LIFT

Community Action Agency, Inc.

Board of Directors Meeting

DECEMBER 13, 2022 • 10:00 AM

HEAD START ADMINISTRATION OFFICE

1005 S. 5TH STREET - HUGO, OKLAHOMA

Our Mission:

To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency.

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, December 13, 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. Consideration, Discussion, and Vote to Accept Jim Bob Sullivan as Appointed Representative for the Choctaw County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024)*

D. Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)

E. Recognition of Kevin Cory as Elected Representative for the Choctaw County Emergency Food and Shelter Board, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)

F. Recognition of Patsy Guess as 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 12/31/2025*)

G. Recognition of David Hawkins as Elected Representative for Idabel Nutrition Center, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)

H. Consideration, Discussion, and Vote to Accept Brad Burgett as Appointed Representative for the Pushmataha County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)

I. Consideration, Discussion, and Vote to Accept Brent Franks as Appointed Representative for the Pushmataha County Ministerial Alliance, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)

J. Consideration, Discussion, and Vote to Accept Jia Johnson as Appointed Representative for the Idabel Chamber of Commerce and Agriculture, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)

K. Consideration, Discussion, and Vote to Accept David Smith as Appointed Representative for the City of Antlers, a Public Entity on LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)

L. Consideration, Discussion, and Vote to Accept Kelli Stacy as Appointed Representative for the Hugo Area Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)

M. Consideration, Discussion, and Vote to Accept Craig Young as Appointed Representative for the City of Idabel, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)

N. Finance/Audit/Loan Committee Report

Consent Docket *- The following items of business indicated by brackets (O and P, Q, R) 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.*

O. Consideration, Discussion, and Vote to Approve November 2022 Regular Meeting Minutes (*O.S. 5.5*)

P. Consideration, Discussion, and Vote to Approve October 2022 Financial Reports; Distribution of November 2022 Financials for January 2023 Consideration and Vote (*O.S. 8.7*)

Q. Consider Submission of Resolutions/Grant Applications, Vote to Approve – **$2,210,040.42**

1. FY 2023 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application (Continuation, Year 10) to the Health Resources and Services Administration - ***$1,144,121***
2. FY 2023 Round 1 Expendable Grant Application to NeighborWorks® America - ***$150,000***
3. FY 2023 Round 1 Capital Grant Application to NeighborWorks® America - ***$75,000***
4. PY 2023 Pathway Forward Weatherization Application to the Oklahoma Department of Commerce - ***$365,919.42*** (*Department of Human Services: $143,007, Department of Energy: $222,912.42*)
5. Community Services Block Grant Discretionary Program Application (Accounting/Human Resources Software) to ODOC - ***$50,000***
6. CSBG Discretionary Program Application (Emergency Assistance/Disaster Relief) to ODOC - ***$50,000***
7. American Rescue Plan Act for Nonprofits Relief Program Application to ODOC - ***$75,000***
8. Rural Communities Opioid Response Program – Overdose Response Grant Application to the Health Resources and Services Administration - ***$300,000***

R. Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **$3,417,888.74**

1. FY 2023 Base Grant Award from the Oklahoma Court Appointed Special Advocates Association - ***$19,000***
2. Child and Adult Care Food Program Award from the Oklahoma Department of Education - ***$1,239,628.74*** (*Program Operations – $159,628.74; Daycare Home Meal Reimbursement – Up to $1,080,000*)
3. FY 2022 CSBG Award (Fourth Allocation) from ODOC - ***$2,243*** (*Award Total: $232,433.74*)
4. Round Up Change Program Donation (CASA) from Kwik Chek/McCraw Oil Company Incorporated - ***$3,500***
5. FY 2023 Head Start/Early Head Start Program Grant Award (Continuation) from the Administration for Children and Families, Office of Head Start - ***$2,075,517***
6. Quality Rating and Improvement System STARS Award (Early Learning Centers) from the Oklahoma Department of Human Services – ***$15,000***
7. ARPA Child Care Stabilization Grant Awards (Cycle 6, Early Learning Centers) from Oklahoma DHS - ***$63,000***

S. Consideration, Discussion, and Vote to Approve 2023 Agency-Wide Budget (*O.S. 8.9*)

T. Consideration, Discussion, and Vote to Approve 2023-2025 Strategic Plan (*O.S. 4.3, 6.1-6.4*)

U. Board Training: Eligibility, Recruitment, Selection, Enrollment, and Attendance (*O.S. 5.7*)

V. Board Training (*O.S. 5.7*):
- Open Meeting Act
- Open Records Act
- Role/Recording of the Board Minutes

W. Board Training/Programmatic Report: Head Start/EHS/EHS-Child Care School Readiness/Child Outcomes Results for Fall 2022-2023 (*O.S. 5.7, 5.9*)

X. Transportation Advisory Council Report (*O.S. 5.9*)

Y. 2022 Board Giving Report (*O.S. 5.7*)

Z. Policy Council Report (*O.S. 2.1, 5.7 & 5.9*)

AA. Recognition of December 2022 Employee of the Month:
Adina Hill, Bookkeeper – Administration

BB. Recognition of 2022 Employee of the Year:
Adina Hill, Bookkeeper – Administration

CC. Recognition of Service Award:
Five Years: Christina Merritt, Assistant Disabilities and Mental Health/Family and Community Engagement Specialist – Head Start/EHS/EHS-Child Care Programs

DD. 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 (*O.S. 5.7, 5.9*)

EE. 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*)

FF. Consideration, Discussion, and Vote to Adjourn

Posted: ____________________________ *Date:* __________________ *Time:* __________

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

MINUTES
BOARD OF DIRECTORS MEETING
November 8, 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, November 8, 2022 at 10:28 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 Brent Franks.

Roll Call was taken and a quorum was established (14 Board Members present, 12 absent). The following Board Members were present at the meeting site: Brad Burgett, Cathie Carothers, Brent Franks, David Hawkins, Jordan Hill, Vickie Leathers, Cindy Logan, Leah Savage, Wade Scott, David Smith, William Smith, Consuelo Splawn, Kelli Stacy, and Debra Williams. The following members were absent: Danny Cornish, Kevin Cory, Tina Foshee-Thomas, Patsy Guess, Andrea Henkel, Jia Johnson, Sharon Johnson, Kara Maness, Sandra Meeks, Dwight Satterfield, Vicky Wade, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Michelle Pulliam, Jodie Allen, Branden Billy, DeeDee Atwood, Doris Long, Tonya Finley, Rhonda Teague, Amy Craven, Kelly Thomas, Johnny Moffitt, Jordan Mack, Darla Galyon, Lindsey Miller, Mattie McKee, Ernest McCarty, Ashlie Raper, Macy Self, Sheree Ensley, Stella Dennis, W.F. Grammar, Kathy James, and Rebecca Reynolds.

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 November 8, 2022 at 9:03 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. One active loan is past due at 60 days, and three loans are 30 days past due. The Committee voted to recommend full Board approval of the agency's Financial Reports for September 2022. The Committee received an update on properties with regards to the severe weather that affected the service area on November 4, 2022, in addition to the status of the Antlers Transit Building and Hugo Lake. Under New Business, it was reported to the Committee that there had been a recent fraudulent transaction with the agency's Accounts Payable checking account. Action steps to mitigate the situation were discussed.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the October 2022 Regular Meeting Minutes and the September 2022 Financial Reports; the October 2022 Financials were distributed for consideration and vote at the December 2022 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by David Smith and seconded by Brad Burgett to approve the October 2022 Regular Meeting Minutes and the September 2022 Financial Reports. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items D & E).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. YouthBuild Program Request to International Paper, Valliant Containerboard Mill in the amount of $1,500; if awarded, these funds will be used to support operational expenses of the Choctaw County YouthBuild Program.
2. FY 2022 Community Services Block Grant Application (Fourth Allocation) to the Oklahoma Department of Commerce/Community Development in the amount of $2,243; if awarded, these funds will be used for the purpose of revitalizing communities and the creation of opportunities for economic prosperity among low-income individuals and families.
3. Local Community Grant Application (Holiday Food Baskets) to Walmart (Facility 49) in the amount of $1,500; if awarded, this funding will be leveraged with LIFT CAA non-federal funds and used to provide food baskets to needy families in the tri-county service area during the Thanksgiving and Christmas holiday seasons.
4. Choctaw County YouthBuild Expansion Application to Sarkeys Foundation in the amount of $30,000; if awarded, these funds will be used to expand the construction classroom for the Choctaw County YouthBuild Program.
5. Quality Rating and Improvement System STARS Applications (Early Learning Centers) to the Oklahoma Department of Human Services; if these applications for center accreditation are awarded, the Early Learning Centers will attain a higher rating within the system, with increased incentives and funding. The QRIS STARS program defines and maintains standards of quality beyond minimum licensing requirements to help ensure continuous improvement within child care and learning environments.
6. QRIS STARS Applications (Head Start/Early Head Start) to the Oklahoma Department of Human Services; if these applications for center accreditation are awarded, LIFT's Head Start and Early Head Start centers will attain a higher rating within the system, with increased incentives and funding. The QRIS STARS program defines and maintains standards of quality beyond minimum licensing requirements to help ensure continuous improvement within child care and learning environments.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brad Burgett and seconded by Wade Scott to approve the submission of resolutions and/or grant applications in the amount of $35,243 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. American Rescue Plan Act Child Care Stabilization Grant Awards (Cycle 5, Early Learning Centers) from the Oklahoma Department of Human Services in the amount of $60,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
2. American Rescue Plan Act Child Care Stabilization Grant Awards (Cycle 5, Head Start/Early Head Start) from the Oklahoma Department of Human Services in the amount of $296,000; these funds will provide key operating support to maintain child care services within the agency's Head Start and Early Head Start Programs.
3. YouthBuild Program Award from International Paper, Valliant Containerboard Mill in the amount of $1,500; these funds will be used to support operational expenses of the Choctaw County YouthBuild Program.
4. Choctaw County Emergency Food and Shelter Program – Phase 39 Funding Award from EFSP/United Way in the amount of $2,800; these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Choctaw County.
5. Choctaw County Emergency Food and Shelter Program – Phase 39 American Rescue Plan Act Funding Award from EFSP/United Way in the amount of $8,361; these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Choctaw County.
6. Pushmataha County Emergency Food and Shelter Program – Phase 39 Funding Award from EFSP/United Way in the amount of $2,800; these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Pushmataha County.
7. Pushmataha County Emergency Food and Shelter Program – Phase 39 American Rescue Plan Act Award from EFSP/United Way in the amount of $5,647; these funds will be used to provide emergency food and shelter (utility, rent, or mortgage) assistance to needy individuals in Pushmataha County.
8. Rural Domestic Violence and Dating Violence, Sexual Assault, and Stalking Assistance Program Subgrant Award from the Oklahoma District Attorneys Council in the amount of $1,500; these funds will be used to provide transportation assistance to victims through the Rural Domestic Violence and Dating Violence, Sexual Assault, and Stalking Assistance Program for a period of 36 months (October 1, 2022 – September 30, 2025). Such assistance could include purchase of gas cards, ride share costs, public transportation services vouchers, and reimbursement for mileage.
9. 2022 Grow the Good Program Donation (Mentoring) from Campbell Global LLC in the amount of $500; these funds will be used for operational expenses of the agency's mentoring programming.
10. Child Care Stabilization Grant Program Awards (Year 2/Quarter 1, Early Learning Centers) from the Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of $27,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.
11. Court Appointed Special Advocates Donation from the Pushmataha County Historical Society in the amount of $500; these funds will be used for operational expenses of the agency's CASA Program.

A motion was made by Jordan Hill and seconded by David Smith to approve acceptance of grants, contracts, and awards in the amount of $406,608 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).

