9. FY 2023 Retired and Senior Volunteer Program Grant Application (Continuation, Year 2) to AmeriCorps in the amount of $61,799; if awarded, funding will be used to support program operations within the second year of the three-year grant cycle.

After discussion and Board Member input with regards to the applications presented, a motion was made by Tina Foshee-Thomas and seconded by William Smith to approve the submission of resolutions and/or grant applications in the amount of $421,874.76 presented as 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 H).

The technical difficulties were fully resolved at the conclusion of Item H, which allowed for the presentation of Items C and D next, with the regular progression of the Board Meeting Agenda to proceed thereafter (Item I through Item EE).

Gary Saunders, of Saunders and Associates, PLLC, presented the 2021 LIFT CAA Audit and provided a Board Training on How to Interpret an Audit Report (Organizational Standards 5.7, 5.9, and 8.3). The Audit, along with the agency's Tax Returns and current Budget, is posted on LIFT CAA's website to allow access by Board Members, funders, and the general public. Saunders stated that the 2021 Audit was completed in accordance with Government Auditing Standards and the Uniform Guidance; there were no problems with internal control or instances of noncompliance. There were also no weaknesses, findings, or questioned costs, so from an audit perspective, it is considered a clean report and clean opinion. The agency's net assets are strong, and the asset to liability liquidity ratio is very good. From an audit standpoint, LIFT CAA appears to be financially sound within the environment in which it operates. Saunders then lined out expenses by program and natural classification, comparing data from the last three years. He explained components of audits and the different reports/opinions. Saunders fielded questions from the Board and facilitated discussion.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the 2021 LIFT CAA Audit (Organizational Standards 8.1, 8.2 and 8.4). Through this action, if approved, the Governing Board would formally receive and accept the 2021 LIFT CAA Audit. A motion was made by Andrea Henkel and seconded by William Smith to approve the 2021 LIFT CAA Audit. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D).

CONSENT DOCKET ITEMS (Continued)

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2022 Early Head Start-Child Care Partnership Grant Award (Continuation, Year 4) from the Office of Head Start in the amount of $1,998,949 (Non-Federal Share Waiver Total: $499,737.25); this funding will provide support for program operations and training/technical assistance for the EHS-CC Program for a period of one year, serving 120 infants and toddlers in partnership with seven area child care centers. As part of the award, a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $499,737.25 was also approved.
2. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. in the amount

of $10,517.76; these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.

3. FY 2022 Head Start/Early Head Start Supplement Grant Award (Cost-of-Living Adjustment/Quality Improvement) from the Office of Head Start in the amount of $114,637 (Non-Federal Share Waiver Total: $28,659.25); this funding ($90,679) will be used to provide LIFT CAA's Head Start/Early Head Start staff with a 2.28% COLA increase (Budget Period: 12/1/2021–11/30/2022). The COLA will serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds will be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. The 2.28% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 2.28% in the Head Start/EHS/EHS-Child Care pay scale. Any balance remaining after providing the COLA increase in the hourly rate of staff pay will be used under the Supplies category to offset increased operating costs. The Quality Improvement funding ($23,958) will be used to upgrade the level of staff pay as a means of retaining experienced, qualified staff in order to improve the quality of the programs. As part of the award, a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $28,659.25 was also approved.
4. FY 2022 EHS-Child Care Partnership Supplement Grant Award (COLA/Quality Improvement) from the Office of Head Start in the amount of $54,599 (Non-Federal Share Waiver Total: $13,649.75); this funding ($44,599) would be used to provide LIFT CAA's EHS-CC staff with a 2.28% COLA increase (Budget Period: 8/1/2022–7/31/2023). The COLA would serve to increase salaries and fringe benefits in an effort to ensure retention of experienced, qualified staff and maintain overall program quality. The COLA funds will be divided between Personnel Salaries, Fringe Benefits and Indirect Costs associated with staff salaries. The 2.28% COLA will reflect an increase in the hourly rate of pay for each employee and a permanent increase of 2.28% in the Head Start/EHS/EHS-CC pay scale. Any balance remaining after providing the COLA increase in the hourly rate of staff pay will be used under the Contractual category to offset increased operating costs within the partner child care centers. The Quality Improvement funding ($10,000) will be used to upgrade the level of staff pay as a means of retaining experienced, qualified staff in order to improve the quality of the program. As part of the award, a Waiver of the Non-Federal Share associated with the Federal Request in the amount of $13,649.75 was also approved.
5. Oklahoma Early Childhood Program Grant Award (Year 17: 7/1/2022–6/30/2023) from Community Action Project of Tulsa County, Inc. in the amount of $272,052.62; a total of $272,052.62 in funding ($181,239.68 grant award with $90,812.94 match) will be used to support personnel costs within Early Head Start and the Early Learning Centers, as well as other associated operating costs. The Oklahoma Early Childhood Program grant is a supplemental funding source used to enhance the quality of LIFT's Early Head Start and EHS-Child Care Programs. This grant provides the agency's birth to age three programs the ability to raise the quality of existing classrooms in various aspects. The funding provides the resources needed to supplement staff salaries, heighten training opportunities that would otherwise be unobtainable, and raise classroom monitoring standards.

