

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, November 8, 2022 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

AGENDA

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests
- C.** Finance/Audit/Loan Committee Report

***Consent Docket** - The following items of business indicated by brackets (D and E, F, G) may be voted upon by a single vote of the Board without discussion, unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- D.** Consideration, Discussion, and Vote to Approve October 2022 Regular Meeting Minutes (Organizational Standard 5.5)
- E.** Consideration, Discussion, and Vote to Approve September 2022 Financial Reports; Distribution of October 2022 Financials for December 2022 Consideration and Vote (O.S. 8.7)
- F.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$35,243**
 - 1. YouthBuild Program Request to International Paper, Valliant Containerboard Mill - **\$1,500**
 - 2. FY 2022 Community Services Block Grant Application (Fourth Allocation) to the Oklahoma Department of Commerce/Community Development - **\$2,243**
 - 3. Local Community Grant Application (Holiday Food Baskets) to Walmart (Facility 49) - **\$1,500**
 - 4. Choctaw County YouthBuild Expansion Application to Sarkeys Foundation - **\$30,000**
 - 5. Quality Rating and Improvement System STARS Applications (Early Learning Centers) to the Oklahoma Department of Human Services
 - 6. QRIS STARS Applications (Head Start/Early Head Start) to Oklahoma DHS
- G.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$406,608**
 - 1. American Rescue Plan Act Child Care Stabilization Grant Awards (Cycle 5, ELCs) from Oklahoma DHS - **\$60,000**
 - 2. ARPA Child Care Stabilization Grant Awards (Cycle 5, HS/EHS) from OKDHS - **\$296,000**
 - 3. YouthBuild Program Award from International Paper, Valliant Containerboard Mill - **\$1,500**
 - 4. Choctaw County Emergency Food and Shelter Program – Phase 39 Funding Award from EFSP/United Way - **\$2,800**
 - 5. Choctaw County EFSP – Phase 39 ARPA Funding Award from EFSP/United Way - **\$8,361**
 - 6. Pushmataha County EFSP – Phase 39 Funding Award from EFSP/United Way - **\$2,800**
 - 7. Pushmataha County EFSP – Phase 39 ARPA Award from EFSP/United Way - **\$5,647**
 - 8. Rural Domestic Violence and Dating Violence, Sexual Assault, and Stalking Assistance Program Subgrant Award from the Oklahoma District Attorneys Council - **\$1,500**
 - 9. 2022 Grow the Good Program Donation (Mentoring) from Campbell Global LLC - **\$500**
 - 10. Child Care Stabilization Grant Program Awards (Year 2/Quarter 1, ELCs) from the Choctaw Nation of Oklahoma, Child Care Assistance Program - **\$27,000**
 - 11. Court Appointed Special Advocates Donation from Pushmataha Co. Historical Society - **\$500**

- H. Consideration, Discussion, and Vote to Approve LIFT CAA Succession Plan (O.S. 4.5)
- I. Consideration, Discussion, and Vote to Approve LIFT CAA to Act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and Contract with Oklahoma Commission on Children and Youth (\$20,442.39 *Maximum Contract Total, Period: 1/1/2023–12/31/2023*)
- J. Consideration, Discussion, and Vote to Approve LIFT CAA to Act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and Contract with Oklahoma Comm. on Children and Youth (\$20,442.39 *Maximum Contract Total, Period: 1/1/2023–12/31/2023*)
- K. Strategic Planning/Board Member Input and Participation: SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis (O.S. 6.1-6.5)
- L. Consideration, Discussion, and Vote to Approve Revisions to Victims Services Programs Policies and Procedures Manual
- M. Board Training/Programmatic Report: Victim Services Programs and Evaluation (O.S. 5.7, 5.9)
- N. Consideration, Discussion, and Vote to Approve Victim Services Programs Evaluation
- O. Board Training/Programmatic Report: Quarterly (July-September) and Year-to-Date Housing Production as Reported to NeighborWorks® America (O.S. 5.7, 5.9)
- P. Board Training/Programmatic Report: HS/EHS/EHS-Child Care Program Information Reports (O.S. 5.7, 5.9)
- Q. Board Training: Understanding the National CASA Core Model (O.S. 5.7)
- R. Policy Council Report (O.S. 2.1, 5.7 & 5.9)
- S. Recognition of November 2022 Employee of the Month:
Amy Craven, Center Director/Lead Teacher – Early Learning Centers
- T. Recognition of Service Award:
Five Years: Jennifer Adams, Teacher – Head Start Program
- U. Other Reports/Announcements/Correspondence: 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; NeighborWorks® America Audit Compliance Notice; Award for Excellence in Action against Domestic Violence; Christmas in the Park; McCurtain County Salvation Army Red Kettle Campaign; Pushmataha County Salvation Army Red Kettle Campaign (O.S. 5.7, 5.9)
- V. Consideration, Discussion, and Vote on New Business (*Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, Oklahoma Statute Title 25 § 311*)
- W. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____