Rebecca Reynolds, Executive Director, and Vickie Leathers, Board Member, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Succession Plan. In accordance with Organizational Standard 4.5, LIFT CAA has a written Succession Plan in place for the Executive Director, which provides the procedures for covering an emergency/unplanned short-term absence of three months or less, in addition to outlining the process for filling a permanent vacancy. The purpose of the plan is to ensure the continuous coverage of duties critical to the ongoing successful operations of the agency. The Governing Board reviews and approves LIFT CAA's Executive Director Succession Plan on a periodic basis. Prior to the Board Meeting, the Succession Committee met to review/discuss the plan and make needed revisions. Reynolds stated that revisions made were due to the planned retirement of LIFT CAA Associate Director Johnny Moffitt within the next two years. Moffitt was previously named as "successor" in the event of an emergency, short- or long-term absence of the Executive Director. As confirmed by Leathers, the Committee is proposing to name LIFT CAA Associate Director Macy Self as "successor" in the event of an emergency, short- or long-term absence of the Executive Director, until such time the Board can make a more permanent selection. In the event that Self cannot step in to fulfill this position, Human Resources Director Dawn McDaniel will serve as the secondary or backup successor. Reynolds reviewed the plan with the Board and facilitated discussion. A motion was made by Brad Burgett and seconded by Cindy Logan to approve the LIFT CAA Executive Director Succession Plan. 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, requested the Board's consideration, discussion, and vote to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($20,442.39 Maximum Contract Total, Period: 1/1/2023–12/31/2023). Reynolds explained that currently, the agency is serving as the Fiscal Agent as the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. A motion was made by David Smith and seconded by Wade Scott to approve LIFT CAA to act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2023–12/31/2023 at a maximum contract total of $20,442.39. The roll call vote was as follows: Yes 14; 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 approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth ($20,442.39 Maximum Contract Total, Period: 1/1/2023–12/31/2023). Reynolds explained that currently, the agency is serving as the Fiscal Agent as the Multidisciplinary Team does not have the capacity to administer the contract on their own. The contract provides support for a Forensic Interviewer and Coordinator as well as for those members of the team to travel to meetings or to receive necessary training. A motion was made by Brent Franks and seconded by Brad Burgett to approve LIFT CAA to act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and contract with the Oklahoma Commission on Children and Youth for the period of 1/1/2023–12/31/2023 at a maximum contract total of $20,442.39. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, facilitated a Strategic Planning session with Board Members to receive their input related to the agency's SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis, in accordance with Organizational Standards 6.1 through 6.5. Cox first explained about ROMA and its cycle, and how it serves as groundwork for the Strategic Plan, which is informed by the Community Needs Assessment. As a Community Action Agency, LIFT CAA is required to have a three- to five-year Strategic Plan. The agency's current plan (2020–2023) was approved by the Board of Directors in February 2020. The Strategic Plan needs to include input and participation from the Board Members as this information serves as a foundation for the agency's strategic planning moving forward. Board Members were then asked to complete a SWOT Analysis worksheet, listing the agency's strengths, weaknesses, opportunities, and threats from their perspective. Findings from the SWOT Analysis will be used to create the new LIFT CAA Strategic Plan. LIFT CAA is currently working with a Certified ROMA Trainer, Julia Teska, to help accomplish the task of writing the agency's new 2023–2025 Strategic Plan.

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve revisions to the Victim Services Programs Policies and Procedures Manual. Revisions were needed throughout the Manual in order to reflect the agency's name change to LIFT Community Action Agency, Inc. Also, the Cover Page and Section XXXV. Client Grievance Policy and Procedures were updated to reflect the new Board Chairman, David Hawkins, and new date of approval by the Board of Directors. A motion was made by Brent Franks and seconded by Brad Burgett to approve revisions to the Victim Services Programs Policies and Procedures Manual. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Doris Long, Victim and Youth Services Director, and Kathy James, Senior Program Planner, provided a Board Training/Programmatic Report over the LIFT CAA Victim Services Programs and Evaluation (Organizational Standard 5.7 and 5.9). This training and evaluation is a requirement for the agency's Domestic Violence, Sexual Assault, Stalking Victim Services Program Certification through the Oklahoma Office of the Attorney General. The agency was granted temporary certification status in September 2019, and received full certification (for a three-year period) in 2021. Long introduced the staff of the programs and provided the Board with an overview of domestic and dating violence, sexual assault, and stalking. James reviewed the Victim Services Programs Policies and Procedures Manual, stand-alone policies and standards of conduct, which provide the basis for operations of the programs. The Manual was developed in accordance with the standards and criteria set forth in the Oklahoma Administrative Code, Title 75, Chapters 1 and 15, as well as information included on the DVSA Certification Review Forms and guidance from the Oklahoma Office of the Attorney General. James also reviewed the Philosophy underlying the standards and criteria for domestic violence and sexual assault programs (Oklahoma Administrative Code § 75:15-1-1.1), which is based upon voluntary services and individual self-determination. The approved Philosophy of service provision and Victim Services Programs Policies and Procedures Manual is made available to the community, staff, volunteers, and clients. James reviewed the programs and services (for each component) under the Victim Services Program Certification, which include: Court Appointed Special Advocates (established in 1997), Safe Place Healing Hearts (est. 2017), Safe Place Healing Hearts Too (est. 2021), and Victim Advocacy Services (est. 2015). James then reviewed the rules, standards, and criteria followed by these programs to ensure the multicultural needs of clients are met. She reviewed confidentiality standards/practices within the programs (including verbal confidentiality and client records); LIFT CAA's Victim Services Programs comply with both State and Federal laws governing confidentiality and any exceptions to those laws. James explained client rights and grievance procedures, as well as legal and ethical issues faced by the Victim Services Programs. Additionally, program staff have undergone a great deal of training to help understand the complexities of domestic violence, sexual assault, and stalking, as well as the laws and ethics that impact this work. The programs also have a great network of partners that provide technical assistance when needed. James then reviewed the generalized goals for each program (initially approved by the Board in March 2019), consistent with the existing goals and activities/work being conducted. Long then presented the Program Evaluation and explained that an evaluation of LIFT CAA's Victim Programs' services, facilities, and policies and procedures is conducted each year. This assessment helps to identify special populations of victims who are underserved or have special needs. The annual Evaluation utilizes information derived from client service data, staff evaluations, the Advocacy and Supportive Services Feedback Form (Evaluation Template), surveys, and other programmatic information (such as reports submitted to funding sources, progress reporting, financial statements, etc.). The evaluation data is submitted to the Board for review and approval each year. Long then provided an evaluation report for the Victim Services Programs for the period of October 1, 2021 to September 30, 2022, which aligns with reporting periods for the programs' funding sources. Since October 1, 2021, the Safe Place Healing Hearts and Victim Advocacy Services programs have served a combined total of 504 new victims. Primary and secondary victims by type of crime included: 5 child physical abuse, 343 domestic or family violence, 76 adult physical assault, 9 child sexual abuse/assault, 39 adult sexual assault, 4 bullying, 1 financial crime, 25 stalking/harassment, 1 elder abuse, and 1 kidnapping (non-custodial). Each of these crimes were perpetrated against individuals in the service area (some clients had multiple categories of victimization). The majority of clients were between the ages of 25-59 years, followed by 18-24 years, and 8% had some form of disability. Since July 2015, the programs have served a total of 2,297 unduplicated victims of crime. In addition, since October 2017, the rates of reporting and prosecution of domestic violence, sexual assault, and stalking cases has increased by at least 10% overall. Of the program clients surveyed, 90% said the assistance they received was "very helpful" while 10% rated services as "helpful". Most importantly, 100% of clients would recommend the programs. Furthermore, 100% of partners strongly agree they are satisfied with the programs, and find the programs to be helpful, to have increased their knowledge, and to have enhanced/improved their efforts and service to victims. It was noted that within the Board Meeting Packet, the partner survey results incorrectly listed 100% of responses as "Strongly Disagree" for all categories instead of "Strongly Agree". With regards to CASA, the program served 63 new children during the period of October 1, 2021 to September 30, 2022. There were 60 cases involving child physical abuse or neglect and 3 sexual abuse cases. A total of 17 children had their cases closed during the evaluation time period, achieving reunification or safe placement.

Doris Long, Victim and Youth Services Director, requested the Board's consideration, discussion, and vote to approve the Victim Services Programs Evaluation. A motion was made by Brent Franks and seconded by Brad Burgett to approve the LIFT CAA Victim Services Programs Evaluation as presented. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Ashlie Raper, Housing Director, provided a Board Training/Programmatic Report over Quarterly and Year-to-Date Housing Production as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). Raper provided a review and facilitated discussion with the Board regarding Quarterly Housing Production for the period of July 1 through September 30, 2022, as well as Year-to-Date Housing Production (October 2021–September 2022). The production reports provided insight into activities such as numbers of homeowners created, preserved homeownership, and rental homes constructed, acquired and preserved, as well as numbers of individuals having received housing counseling.

Darla Galyon, Head Start/Early Head Start/EHS-Child Care Program Director, provided a Board Training/Programmatic Report over the Head Start, Early Head Start, and Early Head Start-Child Care Program Information Reports for 2022 (Organizational Standards 5.7 and 5.9). A Program Information Report is required to be conducted annually for all Head Start and Early Head Start programs. The reports cover a range of topics from teacher qualifications to family needs to enrollment. These reports are used on a National level to survey programs and evaluate operations. Galyon provided a summary overview of each report and their use as a continuous quality improvement/assessment tool, then facilitated discussion with the Board concerning the reports.

Doris Long, Victim and Youth Services Director, provided a Board Training over understanding the National CASA Core Model (Organizational Standard 5.7). Long reviewed the Core Model with the Board and discussed the fundamental elements of CASA.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the October 18, 2022 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized Amy Craven (Center Director/Lead Teacher, Early Learning Centers) as the November 2022 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipient: Five Years – Jennifer Adams (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; 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; and HS/EHS/EHS-CC Hiring Outreach/Sign-On Incentives (Organizational Standards 5.7 and 5.9).

David Hawkins, Chairman, invited the presentation of New Business not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, in accordance with Title 25, Oklahoma Statute § 311. Rebecca Reynolds, Executive Director, and Sheree Ensley, Fiscal Officer, explained that there had been a recent fraudulent transaction with the agency's Accounts Payable checking account. There was a check sent out in October 2022 from the Accounts Payable account for a payment on the Workers' Compensation insurance. When the check cleared it was determined the check had been stolen and altered. Therefore, it may be necessary to close the Accounts Payable account with First United Bank (Account Number 2050383). If the account is closed, this would also necessitate the opening of a new account, transferring the funds remaining from the closed account into the new account, and approving the same check signatories for the new account who were associated with the account to be closed (Rebecca Reynolds, Johnny Moffitt, Macy Self, Dawn McDaniel, and Darlene Wood). Agency leadership is working with First United Bank and its Treasury Management Department to recover the funds and tighten internal controls to prevent a future occurrence, including implementing a positive pay process. It is possible that the closing the of account (and associated next steps) may not be a necessary, but it is important to have Board approval in the event these steps must be taken per guidance from First United Bank's Treasury Management Department. A motion was made by Brent Franks and seconded by David Smith to close LIFT CAA's Accounts Payable Account Number 2050383 with First United Bank and open a new account, transfer the funds remaining from the closed account, and approve the same check signatories for the new account who were associated with the account to be closed (Rebecca Reynolds, Johnny Moffitt, Macy Self, Dawn McDaniel, and Darlene Wood), unless other guidance is received from First United Bank's Treasury Management Department. The roll call vote was as follows: Yes 14; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item V).

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 W).