A motion was made by Tina Foshee-Thomas and seconded by Sandra Meeks to approve acceptance of grants, contracts, and awards in the amount of $2,450,755.38 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 I).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to elect Board Officers to the Finance/Audit/Loan Committee, pursuant to LIFT CAA Amended and Restated By-Laws, Article XI. Reynolds explained that, through this action, the new Board Officers (Vice-Chairman Leah Savage and Secretary/Treasurer Brad Burgett) would be elected as members of the Finance/Audit/Loan Committee. Chairman David Hawkins is currently a member of the Committee, having been elected in January 2021. A motion was made by Brent Franks and seconded by Jia Johnson to elect Vice-Chairman Leah Savage and Secretary/Treasurer Brad Burgett to the Finance/Audit/Loan Committee. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

David Hawkins, Chairman, appointed Secretary/Treasurer Brad Burgett to serve as Chairperson for the Finance/Audit/Loan Committee, pursuant to LIFT CAA Amended and Restated By-Laws, Article XI, Section 2.

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve the closing of two accounts at First United Bank. Through this action, the agency will be able close the U.S. Small Business Administration Loan Loss Reserve (balance of $9,245.83) and SBA Revolving Loan Fund (balance of $2,407.00) checking accounts at First United Bank. The agency has met all of its reporting requirements to SBA for these accounts. The loan the agency received from SBA in 2015 for $100,000 to make small business loans was paid off in June 2022. The two remaining loans that have a balance receivable totaling $15,667.83 will be tracked as they always have, but their payments will be deposited into the operating account directly, rather than requiring additional transfers. A motion was made by David Smith and seconded by Cindy Logan to approve the closing of two accounts at First United Bank. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve submission of Employee Benefit Plan Form 5500 (Plan Year 2021, Period: 4/1/2021–3/31/2022). Ensley explained that the Form 5500 is a required annual filing by the Internal Revenue Service and the Department of Labor to determine whether employee benefit plans are operated and managed according to government standards. A motion was made by Andrea Henkel and seconded by Cindy Logan to approve submission of Employee Benefit Plan Form 5500 for Plan Year 2021. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the updated Head Start/Early Head Start/EHS-Child Care Pay Scale based on the 2.28% Cost-of-Living Adjustment Allowance and Quality Improvement funding, per the grant awards accepted under Item I. The 2.28% COLA reflects an increase in the hourly rate of pay for each employee and a permanent increase of 2.28% in the Head Start/EHS/EHS-CC Pay Scale. The Pay Scale also reflects permanent salary increases for select staff provided through Quality Improvement funding. A motion was made by Cindy Logan and seconded by Jordan Hill to approve the updated Head Start/Early Head Start/EHS-Child Care Pay Scale based on the 2.28%