The Regular Meeting adjourned at 11:39 a.m.

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Brad Burgett, Secretary/Treasurer

CALL TO ORDER: 10:24 am

				D. SMITH		B. BURGETT	B. BURGETT		W. SCOTT	J. HILL		D. SMITH	B. BURGETT		C. LOGAN	D. SMITH		W. SCOTT
	November 8, 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	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	David Smith	✓		✓			✓			✓			✓			✓		
20	William Smith	✓		✓			✓			✓			✓			✓		
21	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
22	Kelli Stacy	✓		✓			✓			✓			✓			✓		
23	Vicky Wade		✓															
24	Debra Williams	✓		✓			✓			✓			✓			✓		
25	Craig Young		✓															
26	David Hawkins	✓		✓			✓			✓			✓			✓		
27																		

	November 8, 2022	Present	Absent	J (B. FRANKS / B. BURGETT)			L (B. FRANKS / B. BURGETT)			N (B. FRANKS / B. BURGETT)			V (B. FRANKS / D. SMITH)			W (B. BURGETT / J. HILL)		
				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	David Smith	✓		✓			✓			✓			✓			✓		
20	William Smith	✓		✓			✓			✓			✓			✓		
21	Consuelo Splawn	✓		✓			✓			✓			✓			✓		
22	Kelli Stacy	✓		✓			✓			✓			✓			✓		
23	Vicky Wade		✓															
24	Debra Williams	✓		✓			✓			✓			✓			✓		
25	Craig Young		✓															
26	David Hawkins	✓		✓			✓			✓			✓			✓		
27																		

ADJOURN: 11:39 am

LITTLE DIXIE CAA, INC.
Balance Sheet
All Funds
November 30, 2022

	11/30/2022		10/31/2022	
ASSETS				
CASH IN BANK-FIRST UNITED OPERATING	8,154,485.83		7,706,534.40	
-HOUSING ESCROW ACCT F UNITED	100,900.17		89,971.17	
-McCURTAIN COUNTY NATIONAL	20,148.98		13,420.64	
-DONATION ACCT FIRST UNITED	1,696.51		1,577.68	
-MARINA LICENSE ACCT FIRST UNITED	240.43		240.40	
-TERRY HILL RESERVE ACCT. F UNITED	131,338.30		130,722.12	
-P/R CLEARING - FIRST UNITED	1,753.85		1,753.85	
-SHAMROCK BANK CLAYTON	1,822.70		1,822.02	
- UNRESTRICTED FUNDS CD 1ST UNITED	813,401.65		813,401.65	
-A/P CLEARING - FIRST UNITED	6,250.82		6,250.82	
-SBA LOAN FUND FIRST UNITED	-		-	
-SBA RESERVE FUND FIRST UNITED	-		-	
-CASH DRAWER/APTS(936)	100.00		100.00	
-CASH DRAWER/MARINA(950)	310.00		310.00	
TOTAL CASH		9,232,449.24		8,766,104.75
GRANTS RECEIVABLE ALL FUNDS	1,803,132.40		1,455,636.00	
TRAVEL ADVANCES RECEIVABLE	-		-	
PREPAID EXPENSE	504.57		4.90	
RECEIVABLE FROM KIAMICHI PLACE OPR (436)	107,835.90		107,108.90	
RECEIVABLE FROM BELMONT HSG (441)	138,125.48		138,125.48	
RECEIVABLE FROM CLAYTON HSG (446)	191,627.53		191,627.53	
RECEIVABLE FROM SBA (890)	-		6,637.00	
RECEIVABLE FROM SOCDC	401,103.59		372,661.83	
LOANS RECEIVABLE - SBA (160)	14,335.90		14,804.07	
LOANS RECEIVABLE - IRP (170)	-		-	
LOANS RECEIVABLE EC.DEV. (315)	73,766.59		75,090.47	
ROLEAU LOAN RECEIVABLE (600)	58,109.09		59,653.29	
LOANS RECEIVABLE - NWA HSG. (780 & 800)	354,750.38		354,919.95	
PROPERTY HELD FOR SALE	520,721.32		520,721.32	
PROPERTY/FIXED ASSETS	11,720,051.24		11,720,051.24	
ACCUMULATED DEPRECIATION	(5,594,074.69)		(5,594,074.69)	
LEASEHOLD IMPROVEMENTS	69,558.52		69,558.52	
NON-CASH ASSETS		9,859,547.82		9,492,525.81
TOTAL ASSETS		19,091,997.06		18,258,630.56
LIABILITIES				
ACCOUNTS PAYABLE ACCRUED	129,101.60		723,523.48	
LD ACCRUED EMPLOYEE BENEFITS (999)	352,211.13		352,211.13	
LD HOUSING LOANS ESCROW (890)	1,782.08		1,600.16	
LD APTS DEPOSITS PAYABLE TO TENANTS	25,719.50		25,719.50	
LD LOANS PAYABLE TO SBA (160)	-		-	
LD LOAN PAYABLE TO 1ST UNITED (281)	9,545.47		10,015.28	
PAYABLE TO HSG NONFED (160)	-		6,637.00	
TOTAL LIABILITIES		518,359.78		1,119,706.55
NET ASSETS				
DOUBTFUL LOANS(150,160,170)	4,818.15		4,818.15	
NET ASSETS ALL FUNDS	16,999,635.13		16,007,918.02	
EXCESS REVENUES OVER EXPENSES ALL FUNDS	1,569,184.00		1,126,187.84	
TOTAL NET ASSETS		18,573,637.28		17,138,924.01
TOTAL LIABILITIES AND NET ASSETS		19,091,997.06		18,258,630.56
OWED TO OTHER ENTITIES AND CLIENT/TENANTS	27,501.58		27,319.66	
RATIO OF OTHER LIABILITIES TO NET ASSETS	0%		0%	
RATIO OF TOTAL LIABILITIES TO NET ASSETS	3%		7%	

Statement of Financial Position

LIFT Community Action Agency, Inc. (LDCFND)

1/1/2022 to 11/30/2022

	Without Donor Restrictions	With Donor Restrictions	Total
Assets			
Current Assets			
Cash and Cash Equivalents	9,077,065.09	155,384.15	9,232,449.24
Accounts and Interest Receivable	1,803,132.40	0.00	1,803,132.40
Notes Receivable	0.00	0.00	0.00
Inventories	520,721.32	0.00	520,721.32
Contributions Receivable	0.00	0.00	0.00
Short Term Investments	0.00	0.00	0.00
Interest/Taxes/Penalties Receivable	0.00	0.00	0.00
Notes and Loans Received Current Portion	0.00	0.00	0.00
Due from Other Classes	0.00	0.00	0.00
Total Current Assets	11,400,918.81	155,384.15	11,556,302.96
Non Current Assets			
Contributions Receivable	0.00	0.00	0.00
Notes and Loans Receivable	1,308,808.51	30,845.95	1,339,654.46
Land Buildings and Equipment - Accumulated Depreciation	6,195,535.07	0.00	6,195,535.07
Long Term Investments	0.00	0.00	0.00
Other	504.57	0.00	504.57
Total Assets	18,905,766.96	186,230.10	19,091,997.06
Liabilities and Net Assets			
Current Liabilities			
Account / Vouchers Payable	1,873.90	0.00	1,873.90
Accrued Liabilities	506,940.41	0.00	506,940.41
Refundable Advances	0.00	0.00	0.00
Current Portion of Long Term Debt	0.00	0.00	0.00
Interest/Taxes Payable	0.00	0.00	0.00
Due to Other Classes	0.00	0.00	0.00
Total Current Liabilities	508,814.31	0.00	508,814.31
Non Current Liabilities			
Long Term Debt	9,545.47	0.00	9,545.47
Other	0.00	0.00	0.00
Total Liabilities	518,359.78	0.00	518,359.78
Net Assets			
Without Donor Restrictions			
Designated by Board Action	0.00	----------	0.00
Unappropriated Surplus	17,000,529.52	----------	17,000,529.52
Reserve for Contingencies	4,818.15	----------	4,818.15
Reserve for Encumbrances	0.00	----------	0.00
Invested in Net Operating Assets	0.00	----------	0.00
Retained Fund Balance	0.00	----------	0.00
With Donor Restrictions	----------	14.97	14.97
Change in Net Assets - Current Year	1,332,515.70	236,668.30	1,569,184.00
Total Net Assets	18,337,863.37	236,683.27	18,574,546.64
Total Liabilities and Net Assets	18,856,223.15	236,683.27	19,092,906.42

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report
All Finalized Accounts

12/8/2022 4:29:51 PM

Advanced Report Group: AGENCY AGENCY BUDGET

All Funds	Current	YTD	Budget	Variance
Revenue				
Total 700: GRANTS & CONTRACTS	2,270,186.09	27,465,271.51	35,098,312.61	7,633,041.10
Total 701: INTEREST REVENUE	8,434.95	532,140.35	16,114.34	(516,026.01)
Total 702: PROGRAM FEES; RENTAL; MISC.	252,548.88	3,349,923.51	3,347,204.26	(2,719.25)
Total 703: RECOVERIES FROM PROGRAMS	261,191.27	2,849,242.52	3,595,000.00	745,757.48
Total 799: IN-KIND/MATCH REVENUE	116,294.87	1,266,346.33	1,795,697.51	529,351.18
Total Revenue	$2,908,656.06	$35,462,924.22	$43,852,328.72	$8,389,404.50
Expense				
Total 931: SALARIES	651,723.39	12,725,762.73	15,883,203.96	3,157,441.23
Total 936: FRINGE	192,045.75	3,694,278.04	5,294,036.49	1,599,758.45
Total 940: INDIRECT	128,611.46	2,621,055.22	3,383,206.03	762,150.81
Total 932: STIPENDS	0.00	75,179.06	210,536.00	135,356.94
Total 942: CONTRACTUAL	173,055.89	1,944,389.86	3,036,186.74	1,091,796.88
Total 951: TRAVEL/TRANSPORTATION	35,512.14	1,106,922.41	2,121,450.13	1,014,527.72
Total 961: SPACE	13,134.00	311,634.94	348,636.46	37,001.52
Total 963: TELEPHONE/UTILITIES	44,432.54	726,196.15	657,425.20	(68,770.95)
Total 962: REHAB/RENOVATION	0.00	0.00	7,000.00	7,000.00
Total 997: POSTAGE	816.23	(1,797.45)	39,007.68	40,805.13
Total 971: SUPPLIES	741,535.30	1,895,664.66	1,901,187.13	5,522.47
Total 974: FOOD/NUTRITION SUPPORT	115,244.05	1,514,493.45	1,665,489.13	150,995.68
Total 981: EQUIPMENT/FACILITIES	87,129.97	1,051,219.28	2,247,481.34	1,196,262.06
Total 985: ADVERTISING/PROMOTION	9,217.41	149,233.79	109,410.50	(39,823.29)
Total 990: INSURANCE	121,796.84	2,054,876.20	2,005,244.38	(49,631.82)
Total 992: PRINTING/PUBLICATIONS	7,462.98	97,473.12	128,434.54	30,961.42
Total 993: REPAIRS/MAINTENANCE	23,609.47	630,887.62	515,046.70	(115,840.92)
Total 956: TRAINING	17,518.31	386,200.14	552,796.49	166,596.35
Total 980: FEES/LICENSING/DUES	8,429.41	213,967.71	298,398.12	84,430.41
Total 965: DIRECT SERVICES	5,614.19	90,367.06	116,165.70	25,798.64
Total 982: INTEREST	30.19	766.62	10,100.00	9,333.38
Total 998: OTHER	223,589.52	3,153,611.17	888,279.96	(2,265,331.21)
Total 999: IN-KIND/MATCH EXPENSE	116,294.87	1,239,368.25	1,795,697.51	556,329.26
Total Expense	$2,716,803.91	$35,681,750.03	$43,214,420.19	$7,532,670.16
Excess Revenue Over Expenses	$191,852.15	($218,825.81)	$637,908.53	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report
All Finalized Accounts

12/8/2022 4:30:16 PM

Advanced Report Group: DEPT10 GENERAL OPERATING

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR775: NW STRATEGIC PLANNING	16.50	25,760.17	25,500.00	(260.17)
Total DR900: NON-FEDERAL OPERATION	2,915.31	23,573.48	0.00	(23,573.48)
Total DR999: EMPLOYEE BENEFIT POOL	129,891.58	1,441,749.31	1,846,200.00	404,450.69
Total DR801: NW-REBRANDING	0.00	45,312.76	45,001.00	(311.76)
Total DR850: SOCDC OPR	13.46	188.01	32,000.00	31,811.99
Total DR102: INDIRECT	131,982.88	1,416,950.53	1,750,000.00	333,049.47
Total Revenue	$264,819.73	$2,953,534.26	$3,698,701.00	$745,166.74
Expense				
Total DR775: NW STRATEGIC PLANNING	0.00	895.72	25,000.00	24,104.28
Total DR900: NON-FEDERAL OPERATION	98,496.54	206,833.85	95,983.00	(110,850.85)
Total DR999: EMPLOYEE BENEFIT POOL	133,865.74	1,436,295.30	1,639,000.00	202,704.70
Total DR801: NW-REBRANDING	4,999.99	176,141.13	45,000.00	(131,141.13)
Total DR850: SOCDC OPR	(28,361.77)	(23,927.60)	32,000.00	55,927.60
Total DR102: INDIRECT	148,849.23	1,471,155.67	1,750,000.00	278,844.33
Total Expense	$357,849.73	$3,267,394.07	$3,586,983.00	$319,588.93
Excess Revenue Over Expenses	($93,030.00)	($313,859.81)	$111,718.00	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report
All Finalized Accounts

12/8/2022 4:30:43 PM

Advanced Report Group: DEPT20 CHILD CARE/HS

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR930: EARLY LEARNING CENTERS	83,028.41	976,065.75	1,137,700.00	161,634.25
Total DR975: HEAD START NONFEDERAL	23,427.24	108,638.73	368,000.00	259,361.27
Total DR270: HS CRRSA/ARP	663,058.00	750,348.00	849,066.00	98,718.00
Total DR250: SAF/CAA - HS	0.00	81,601.00	81,601.00	0.00
Total DR371: ELC CACFP	0.00	71,991.91	0.00	(71,991.91)
Total DR521: HS/EHS USDA	0.00	376,856.55	490,877.21	114,020.66
Total DR420: CACFP	480.35	1,086,638.04	1,269,878.36	183,240.32
Total DR977: HS DHS NF	421,275.61	684,927.70	0.00	(684,927.70)
Total DR222: HEAD START	328,303.80	3,074,357.20	3,222,973.00	148,615.80
Total DR306: OECP	0.00	190,436.83	272,052.62	81,615.79
Total DR322: EARLY HEAD START	117,925.00	819,037.00	928,059.00	109,022.00
Total DR460: EHS - CHILD CARE	0.00	1,773,009.86	1,883,558.00	110,548.14
Total DR803: POTTS FAMILY FOUNDATION	0.00	2,000.00	2,000.00	0.00
Total DR390: AMERICORP	0.00	93,287.90	199,870.00	106,582.10
Total DR251: SAF/CAA-HS	0.00	0.00	84,396.00	84,396.00
Total DR305: OECP	15,869.74	45,020.80	272,052.62	227,031.82
Total DR461: EHS CC	131,731.00	317,998.00	2,053,548.00	1,735,550.00
Total DR421: CACFP	88,649.60	88,649.60	159,628.74	70,979.14
Total DR520: HS/EHS USDA	0.00	0.00	0.00	0.00
Total Revenue	$1,873,748.75	$10,540,864.87	$13,275,260.55	$2,734,395.68
Expense				
Total DR930: EARLY LEARNING CENTERS	74,081.84	829,500.74	692,592.00	(136,908.74)
Total DR975: HEAD START NONFEDERAL	20,046.12	117,065.35	305,750.00	188,684.65
Total DR270: HS CRRSA/ARP	657,080.73	747,974.79	833,461.00	85,486.21
Total DR420: CACFP	0.00	1,085,159.38	1,240,254.74	155,095.36
Total DR371: ELC CACFP	0.00	94,268.37	103,000.00	8,731.63
Total DR250: SAF/CAA - HS	0.00	81,601.00	81,601.00	0.00
Total DR977: HS DHS NF	0.00	0.00	0.00	0.00
Total DR803: POTTS FAMILY FOUNDATION	0.00	0.00	2,000.00	2,000.00
Total DR521: HS/EHS USDA	0.00	379,509.50	490,877.21	111,367.71
Total DR460: EHS - CHILD CARE	0.00	1,779,964.32	2,354,448.00	574,483.68
Total DR390: AMERICORP	0.00	93,287.90	199,870.00	106,582.10
Total DR322: EARLY HEAD START	84,991.31	878,732.08	928,059.00	49,326.92
Total DR306: OECP	0.00	190,436.83	272,052.62	81,615.79
Total DR222: HEAD START	241,849.11	3,240,782.32	3,217,473.00	(23,309.32)
Total DR251: SAF/CAA-HS	21,092.90	21,092.90	84,396.00	63,303.10
Total DR370: ELC CACFP 20-21	11,528.28	17,907.39	0.00	(17,907.39)
Total DR520: HS/EHS USDA	44,165.28	81,313.10	0.00	(81,313.10)
Total DR421: CACFP	87,592.36	99,508.14	159,628.74	60,120.60
Total Expense	$1,242,427.93	$9,738,104.11	$10,965,463.31	$1,227,359.20
Excess Revenue Over Expenses	$631,320.82	$802,760.76	$2,309,797.24	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report
All Finalized Accounts

12/8/2022 4:31:10 PM

Advanced Report Group: DEPT40 HOUSING & PROPERTIES

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR180: HAC SHOP NONFED	36.05	454.01	0.00	(454.01)
Total DR311: T&MA	111,224.49	5,915,742.67	5,133,228.87	(782,513.80)
Total DR350: SELF HELP HOUSING	0.00	1,952,524.00	1,952,524.00	0.00
Total DR436: KIAMICHI PLACE	522.74	6,959.58	0.00	(6,959.58)
Total DR441: BELMONT PLACE	1,056.51	11,342.78	0.00	(11,342.78)
Total DR446: CLAYTON PLACE	494.07	5,233.80	0.00	(5,233.80)
Total DR600: CHDO REUSE	331.58	2,705.46	0.00	(2,705.46)
Total DR772: NWA/SUNTRUST HSG COUNSELI	14.87	29,413.68	28,311.00	(1,102.68)
Total DR880: ARDMORE OFFICE BUILDING	634.44	6,983.29	0.00	(6,983.29)
Total DR890: HOUSING NONFEDERAL	9,809.76	164,991.80	0.00	(164,991.80)
Total DR895: LYNN LANE BUILDING	0.00	10,800.00	0.00	(10,800.00)
Total DR915: SCATTERED SITES	232.55	3,127.17	0.00	(3,127.17)
Total DR920: ANTLERS BUILDING FUND	1,019.65	11,243.40	12,000.00	756.60
Total DR935: TERRY HILL APT RESERVE	616.18	6,775.71	7,200.00	424.29
Total DR936: APARTMENTS	35,528.43	373,405.55	840,898.56	467,493.01
Total DR937: APARTMENT RESERVE	508.40	5,663.03	7,300.00	1,636.97
Total DR965: DUKE STREET BUILDING FUND	0.00	0.00	13,200.00	13,200.00
Total DR968: DURANT HOC FUND	26.85	336.59	0.00	(336.59)
Total DR970: IDABEL HOC BUILDING FUND	1,500.00	16,500.00	13,200.00	(3,300.00)
Total DR980: FEDERAL BUILDING FUND	9,553.76	111,502.96	116,976.00	5,473.04
Total DR995: HUGO HOC BUILDING FUND	2,300.00	24,993.00	28,320.00	3,327.00
Total DR972: YB-JACKSON ST BLDG	1,002.81	11,036.52	0.00	(11,036.52)
Total DR955: 5TH ST BLDG	0.00	0.00	0.00	0.00
Total DR680: 1603 HOME 19	0.00	30,952.89	219,500.00	188,547.11
Total DR780: NW CAPITAL	95.22	1,293,850.09	0.00	(1,293,850.09)
Total DR925: E ST. BLDG	1,700.00	17,500.00	0.00	(17,500.00)
Total DR641: CHDO 20	4,932.94	13,439.82	20,999.00	7,559.18
Total DR740: 20 HOME 1641 (HUGO)	102,912.97	112,324.61	262,497.00	150,172.39
Total DR650: 20 HOME 1659	0.00	25,998.00	25,998.00	0.00
Total DR760: NW SUPP	21.35	70,541.25	70,000.01	(541.24)
Total DR630: DHS 20	7,029.76	157,425.21	125,088.00	(32,337.21)
Total DR610: DOE - WX	0.00	196,136.64	224,542.00	28,405.36
Total DR730: 20 HOME 1658 (DUPLEX)	40,177.93	184,805.58	259,998.00	75,192.42
Total DR750: 16 HOME 1537	25,019.58	25,019.58	259,998.00	234,978.42
Total DR771: NWA EXPENDABLE	0.00	173,949.93	171,000.01	(2,949.92)
Total DR590: HPG 21-23	0.00	0.00	116,450.00	116,450.00
Total DR611: DOE - WX	0.00	49,749.31	274,882.00	225,132.69
Total Revenue	$358,302.89	$11,023,427.91	$10,184,110.45	($839,317.46)
Expense				
Total DR180: HAC SHOP NONFED	0.00	475.70	0.00	(475.70)
Total DR311: T&MA	52,043.35	5,053,054.68	5,124,373.88	71,319.20
Total DR350: SELF HELP HOUSING	0.00	1,952,524.00	1,952,524.00	0.00
Total DR436: KIAMICHI PLACE	171.15	1,779.06	0.00	(1,779.06)
Total DR441: BELMONT PLACE	235.26	2,388.52	0.00	(2,388.52)
Total DR446: CLAYTON PLACE	154.64	1,411.70	0.00	(1,411.70)
Total DR600: CHDO REUSE	0.00	1,202.50	0.00	(1,202.50)
Total DR750: 16 HOME 1537	0.00	0.00	38,999.00	38,999.00
Total DR880: ARDMORE OFFICE BUILDING	356.26	6,933.56	0.00	(6,933.56)
Total DR890: HOUSING NONFEDERAL	37,131.87	256,559.69	0.00	(256,559.69)
Total DR895: LYNN LANE BUILDING	0.00	2,881.43	0.00	(2,881.43)
Total DR915: SCATTERED SITES	3,052.38	85,232.56	0.00	(85,232.56)
Total DR920: ANTLERS BUILDING FUND	642.97	11,471.97	12,000.00	528.03
Total DR935: TERRY HILL APT RESERVE	0.00	0.00	0.00	0.00
Total DR936: APARTMENTS	27,767.49	430,736.76	330,786.09	(99,950.67)
Total DR937: APARTMENT RESERVE	0.00	0.00	0.00	0.00