COLA allowance and Quality Improvement funding. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve Head Start/Early Head Start/EHS-Child Care Program Policies. The LIFT Head Start, Early Head Start, and Early Head Start-Child Care Programs have set a focus on prioritizing staff wellness in accordance with program policies. Staff well-being (mental and physical health) is critical to the delivery of high-quality, comprehensive services to enrolled infants, toddlers, and their families, as it shapes their engagement, influences job satisfaction/ retention, and quality of life. The Staff Wellness, Retention, and Incentive Compensation Policy being considered for approval was developed to provide guidance to the HS/EHS/EHS-CC Programs around the provision of staff wellness supports and incentive compensation for staff (e.g. recognition of highly-efficient performance or cost reduction; individual superior performance which exceeds expectations; hazard pay or for additional, situational job duties; hiring/recruitment or tenure-based retention incentive). James reviewed the policy with the Board and explained the background behind its development. A motion was made by Cathie Carothers and seconded by Cindy Logan to approve the Head Start/Early Head Start/EHS-Child Care Program Staff Wellness, Retention, and Incentive Compensation Policy as presented. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve updates to the 2018-2023 Head Start/Early Head Start/EHS-Child Care Strategic Plan. The Strategic Plan was developed to help guide the Head Start/Early Head Start/EHS-Child Care Programs during the five-year grant cycle. Each year, the plan is reviewed and updates are made as needed and to track progress made. The Strategic Plan has an outcomes-based focus to facilitate continuous improvement and monitoring of progress within the programs. James explained that the Plan was updated in August 2022 to track progress towards meeting the Objectives and Outcomes. A fourth Program Goal—focused on increasing outreach efforts to spur recruitment and enrollment—was also added to the Plan as a result of ongoing oversight and review of improvement/monitoring data. James then described the Goals set for the programs and reasoning behind each, along with the associated Objectives, anticipated Outcomes, and progress made with both during Year 4. A motion was made by Jordan Hill and seconded by David Smith to approve updates to the 2018-2023 Head Start/Early Head Start/EHS-Child Care Strategic Plan. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the 2022-2023 Head Start/Early Head Start Training and Technical Assistance Plan. The provision of technical assistance and training for the Head Start/Early Head Start Programs serves to improve program quality. Head Start/Early Head Start staff receive a combination of Pre-service and In-service training as well as various other training opportunities. Trainings provided are based on staff needs, self-assessment, new best practices, training needs assessment, individual professional development plans, and Head Start Performance Standards. In addition to program staff, the Training and Technical Assistance Plan also includes development opportunities for the Policy Council and Board of Directors. The proposed plan outlines how the \$59,260 (Head Start: \$39,956 EHS: \$19,304) allocated for training and technical assistance will be expended during the 2022-2023 program year. A motion was made by Cindy Logan and seconded by Jia Johnson to approve the 2022-2023 Head Start/Early Head Start Training and Technical Assistance Plan. The roll call vote was: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the Head Start/Early Head Start/EHS-Child Care Organizational Chart. James explained that updates were needed in order for the Organizational Chart to accurately reflect current staffing for the programs. One update included the removal of the Data Entry Clerk as a position (duties have been combined with the Procurement Clerk II position). Additionally, the AmeriCorps Planning and Development Specialist and AmeriCorps Members are no longer positions within the programs, which is also represented on the chart. The AmeriCorps Program was not continued due to very low recruitment and retention rates of AmeriCorps Members over the last three years, which was exacerbated by continual turnover of the staff coordinator position. A motion was made by Brent Franks and seconded by Tina Foshee-Thomas to approve the Head Start/Early Head Start/EHS-Child Care Organizational Chart. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item R).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie Ferguson (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2022-2023 School Year. With funding from the Universal Service Fund, E-Rate provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries. This is an annual request to have the necessary staffing in place to oversee the process and perform necessary administration duties for the 2022-2023 school year. A motion was made by Patsy Guess and seconded by Cindy Logan to approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie (Ferguson) McKee (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2022-2023 School Year. The roll call vote was as follows: Yes 20; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item S).