Total DR965: DUKE STREET BUILDING FUND	566.80	7,007.21	13,110.00	6,102.79
Total DR968: DURANT HOC FUND	0.00	2.10	0.00	(2.10)
Total DR970: IDABEL HOC BUILDING FUND	1,132.25	22,267.09	13,200.00	(9,067.09)
Total DR980: FEDERAL BUILDING FUND	3,353.69	91,673.16	124,339.14	32,665.98
Total DR995: HUGO HOC BUILDING FUND	1,902.90	39,518.18	28,430.00	(11,088.18)
Total DR972: YB-JACKSON ST BLDG	506.00	11,081.40	0.00	(11,081.40)
Total DR955: 5TH ST BLDG	0.00	127.70	0.00	(127.70)
Total DR631: DHS - WX	0.00	0.00	17,556.00	17,556.00
Total DR680: 1603 HOME 19	0.00	30,952.89	219,500.00	188,547.11
Total DR780: NW CAPITAL	0.00	1,052,790.40	0.00	(1,052,790.40)
Total DR925: E ST. BLDG	831.55	15,687.40	0.00	(15,687.40)
Total DR641: CHDO 20	2,757.83	20,531.36	20,999.00	467.64
Total DR740: 20 HOME 1641 (HUGO)	13,198.99	141,973.36	262,497.00	120,523.64
Total DR650: 20 HOME 1659	0.00	25,998.00	25,998.00	0.00
Total DR760: NW SUPP	0.00	20,000.00	45,000.00	25,000.00
Total DR771: NWA EXPENDABLE	0.00	173,949.93	171,000.00	(2,949.93)
Total DR630: DHS 20	0.00	157,425.21	125,088.00	(32,337.21)
Total DR610: DOE - WX	0.00	196,136.64	224,542.00	28,405.36
Total DR730: 20 HOME 1658 (DUPLEX)	19,828.80	205,887.21	326,998.00	121,110.79
Total DR590: HPG 21-23	0.00	681.77	116,450.00	115,768.23
Total DR611: DOE - WX	41,994.59	130,431.81	268,759.34	138,327.53
Total Expense	$207,628.77	$10,150,774.95	$9,462,149.45	($688,625.50)
Excess Revenue Over Expenses	$150,674.12	$872,652.96	$721,961.00	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report
All Finalized Accounts

12/8/2022 4:31:35 PM

Advanced Report Group: DEPT50 TRANSPORTATION

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR246: TRANSIT INS. VAN FUND	9.43	126.90	0.00	(126.90)
Total DR230: TRANSIT CARES	0.00	1,433,502.60	1,665,531.00	232,028.40
Total DR240: TRANSIT 5311 (240)	31,749.53	718,411.43	552,189.00	(166,222.43)
Total DR235: TRANSIT RPTA	0.00	206,929.75	204,785.00	(2,144.75)
Total DR248: TRANSIT 5339(B)	19.07	128.09	161,898.00	161,769.91
Total DR249: TRANSIT 5339A FY22	51.18	343.78	435,137.01	434,793.23
Total DR236: TRANSIT CRRSAA 22	0.00	0.00	14,278.00	14,278.00
Total DR241: TRANSIT 5311 (241)	0.00	0.00	475,206.00	475,206.00
Total Revenue	$31,829.21	$2,359,442.55	$3,509,024.01	$1,149,581.46
Expense				
Total DR246: TRANSIT INS. VAN FUND	0.00	2,805.00	0.00	(2,805.00)
Total DR230: TRANSIT CARES	0.00	1,491,997.74	1,665,530.00	173,532.26
Total DR240: TRANSIT 5311 (240)	95,036.63	1,022,795.54	832,112.20	(190,683.34)
Total DR235: TRANSIT RPTA	0.00	211,542.33	204,785.00	(6,757.33)
Total DR248: TRANSIT 5339(B)	0.00	(28,609.00)	190,468.00	219,077.00
Total DR249: TRANSIT 5339A FY22	0.00	(76,789.00)	588,715.00	665,504.00
Total DR236: TRANSIT CRRSAA 22	0.00	0.00	0.00	0.00
Total DR241: TRANSIT 5311 (241)	0.00	0.00	0.00	0.00
Total Expense	$95,036.63	$2,623,742.61	$3,481,610.20	$857,867.59
Excess Revenue Over Expenses	($63,207.42)	($264,300.06)	$27,413.81	

LIFT Community Action Agency, Inc. (LDCFND)

Advanced Detailed Budget Report
All Finalized Accounts

12/8/2022 4:31:59 PM

Advanced Report Group: DEPT60 ECONOMIC DEVELOPMENT

All Funds	Current	YTD	Budget	Variance
Revenue				
Total DR945: PARK IMPROVEMENTS	0.00	294.10	350.00	55.90
Total DR950: HUGO LAKE MARINA	34,719.91	345,664.21	392,253.00	46,588.79
Total DR281: CLSP 21-22	5,473.50	86,960.77	147,260.00	60,299.23
Total DR481: RGSP 21-22	12,385.18	223,059.28	338,098.00	115,038.72
Total Revenue	$52,578.59	$655,978.36	$877,961.00	$221,982.64
Expense				
Total DR945: PARK IMPROVEMENTS	0.00	22,381.33	32,285.00	9,903.67
Total DR950: HUGO LAKE MARINA	8,105.19	406,838.03	404,508.00	(2,330.03)
Total DR481: RGSP 21-22	14,023.60	140,295.01	329,494.30	189,199.29
Total DR281: CLSP 21-22	8,518.44	147,445.48	234,165.80	86,720.32
Total Expense	$30,647.23	$716,959.85	$1,000,453.10	$283,493.25
Excess Revenue Over Expenses	$21,931.36	($60,981.49)	($122,492.10)	

FUND #222
LIFT COMMUNITY ACTION AGENCY, INC.
FINANCIAL STATEMENT

HEADSTART 06CH010743-04-00
12/01/21-11/30/22
11/30/2022

GRANT BUDGET AMT.	3,132,326.00
GRANT FUNDS REC'D:	3,042,658.00
OVER INCOME FUNDS:	31,699.20
LESS TOTAL EXPENDITURES:	3,227,016.10
FUNDS IN TRANSIT:	(152,658.90)
BUDGET BALANCE	(94,690.10)
ACCOUNTS PAYABLE	0.00
TOTAL BUDGET BALANCE	(62,990.90)

OPERATING EXPENSES	TOTAL BUDGET	MONTHLY EXPEND	EXPEND. TO DATE	BALANCE
ADMIN SALARIES	127,457.00	11,644.64	177,197.26	(49,740.26)
ADMIN FRINGE	43,476.00	3,470.74	55,330.72	(11,854.72)
ADMIN LOCAL TRAVEL	1,500.00	38.35	150.86	1,349.14
ADMIN OUT OF AREA TRAVEL	3,000.00	0.00	453.89	2,546.11
ADMIN OFFICE SUPPLIES	1,250.00	0.00	0.00	1,250.00
STAFF SALARIES	1,641,338.00	108,827.05	1,391,534.33	249,803.67
FRINGE BENEFITS	569,899.00	31,669.73	412,034.32	157,864.68
INDIRECT COST	416,157.00	28,492.37	370,083.02	46,073.98
STAFF LOCAL TRAVEL	5,300.00	1,245.42	15,046.04	(9,746.04)
STAFF OUT OF AREA TRAVEL	1,100.00	0.00	241.84	858.16
PARENT SERVICES/FATHERHOOD	2,500.00	0.00	0.00	2,500.00
CONTRACTUAL SERVICES	45,700.00	300.00	12,976.15	32,723.85
CHILD TRANSPORTATION	24,000.00	0.00	13,200.00	10,800.00
RENT (SPACE COST)	0.00	0.00	0.00	0.00
UTILITIES	17,500.00	4,983.58	70,464.35	(52,964.35)
CLASSROOM TEACHING MATERIALS	6,518.00	17,804.08	161,286.18	(154,768.18)
CHILD SUPPLIES/HEALTH/SAFETY	0.00	0.00	3,744.82	(3,744.82)
OTHER OFFICE/CLASSROOM SUPPLI	15,300.00	3,755.41	48,292.49	(32,992.49)
COVID SUPPLIES	0.00	242.10	13,211.86	(13,211.86)
TEACHER CERTIFICATION	2,000.00	0.00	0.00	2,000.00
FEES/DUES/MAINT.& ALL VEHICLE EX	2,716.00	8,089.63	28,748.21	(26,032.21)
KITCHENS/BLDGS/GROUNDS	25,786.00	3,938.73	116,443.13	(90,657.13)
BUILDING/CHILD INSURANCE	23,500.00	0.00	45,368.95	(21,868.95)
NUTRITION SERVICES	46,800.00	(2,186.46)	112,354.81	(65,554.81)
TELEPHONE	17,500.00	3,812.17	48,405.51	(30,905.51)
PUBLICATION/POSTAGE/ADV/PRINT	2,160.00	3,340.16	18,992.51	(16,832.51)
TRANSITION	1,630.00	521.53	1,805.64	(175.64)
DISABILITIES WAGES	40,583.00	3,407.93	40,544.05	38.95
DISABILITIES FRINGE	0.00	1,102.03	13,332.45	(13,332.45)
DISABILITIES TRAVEL	1,000.00	0.00	0.00	1,000.00
DISABILITIES OUT OF AREA TRAVEL	1,500.00	0.00	0.00	1,500.00
DISABILITIES SUPPLIES	2,700.00	0.00	2,173.28	526.72
DISABILITIES SERVICES	2,500.00	0.00	0.00	2,500.00
TOTAL OPERATING EXPENSE	3,092,370.00	234,499.19	3,173,416.67	(81,046.67)
T&TA WAGES/FRINGE	0.00	0.00	0.00	0.00
T&TA/CDA	39,956.00	7,592.02	53,599.43	(13,643.43)
TOTAL FEDERAL BUDGET	3,132,326.00	242,091.21	3,227,016.10	(94,690.10)
ABOVE INCOME REVENUE				31,699.20
BUDGET BALANCE				(62,990.90)
IN-KIND	787,098.00	93,949.97	697,957.50	89,140.50

ADMIN. EXPENSE (LIMIT 15%) 16.06%

NOTE: ABOVE INCOME REV.IS USED BEFORE FED.REVENUE

FUND #322

LIFT C.A.A. EARLY HEADSTART
FINANCIAL STATEMENT 06CH010743-04-00

11/30/2022

GRANT BUDGET	904,069.00
GRANT REVENUE	819,037.00
EXPENDITURES	881,678.26
CASH IN TRANSIT	(62,641.26)
BUDGET BALANCE	85,032.00

12/01/21-11/30/22

	TOTAL BUDGET	MONTHLY :XPENDITURE:	EXPEND. TO DATE	BALANCE
ADMIN WAGES	20,527.00	9,669.87	45,141.40	(24,614.40)
ADMIN FRINGE	7,002.00	3,009.83	14,098.65	(7,096.65)
ADMIN LOCAL TRAVEL	1,000.00	26.00	85.56	914.44
ADMIN OUT OF AREA TRAVEL	1,000.00	0.00	97.31	902.69
ADMIN SUPPLIES	2,500.00	0.00	0.00	2,500.00
SALARIES	436,309.00	32,796.03	375,579.16	60,729.84
FRINGE	148,740.00	9,768.96	116,699.06	32,040.94
INDIRECT COST	105,917.00	9,857.88	100,168.89	5,748.11
MENTAL HEALTH/OTHER CONTRAC'	2,500.00	200.00	1,835.52	664.48
LOCAL TRAVEL	3,700.00	135.28	1,954.77	1,745.23
OUT OF TOWN TRAVEL	2,028.00	0.00	51.84	1,976.16
PARENT/FATHERHOOD ACTIVITIE:	2,500.00	0.00	0.00	2,500.00
RENT	0.00	0.00	0.00	0.00
5TH STREET BLDG.RENOVATION	0.00	0.00	0.00	0.00
UTILITIES	12,750.00	972.33	16,503.72	(3,753.72)
CONSUMABLE/NONCONSUM. SUPPL:	28,000.00	14,507.69	86,701.22	(58,701.22)
MEDICAL/DENTAL SUPPLIES	1,000.00	0.00	624.94	375.06
SNACK ON DEMAND	0.00	102.56	1,178.87	(1,178.87)
COVID SUPPLIES	0.00	51.90	2,946.18	(2,946.18)
MEDICAL/DENTAL SCREENING	2,500.00	0.00	6.03	2,493.97
BUILDING/GROUND MAINTENANCI	27,000.00	299.22	34,317.37	(7,317.37)
FEES/DUES/MAINT/GAS	20,000.00	1,211.20	4,569.67	15,430.33
BUILDING/CHILD LIABILITY INS.	13,500.00	0.00	9,008.62	4,491.38
PUBLICATIONS/POSTAGE/ADV/PR	2,000.00	716.11	4,585.74	(2,585.74)
NUTRITION SUPPORT	22,070.00	(1,273.08)	34,217.22	(12,147.22)
TELEPHONE	12,750.00	562.16	6,935.40	5,814.60
TRANSITION	1,000.00	0.00	0.00	1,000.00
DISABILITY WAGES	3,672.00	394.31	4,752.05	(1,080.05)
DISABILITY FRINGE	0.00	127.51	1,562.59	(1,562.59)
DISABILITY LOCAL TRAVEL	300.00	0.00	0.00	300.00
DISABILITY OUT OF AREA TRAVEL	1,000.00	0.00	0.00	1,000.00
DISABILITIES SUPPLIES	1,000.00	0.00	96.68	903.32
DISABILITIES SERVICES	2,500.00	0.00	0.00	2,500.00
TOTAL FEDERAL BUDGET	884,765.00	83,135.76	863,718.46	21,046.54
T&TA/CDA	19,304.00	1,907.45	17,959.80	1,344.20
T&TA WAGES	0.00	0.00	0.00	0.00
T&TA FRINGE	0.00	0.00	0.00	0.00
TOTAL	904,069.00	85,043.21	881,678.26	22,390.74
IN KIND	222,001.00	11,801.88	115,421.92	106,579.08

ADMIN EXPENSE (LIMIT 15%) 17.43%

FUND #461		CFDA# 93.600
		DHHS
LIFT C.A.A.		EARLY HEADSTART - CHILD CARE
		06HP000312-02-01

GRANT BUDGET	1,998,949.00	11/30/22
GRANT REVENUE	317,998.00	
EXPENDITURES	443,336.02	
A/P ACCRUED	0.00	
CASH ON HAND	(125,338.02)	08/01/22-07/31/23

	TOTAL BUDGET	MONTHLY EXPENDITURES	EXPEND. TO DATE	BALANCE	ACCOUNT #
ADMIN WAGES	52,796.00	10,990.78	38,765.22	14,030.78	46110931
ADMIN FRINGE	18,008.00	3,438.65	12,209.64	5,798.36	46110936
ADMIN LOCAL TRAVEL	1,000.00	11.90	80.02	919.98	46110951
ADMIN OUT OF AREA TRAVEL	1,000.00	0.00	243.13	756.87	46110952
ADMIN SUPPLIES	1,000.00	0.00	0.00	1,000.00	46110971
ADMIN TELEPHONE	500.00	0.00	0.00	500.00	46110996
SALARIES	253,466.00	15,037.30	60,641.23	192,824.77	46100931
FRINGE	86,457.00	4,633.80	18,681.87	67,775.13	46100936
INDIRECT COST	92,691.00	6,235.87	23,984.47	68,706.53	46100940
REGULAR CONTRACTUAL	33,840.00	0.00	0.00	33,840.00	46100942
PROVIDER REIMBURSEMENTS	859,165.00	56,783.83	179,791.05	679,373.95	46101942-09942
SUBSIDY REIMBURSEMENTS	240,535.00	20,210.00	61,989.20	178,545.80	46100948
MEDICAL/DENTAL SCREENING	1,000.00	0.00	0.00	1,000.00	46100943
STAFF LOCAL TRAVEL	6,000.00	438.60	2,434.40	3,565.60	46100951
STAFF/PARTNERS OUT O.AREA/T&TA	3,500.00	0.00	0.00	3,500.00	46100952,20952
PARENT SERVICES	2,000.00	0.00	0.00	2,000.00	46100954
UTILITIES	6,950.00	523.58	2,367.57	4,582.43	46100963
CHILD/FAMILY SUPPLIES	48,000.00	3,563.94	9,425.76	38,574.24	46100969
STAFF OFFICE/OTHER SUPPLIES	7,000.00	1,727.33	6,477.83	522.17	46100971,982
ITERS-R/ECERS-R, ASQ/ASQ-SE	12,000.00	0.00	0.00	12,000.00	46100972
MEDICAL/DENTAL SUPPLIES	1,500.00	0.00	39.94	1,460.06	46100973
FOOD/FOOD SERVICE SUPPLIES	6,000.00	0.00	0.00	6,000.00	46100974,976
FEES/DUES	1,500.00	263.53	429.51	1,070.49	46100980
EQUIPMENT > 5000 PER ITEM	0.00	0.00	0.00	0.00	46100981
BUILD.MAINT/REPAIR/RENO MATERIALS	45,000.00	634.78	3,569.63	41,430.37	46100983,977
ENROLLMENT PROMOTION	0.00	0.00	0.00	0.00	46100985
BUILDING/VEHICLE INSURANCE	6,000.00	1,303.37	1,303.37	4,696.63	46100991
PUBLICATIONS/PRINTING/POSTAGE	15,000.00	1,789.29	2,315.87	12,684.13	46100992,00997
COVID SUPPLIES	0.00	129.70	1,204.69	(1,204.69)	978
STAFF WELLNESS	25,000.00	0.00	0.00	25,000.00	
EQUIP.REPAIR/MAINTENANCE/GAS	5,000.00	172.75	784.90	4,215.10	46100993
TELEPHONE	6,950.00	426.53	1,330.45	5,619.55	46100996
TRANSITION	2,000.00	0.00	0.00	2,000.00	46100998
DISABILITY WAGES	96,744.00	1,084.34	4,873.35	91,870.65	46130931
DISABILTY FRINGE	13,984.00	350.65	1,575.87	12,408.13	46130936
DISABILITY TRAVEL	500.00	0.00	0.00	500.00	46130951
DISABILITY OUT OF AREA TRAVEL	500.00	0.00	0.00	500.00	46130952
DISABILITIES SUPPLIES	500.00	0.00	0.00	500.00	46130969
DISABILITIES SERVICES	3,000.00	0.00	0.00	3,000.00	46130942
TOTAL FEDERAL BUDGET	1,956,086.00	129,750.52	434,518.97	1,521,567.03	
T&TA	42,863.00	2,909.42	8,817.05	34,045.95	46100988
T&TA WAGES	0.00	0.00	0.00	0.00	46120931
T&TA FRINGE	0.00	0.00	0.00	0.00	46120936
T&TA STAFF/PARTNER TRAVEL	0.00	0.00	0.00	0.00	46120952
TOTAL	1,998,949.00	132,659.94	443,336.02	1,555,612.98	
IN KIND	0.00	412.09	1,668.93	(1,668.93)	
ADMIN EXPENSE (LIMIT 15%)	17.55%				

INDIRECT COST POOL
LITTLE DIXIE COMMUNITY ACTION AGENCY, INC.

		INDIRECT COST	INDIRECT COST	INDIRECT COST	INDIRECT COST	INDIRECT COST	INDIRECT COST	INDIRECT COST	INDIRECT COST	INDIRECT COST	INDIRECT COST	INDIRECT COST	INDIRECT COST	INDIRECT COST
		30-Nov-21	31-Dec-21	31-Jan-22	28-Feb-22	31-Mar-22	30-Apr-22	31-May-22	30-Jun-22	31-Jul-22	31-Aug-22	30-Sep-22	31-Oct-22	30-Nov-22
		MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE	MONTHLY REVENUE
	INDIRECT COST REVENUE:	129238.90	126142.28	122741.73	123557.09	128447.60	127836.19	127481.45	127774.58	125165.77	128316.82	141184.38	131500.50	131982.88
	INTEREST	236.27	239.76	222.82	192.26	180.71	133.87	93.01	79.17	46.70	13.00	0.00	0.00	0.00
	OTHER INCOME	0.00	367.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		129475.17	126749.92	122964.55	123749.35	128628.31	127970.06	127574.46	127853.75	125212.47	128329.82	141184.38	131500.50	131982.88
	EXPENDITURES:	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES	MONTHLY EXPENDITURES
931	SALARIES & WAGES	145855.75	91101.43	91483.41	90890.81	86942.17	89449.83	89463.83	89390.17	89608.99	90789.79	92122.05	92966.17	92215.32
936	FRINGE BENEFITS	46243.78	29021.18	29590.54	2868.29	28600.97	28783.44	28493.27	28397.53	28391.13	28533.73	28960.15	29210.55	28901.66
942	CONTRACTUAL/PRO. FEES	11468.75	56629.50	4300.00	3939.66	4297.50	7151.50	4200.00	4490.00	3297.50	5200.00	4212.50	7222.50	59760.00
943	COMPUTER EXPENSE/SOFTWARE	478.34	574.34	677.86	1033.47	29433.24	345.55	1164.33	6324.52	25327.84	30056.46	(874.81)	1102.18	(36289.67)
951	AREA TRAVEL	1888.44	765.00	1386.72	1129.32	1554.97	903.74	957.96	1377.72	1216.38	1713.17	1551.87	3506.86	1367.54
952	TRAVEL/OUT OF AREA	0.00	0.00	445.47	450.47	0.00	5909.61	485.61	412.25	5402.98	5494.87	10292.12	1791.30	0.00
956	TRAINING	0.00	195.00	1218.00	1295.00	3607.20	379.00	13418.50	3439.58	0.00	23.50	1000.00	249.00	4590.00
960	COPIER EXPENSE	1165.40	639.85	3207.56	1732.76	1179.63	944.75	1372.41	666.18	1031.30	1159.27	1115.23	1181.12	884.23
961	SPACE COST	2904.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00	2861.00
971	OFFICE SUPPLIES	0.00	1164.42	3806.37	1725.02	2544.83	632.71	4197.17	642.00	(129.44)	3491.09	2873.35	2824.24	1625.58
980	FEES/LICENSING & DUES	1304.06	319.01	1466.27	3250.40	8049.31	52.50	490.97	253.26	383.90	165.44	0.00	465.60	(6994.21)
981	EQUIP. PURCHASED LESS THAN $5000 COST	271.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.87	0.00
985	ADVERTISING/PROMOTION	104.85	102.15	0.00	0.00	60.00	287.50	165.00	0.00	112.50	0.00	137.50	27.30	(762.50)
991,990	BONDING/DUES/INSURANCE	0.00	0.00	0.00	0.00	462.58	34081.00	0.00	0.00	0.00	0.00	34047.00	0.00	0.00
992	PRINTING/PUBLICATION	31.60	0.00	0.00	0.00	0.00	89.00	0.00	0.00	89.00	181.50	0.00	155.55	0.00
993	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	380.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
996	TELEPHONE	1673.70	451.06	1952.89	2187.61	477.79	2516.07	321.33	2522.54	378.39	1441.33	2451.73	1482.42	333.12
997	POSTAGE	475.54	567.00	464.62	386.26	386.26	541.03	464.13	526.12	372.18	462.04	404.41	333.94	357.16
		213865.71	184390.94	142860.71	113750.07	170838.31	174928.23	148055.51	141302.87	158343.65	171573.19	181154.10	146096.60	148849.23
	BALANCE TRANSFER	481,096.97	481,096.97	481,096.97	250,612.45	226,596.80	226,596.80	226,596.80	226,596.80	226,596.80	226,596.80	226,596.80	226,596.80	226,596.80
	CASH RECEIVED	1460683.23	1587433.15	1710397.70	246713.90	375342.21	503312.27	630886.73	758740.48	883952.95	1012282.77	1153467.15	1284967.65	1416950.53
	LESS EXPENSES	1633060.73	1817451.67	1960312.38	256610.78	427449.09	602377.32	750432.83	891735.70	1050079.35	1221652.54	1402806.64	1548903.24	1697752.47
	LESS ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	BALANCE	308719.47	251078.45	231182.29	240715.57	174489.92	127531.75	107050.70	93601.58	60470.40	17227.03	(22742.69)	(37338.79)	(54205.14)
	FUND GROWTH													
		(84390.54)	(57641.02)	(19896.16)	9999.28	(42210.00)	(46958.17)	(20481.05)	(13449.12)	(33131.18)	(43243.37)	(39969.72)	(14596.10)	(16866.35)