Kathy James, Senior Program Planner, facilitated discussion with the Board concerning compliance with Children's Internet Protection Act (CIPA) Cyberbullying Awareness. CIPA was signed into law on December 21, 2000, and requires recipients of federal technology funds to comply with certain filtering and policy requirements. LIFT CAA will continue to utilize ProxEfence and DansGuardian as its filtering programs. These programs check for bad subjects, profanities, hate, and pornography then disallows if not suitable. LIFT CAA also uses Cyber Smart Lessons. LIFT CAA's Head Start/EHS/EHS-Child Care Programs' Internet Safety policies address the following as required by CIPA: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minor; (e) measures designed to restrict minors' access to materials harmful to minors; and (f) educating minors about appropriate online behavior, including interacting with others on social networking websites and in chat rooms and cyberbullying awareness and response.

Rebecca Reynolds, Executive Director, provided a Board Training/Programmatic Report over Self-Help Housing Program Evaluation (Organizational Standards 5.7 and 5.9). David Hawkins, Chairman, then facilitated the review and completion of the Self-Help Housing Program Evaluation (as provided in RD Instruction 1944-I, Exhibit E) by the Board of Directors.

Kathy James, Senior Program Planner, provided a Board Training (Organizational Standard 5.7) over Board Recruitment and Retention as well as Low-Income Participation (in Board activities and Members), with regards to Organizational Standard 1.1. Rebecca Reynolds, Executive Director, also reviewed the circumstances under which meeting absences will be excused (in accordance with LIFT CAA Amended and Restated By-Laws, Article V, Section 5). Reynolds explained that a form has been developed to aid in the excused absence approval process. Through this online form, Board Members will submit a request to the Board Chairman to be considered for approval of a meeting absence.

Johnny Moffitt, Associate 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 fifth meeting, held on September 13, 2022 at 9:40 a.m., Advisory Council members were briefed on the service results so far, including the hiring of drivers and maintenance of services. 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. Additionally, with the resignation of Clinton Crawley from the Board of Directors, there is now a vacancy on the Council. Therefore, a new member will be appointed to the Council during the October 2022 Board of Directors Meeting to fill the open seat.

Andrea Henkel, Board Member, provided the Board Giving Report (Organizational Standard 5.7). Currently, 12 of 26 Board Members have provided a monetary donation to the agency during 2022. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since the funding entity typically looks at the year prior, by achieving 100% Board giving in 2022, the agency is eligible to apply for funding in 2023.

W.F. Grammar, Risk Manager, provided the Board with the Risk Assessment and Management Report. The report focused primarily on Workers' Compensation, safety, and risk management activities/programming within the agency during the last quarter.

Kathy James, Senior Program Planner, provided the Board with the Policy Council Report for the August 16, 2022 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized Jennifer Cannon (Care Coordinator, Healthy Start Program) as the September 2022 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipients: Five Years – Ayla Osmer (Park Assistant, Hugo Lake State Park); Ten Years – Lisa Corey (Lead Caregiver, Early Learning Centers); and Fifteen Years – Carla Herd (OECP Lead Teacher, Early Learning Centers).

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; HS/EHS/EHS-CC Data Analysis Report; Teacher Qualification Waiver Approval Notices for 2022-2023 Head Start Program Year; and Safe Place Healing Hearts Too Needs Assessment Survey (Organizational Standards 5.7 and 5.9).

There being no other business to come before the Board, a motion was made by Tina Foshee-Thomas and seconded by Sandra Meeks 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 EE).