Non-Federal Cash Analysis

		30-Nov-21	31-Dec-21	31-Jan-22	28-Feb-22	31-Mar-22	30-Apr-22	31-May-22	30-Jun-22	31-Jul-22	31-Aug-22	30-Sep-22	31-Oct-22	30-Nov-22
	Restricted Funds:													
280	Clayton State Park	21,671	18,253	11,397	9,736	14,083	10,158	9,002	13,063	5,711	3,311	(4,434)	897	182
480	Raymond Gary State Park	95,917	91,186	78,449	74,576	73,100	71,201	71,239	83,941	83,179	81,467	74,100	84,538	82,899
	Indirect Cost Pool (Admin.)	308,719	299,488	279,592	264,724	174,490	175,942	107,051	93,602	60,470	17,227	(22,743)	(37,339)	(54,205)
999	Employee Benefit Pool	622,333	706,337	647,225	636,508	668,074	652,831	664,270	655,884	638,757	626,022	668,735	664,930	652,456
	Head Start:													
975	Head Start Non Fed	892,460	878,574	872,640	857,759	834,886	895,334	893,715	882,150	876,607	873,117	854,985	866,766	870,147
	Less Head Start Federal	(54,923)	(137,522)	(69,889)	(93,881)	(172,388)	(105,211)	(84,115)	(72,690)	(105,343)	(96,725)	(83,299)	(238,871)	(152,659)
	Less HS/SAF	(12,285)	(1,014)	0	(4,912)	(8,921)	(4,303)	(37,600)	(44,001)	0	0	0	0	(21,093)
	Less Early Head Start Federal	(25,727)	(49,136)	(26,625)	(28,694)	(2,973)	(9,815)	(27,021)	(28,793)	(30,828)	(17,107)	(29,800)	(95,523)	(62,641)
	Less EHS Child Care Federal	(83,250)	(65,172)	(37,976)	(74,685)	(41,926)	(82,869)	38,657	(98,333)	(145,651)	(49,786)	(81,312)	(124,409)	(125,338)
	Less EHS OECP	(11,972)	(26,067)	(7,487)	(20,029)	(128,024)	(2,753)	(1,451)	(957)	(3,568)	(26,349)	(26,690)	(26,513)	(23,934)
	Less HS/USDA	(40,376)	(30,552)	(26,790)	(43,297)	(18,346)	(36,970)	(27,234)	(22,435)	(18,358)	(50,877)	(94,598)	(39,801)	(83,966)
	Less HS CRRSA ARP	0	0	0	0	0	0	0	0	0	0	0	(7,104)	(1,127)
	Less HS/Americorp	(13,740)	(11,110)	(11,565)	(9,252)	(9,252)	(9,252)	(2,891)	0	0	0	0	0	0
	Available Head Start Non-Federal	650,188	558,003	692,308	583,009	453,054	644,161	752,060	614,941	572,860	632,273	539,285	334,545	399,389
	Housing Funds:													
915	Scattered Sites Housing	400,700	432,597	411,594	403,972	393,974	391,000	380,887	368,083	354,849	354,028	353,155	353,312	350,492
936	Rental Apartments	1,124,507	1,124,696	1,126,489	1,126,703	1,134,353	1,144,048	1,137,281	1,133,220	1,130,530	1,081,806	1,078,979	1,066,761	1,063,188
890	Housing Non-Fed Operating	813,898	809,365	803,027	768,919	757,900	764,551	752,843	735,937	726,603	725,745	730,284	728,328	707,825
311	T&MA	241,955	181,355	(2,477)	44,987	4,900	100,712	151,341	95,043	147,064	196,983	246,614	295,507	104,688
	Less:													
180	HAC Nonfederal	54,964	54,359	54,402	54,442	54,485	54,452	54,430	54,406	54,358	54,309	54,260	54,301	54,337
436	Kiamichi Place Oper. Nonfed	(51,066)	(53,217)	(56,277)	(57,765)	(59,095)	(58,706)	(58,648)	(63,333)	(64,645)	(64,732)	(64,554)	(64,945)	(65,320)
441	Belmont Place Oper. Nonfed	(8,343)	(8,999)	(12,601)	(12,959)	(14,097)	(13,109)	(14,321)	(20,680)	(22,989)	(25,270)	(26,609)	(34,969)	(34,148)
446	Clayton Place Oper. Nonfed	(164,253)	(163,806)	(165,284)	(164,874)	(167,308)	(166,940)	(166,572)	(170,578)	(172,861)	(173,078)	(173,704)	(177,702)	(177,363)
	Other Fund Deficits	(189,083)	(214,076)	(285,725)	(145,805)	(195,375)	(197,975)	(183,770)	(203,792)	(260,548)	(245,702)	(329,212)	(371,101)	(380,212)
	(Due to Billing Cycles)													
	Subtotal	(357,781)	(385,739)	(465,485)	(326,962)	(381,390)	(382,279)	(368,880)	(403,977)	(466,685)	(454,474)	(539,820)	(594,416)	(602,706)
	Available Housing Non-Fed	698,073	604,981	335,066	486,944	381,410	482,983	535,304	427,003	406,982	468,254	437,077	429,419	209,807
	Unrestricted Non-Fed													
950	Kiamichi Park Operating	689,802	686,743	677,607	663,667	663,000	658,560	633,106	629,438	625,934	623,241	598,009	598,954	627,811
945	Park Improvements	56,853	56,898	56,944	42,582	37,294	36,808	34,697	34,723	34,750	34,776	34,785	34,811	0
900	Non-Fed Operating Account & CD	2,497,814	2,461,258	2,791,330	2,791,214	2,865,234	2,856,730	2,842,046	2,938,663	2,918,264	2,907,151	2,902,923	2,884,369	3,038,168
930	Early Learning Centers (Happy Days)	465,938	468,253	486,013	588,017	611,955	640,576	671,427	688,039	721,795	738,528	800,480	789,872	876,818
	Total	3,710,407	3,673,153	4,011,893	4,085,480	4,177,483	4,192,674	4,181,275	4,290,863	4,300,743	4,303,696	4,336,196	4,308,006	4,542,798
	Less:													
	Indirect Deficit (if any)	0	0	0	0	0	0	0	0	0	0	(22,743)	(37,339)	(54,205)
	EBP Deficit (if any)	0	0	0	0	0	0	0	0	0	0	0	0	0
	Building Funds Deficit (if any)	(263,553)	(261,670)	(258,025)	(233,503)	(236,031)	(269,129)	(269,277)	(283,168)	(281,839)	(293,175)	(291,906)	(286,600)	(278,132)
	Head Start Deficit (if any)	0	0	0	0	0	0	0	0	0	0	0	0	0
	Other Fund Deficits	(133,639)	(169,407)	(216,091)	(220,566)	(329,005)	(241,761)	(263,799)	(230,055)	(234,145)	(233,248)	(273,674)	(353,147)	(282,088)
	(Due To Billing Cycles)													
	Subtotal	(397,193)	(431,077)	(474,116)	(454,070)	(565,035)	(510,891)	(533,076)	(513,223)	(515,984)	(526,424)	(588,323)	(677,085)	(614,425)
	Unrestricted Non-Fed Total	3,313,214	3,242,076	3,537,777	3,631,410	3,612,448	3,681,784	3,648,199	3,777,640	3,784,759	3,777,272	3,747,873	3,630,920	3,928,373
	Plus: Transit Non-Fed	342,614	589,992	614,549	532,022	448,708	448,708	245,387	64,652	(4,852)	(62,733)	(203,095)	(281,321)	(354,571)
	Housing Non-Fed	698,073	604,981	335,066	486,944	381,410	306,214	306,214	306,214	406,982	468,254	437,077	429,419	209,807
	Head Start Non-Fed	650,188	558,003	692,308	583,009	453,054	644,161	752,060	614,941	572,860	632,273	539,285	334,545	399,389
	Total Non-Fed Available	5,004,089	4,995,052	5,179,700	5,233,386	4,895,621	5,080,866	4,951,861	4,763,447	4,759,750	4,815,066	4,521,141	4,113,564	4,182,998
	CASH PER DAY REQUIRED EST.	70,500	84,485	74,211	74,211	74,211	73,082	73,082	71,354	72,600	68,795	78,423	78,824	84,810
	DAYS OF CASH CALCULATED	71	59	70	71	66	70	68	67	66	70	58	52	49

LIFT Community Action Agency, Inc.

Credit Card Activity

for the month of

November 2022

During the month, credit card bills were paid in the amount of ***$ 50,830.26***

Credit cards are used to purchase airline tickets, hotel reservations, fuel, and other items as necessary. Personal use is prohibited. Every individual purchase must be supported by appropriate documentation. Credit card invoices are turned in and paid, in full, weekly or monthly, unless an amount is being disputed. We do not pay from statements, but invoices to be paid are matched to statements to check for accuracy.

All documentation is available for inspection in the Accounting department at the Administration office at 209 North 4th Street, Hugo.

The MasterCard cards are in the possession of the Executive Director, Associate Directors and some major programs' directors.

Transit is responsible for safeguarding fuel cards.

The Clayton State Park manager is responsible for the Dollar General card.

Head Start and Broken Bow Early Learning Center are responsible for one Walmart card each.

The other cards, including Walmart, Home Depot, and Office Depot, are kept in Administration to be checked out for use and returned.