The Regular Meeting adjourned at 11:59 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer

CALL TO ORDER: 10:03 am

F&G: A. Henkel / W. Smith — H: T. Foshee-Thomas / W. Smith — D: A. Henkel / W. Smith — I: T. Foshee-Thomas / S. Meeks — J: B. Franks / J. Johnson

	September 13, 2022	Present	Absent	F&G			H			D			I			J		
				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	Andrea Henkel	✓		✓			✓			✓			✓			✓		
9	Jordan Hill	✓		✓			✓			✓			✓			✓		
10	Jia Johnson	✓		✓			✓			✓			✓			✓		
11	Sharon Johnson	✓		✓			✓			✓			✓			✓		
12	Vickie Leathers	✓		✓			✓			✓			✓			✓		
13	Cindy Logan	✓		✓			✓			✓			✓			✓		
14	Kara Maness		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Dwight Satterfield	✓		✓			✓			✓			✓			✓		
17	Leah Savage	✓		✓			✓			✓			✓			✓		
18	Wade Scott	✓		✓			✓			✓			✓			✓		
19	Les Shumake		✓															
20	David Smith	✓		✓			✓			✓			✓			✓		
21	William Smith	✓		✓			✓			✓			✓			✓		
22	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
23	Kelli Stacy		✓															
24	Vicky Wade	✓		✓			✓			✓			✓			✓		
25	Craig Young	✓		✓			✓			✓			✓			✓		
26	David Hawkins	✓																
27																		

	September 13, 2022	Present	Absent	L D. SMITH / C. LOGAN			M A. HENKEL / C. LOGAN			N C. LOGAN / J. HILL			O C. CAROTHERS / C. LOGAN			P J. HILL / D. SMITH		
				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	Andrea Henkel	✓		✓			✓			✓			✓			✓		
9	Jordan Hill	✓		✓			✓			✓			✓			✓		
10	Jia Johnson	✓		✓			✓			✓			✓			✓		
11	Sharon Johnson	✓		✓			✓			✓			✓			✓		
12	Vickie Leathers	✓		✓			✓			✓			✓			✓		
13	Cindy Logan	✓		✓			✓			✓			✓			✓		
14	Kara Maness		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓			✓		
16	Dwight Satterfield	✓		✓			✓			✓			✓			✓		
17	Leah Savage	✓		✓			✓			✓			✓			✓		
18	Wade Scott	✓		✓			✓			✓			✓			✓		
19	Les Shumake		✓															
20	David Smith	✓		✓			✓			✓			✓			✓		
21	William Smith	✓		✓			✓			✓			✓			✓		
22	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
23	Kelli Stacy		✓															
24	Vicky Wade	✓		✓			✓			✓			✓			✓		
25	Craig Young	✓		✓			✓			✓			✓			✓		
26	David Hawkins	✓																
27																		

C. LOGAN J. JOHNSON

B. FRANKS T. FOSHEE-THOMAS

P. GUESS C. LOGAN

TINA FOSHEE-THOMAS S. MEEKS

	September 13, 2022	Present	Absent	Q			R			S			EE					
				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	Andrea Henkel	✓		✓			✓			✓			✓					
9	Jordan Hill	✓		✓			✓			✓			✓					
10	Jia Johnson	✓		✓			✓			✓			✓					
11	Sharon Johnson	✓		✓			✓			✓			✓					
12	Vickie Leathers	✓		✓			✓			✓			✓					
13	Cindy Logan	✓		✓			✓			✓			✓					
14	Kara Maness		✓															
15	Sandra Meeks	✓		✓			✓			✓			✓					
16	Dwight Satterfield	✓		✓			✓			✓			✓					
17	Leah Savage	✓		✓			✓			✓			~~✓~~					
18	Wade Scott	✓		✓			✓			✓			✓					
19	Les Shumake		✓															
20	David Smith	✓		✓			✓			✓								
21	William Smith	✓		✓			✓			✓			✓					
22	Consuelo Splawn	✓		✓			✓			✓			✓					
23	Kelli Stacy		✓															
24	Vicky Wade	✓		✓			✓			✓			✓					
25	Craig Young	✓		✓			✓			✓			✓					
26	David Hawkins	✓																
27																		

ADJOURN: 11:59 am