CAPITAL ONE	accounts were paid in the amount of	**$**	**8,841.62**
FINISH LINE	accounts were paid in the amount of	**$**	**8,578.20**
HOME DEPOT	accounts were paid in the amount of	**$**	**1,646.29**
TCM	accounts were paid in the amount of	**$**	**28,893.03**
WALMART	accounts were paid in the amount of	**$**	**2,871.12**
Grand Total	accounts were paid in the amount of	**$**	**50,830.26**

Credit Card Report for Nov - 2022

PROGRAM	BUILDINGS/GROUNDS/KITCHENS	COMPUTER SOFTWARE	EQUIP	FEES/DUES/INS	FOOD	MATERIALS	PHONE/UTIL	SUPPLIES	T&TA	TRAVEL/FUEL	POST/PUB	OTHER	PARTICIPANT ACTIVITIES	Total
ADMINISTRATION		329.53						1,112.50	4,590.00					**6,032.03**
AGENCY NONFED					1,082.83	271.74		1,275.37						**2,629.94**
APARTMENTS							176.00			131.86				**307.86**
CASA/DAC VICTIMS TRANS													78.22	**78.22**
EARLY HEAD START/SARKEYS	69.13			479.29	102.56			2,583.25	971.30					**4,205.53**
EARLY LEARNING CTRS				319.50				2,098.97	20.00			50.89		**2,489.36**
EHS-CC	172.75			130.70				668.45	2,352.17					**3,324.07**
HEAD START	1,743.54		132.67	1,793.26				1,545.56	4,520.71					**9,735.74**
HEALTHY START INITIATIVE								203.15						**203.15**
HOUSING NONFED				850.28				109.59		514.54				**1,474.41**
MENTORING													83.71	**83.71**
NWA EXPENDABLE/IMPACT								34.40						**34.40**
OPIOID				149.90		813.85			15.75	1,512.11				**2,491.61**
PARKS	570.25			166.00			490.08	5,705.81		76.61				**7,008.75**
SELF HELP HSG								219.29			242.10			**461.39**
SHARE								404.20						**404.20**
SPHH	689.56							72.05						**761.61**
TRANSIT									404.31	6,720.52				**7,124.83**
USDA/ELC					147.05			93.08						**240.13**
USDA/HS					542.52			98.20						**640.72**
WEATHERIZATION	427.85		(315.77)											**112.08**
YOUTHBUILD								344.32		642.20				**986.52**
Total	**3,673.08**	**329.53**	**(183.10)**	**3,888.93**	**1,874.96**	**1,085.59**	**666.08**	**16,568.19**	**12,874.24**	**9,597.84**	**242.10**	**50.89**	**161.93**	**50,830.26**

Funding Entity: **U.S. Department of Health and Human Services, Health Resources and Services Administration**
Funding Opportunity: **FY 2023 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application (Continuation, Year 10)**
Amount Requested: **$1,144,121**

The Health Resources and Services Administration, Maternal and Child Health Bureau, Division of Healthy Start and Perinatal Services, is accepting continuation applications for the Healthy Start Initiative – Eliminating Racial/Ethnic Disparities program. The purpose of this grant program is to improve perinatal health outcomes and reduce racial and ethnic disparities in perinatal health outcomes by using community-based approaches to service delivery, and to facilitate access to comprehensive health and social services for women, infants, and their families.

The project will continue to support implementation of essential activities needed to achieve five approaches of the Healthy Start Model, which are to:

1. *Improve Women's Health*: To improve coverage, access to care, health promotion and prevention, and health for women before, during, and after pregnancy.
2. *Promote Quality Services*: To provide the delivery of quality intervention services designed to link families to a medical home, focus on health promotion and prevention, and advance service coordination and systems integration, while also supporting the improved access to these services.
3. *Strengthen Family Resilience*: To support the ability of an individual, family, and community to cope with adversity and adapt to challenges or change.
4. *Achieve Collective Impact*: To maximize opportunities for community action to address social determinants of health and achieve collective impact; support coordination, integration, and mutually reinforcing activities among health, social services, and other providers and key leaders in the community.
5. *Increase Accountability through Quality Improvement, Performance Monitoring, and Evaluation*: To conduct ongoing quality improvement, performance monitoring, and evaluation activities in order to identify best practices, demonstrate implementation of evidence-based practices, and report on results.

With the Board's approval, we are requesting $1,144,121 from the U.S. Department of Health and Human Services, Health Resources and Services Administration for Year 10 of the grant project. If awarded, this funding will be used to fully support the Healthy Start Program within Atoka, Choctaw, McCurtain, and Pushmataha Counties for a period of one year. The project will continue to address the needs of high-risk women and their families before, during, and after pregnancy. This will be achieved by placing emphasis on a community-based approach to providing care coordination, health education, counseling and supports. The anticipated benefit is the reduction of infant mortality, increased use of a primary medical home for mother and infant, and decreased co-factors which negatively impact pregnancy and the interconception period (smoking, drinking, substance use, domestic violence, and depression).

Funding Entity: **NeighborWorks America**
Funding Opportunity: **FY23 Round 1 Expendable Grant**
Due Date: **December 2nd, 2022**
Anticipated Award Amount: **$150,000.00**

LIFT Community Action Agency, Inc. is requesting the Board of Directors' approval to apply to NeighborWorks America for the FY23 Expendable Grant opportunity. LIFT CAA is a chartered member of the NeighborWorks America Network. NWA supports many of the agency's lines of business with a strong focus on housing, lending, and community development.

For expendable grants, in addition to base awards provided to any/all NeighborWorks Organizations in good standing, NWA awards additional funds to NeighborWorks Organization's based upon past 3 years production, level of comprehensive community development (CCD) activities, and the organizations overall health rating. All NeighborWorks organizations in good standing will receive a base award of $85,000 in 2023. LIFT CAA has an exemplary OHTS rating which equates to receiving an additional $50,000 in expendable funds. Production awards are calculated based on units produced and investment and can range from $5,000 to $15,000 per NeighborWorks Organization. LIFT's CCD activities should make us eligible for the top award amount of $40,000.

This expendable grant provides funding primarily to support our operating costs associated with each of these activities as described above.

Funding Entity:	**NeighborWorks America**
Funding Opportunity:	**FY23 Round 1 Capital Grant**
Due Date:	**December 2nd, 2022**
Anticipated Award Amount:	**$75,000.00**

LIFT Community Action Agency, Inc. is requesting the Board of Directors' approval to apply to NeighborWorks America for the FY23 Capital Grant opportunity. LIFT CAA is a chartered member of the NeighborWorks America Network. NWA supports many of the agency's lines of business with a strong focus on housing, lending, and community development.

Capital grant awards range from $50,000.00 to $150,000.00 and are based on average annual leveraged investment reported over four rolling federal fiscal years. FY2023 awards will be based on investment activity from FY2019 through FY2022 for real estate and lending activities.

Capital Awards from NeighborWorks America are primarily used to acquire and/or improve assets to include buildings, land, homes, etc. Based on current investments and NWA's formula for calculating Capital Awards, LIFT anticipates a capital award of $75,000.00.

Funding Entity:	Oklahoma Department of Commerce
Funding Opportunity:	Pathway Forward Weatherization Expansion
Funding Amount:	$365,919.42 ($222,912.42-DOE 2023 and $143,007 – DHS 2023)
Due Date:	January 13, 2023

The Oklahoma Department of Commerce (ODOC) has been responsible for the administration of the Department of Energy Weatherization Assistance Program (DOE WAP) and the Oklahoma Department of Human Services Low Income Home Energy Assistance Weatherization Program (LIHEAP WX) since 1977. DOE's WAP mission is to "reduce costs for low-income families, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety. ODOC currently contracts with 8 (eight) non-profit service providers to serve Oklahoma counties' low-income eligible families with weatherization services in residential single-family units and mobile homes. All weatherization work and services provided to eligible households must be completed in accordance with DOE WAP regulations. In recent years, due to workforce capacity and increasing technical requirements, multiple counties in Oklahoma have been without weatherization services. ODOC, in collaboration with the current non-profit service providers (Subgrantees), developed a Weatherization Pathway Forward plan, to restructure the weatherization service areas and allocation formula in a more efficient way to better serve the service providers and Oklahoma families. ODOC is issuing this Request for Application (RFA) to procure qualified weatherization assistance program service providers to administer ODOC's high quality weatherization services to low-income families according to the new weatherization regional service areas map for at least the next five years (January 1, 2023 – March 30, 2028). At the end of the five-year period, ODOC will reevaluate current program performance and determine whether a re-bid of the service areas is warranted. With this RFA, applicants are being asked to demonstrate their ability to plan for, budget, and implement a regional weatherization program for the anticipated future 2023 DOE WAP and LIHEAP WX funding (operating from April 1, 2023 – March 31, 2024). The highest scoring applicants will be designated as their region's authorized weatherization service provider. ODOC will send notification to all applicants as soon as possible, announcing the new regional weatherization service providers.

LIFT is requesting the Boards approval to submit an application to ODOC in the amount of $365,919.42 for the Pathway Forward Weatherization Opportunity. If awarded, these funds will be used to support the weatherization activities in a 12 county area across Southeast Oklahoma which includes Atoka, Bryan, Carter, Choctaw, Coal, Johnston, Love, Marshall, McCurtain, Murray, Pontotoc, and Pushmataha counties.

Funding Source: Oklahoma Department of Commerce
Funding Opportunity: CSBG Discretionary Grant Program
Amount Requested: $50,000.00
Type of Request: NetSuite Accounting/HR Software

We are requesting the board's approval to submit an application to ODOC in the amount of $50,000.00 for a CSBG Discretionary Grant. If awarded these funds will be used to purchase NetSuite, a cloud-based software program. Switching of software benefits staff by allowing them access to all their paycheck stubs, travel reimbursement payment history, and stores all HR information all in one place.

NetSuite is fully integrated. Once HR sets up a new hire in the system, that employee is only entered once. Their information automatically feeds in for payroll and for accounts payable eliminating excessive data entry. Full integration of the software reduces data entry time for the agency; strengthens internal controls as directors and supervisors will have access to their programs real-time budget amounts and employee data.

Central purchasing and time tracking will also be brought on to the system during 2023 allowing the agency to move to paperless and manage records more efficiently and effectively. Accounting staff will be able to do full on accrual accounting to meet auditing and reporting standards.

NetSuite HR module is referred to as SuitePeople HR and it offers functionality to manage accounting, human resources, and the employee experience in one system. It integrates HR and accounting functionality eliminating many repetitive and manual processes.

Funding Source: Oklahoma Department of Commerce

Funding Opportunity: CSBG Discretionary Grant Program

Amount Requested: $50,000.00

Type of Request: Emergency Assistance for Tornado Victims

Included in the CSBG State Plan, discretionary funds are made available to CAAs upon submission of a request by the CAA (or network) for a pilot program, innovative project or other activities that address the needs of low-income individuals and/or lessen poverty in communities.

Discretionary Projects must:

1. be an eligible CSBG expense

2. produce a measurable outcome

3. determine any future ongoing costs: Is this likely to be an ongoing project, and if so, will it require sustainable funding? Or is this project limited in duration?

We are requesting the board's approval to submit an application to ODOC in the amount of $50,000.00 for a CSBG Discretionary Grant. If awarded these funds will allow LIFT CAA to help families in need of minor to moderate home repairs. Funds will specifically be used to address storm damage including roof repairs, siding replacement, repairs/replacement of heat pumps and other infrastructure needs. Additionally, twenty percent of the funding requested will be used to set up a "Disaster Relief" fund to help those families who need emergency assistance i.e. shelter, utility, medical expenses and/or other related expenses resulting from the November 4th tornadoes and storms.

American Rescue Plan Act for Nonprofits Relief Program

Beginning December 1, 2022, the Oklahoma Department of Commerce will begin accepting applications for the ARPA for Nonprofits Relief Program. For the program, $25 million was allotted by the Oklahoma Legislature from the state's ARPA allocation to provide financial relief to nonprofit organizations in the state. Applications will be accepted until 11:59 p.m., Thursday, December 15, 2022.

Program Qualifications

To qualify, nonprofit organizations must dedicate annual financial resources to one or more of the following activities:

- Providing food and shelter;
- Addressing and preventing homelessness;
- Providing certified behavioral health services;
- Addressing and preventing domestic violence;
- Addressing and preventing human trafficking.

Additionally, the organizations must be:

- 501c3;
- Operating in Oklahoma, serving Oklahomans;
- Compliant with the Internal Revenue Service and the Oklahoma Tax Commission;
- In good standing with the Oklahoma Secretary of State;
- Nonpartisan;
- Able to document at least $1,000 in negative financial impact due to the COVID-19 pandemic; and
- Willing to enter into an agreement with the Oklahoma Department of Commerce.

Application Process

Applications must be submitted through grants.ok.gov. Applications must be fully completed to be considered and will be approved based on a quantitative scoring method.

- Applicants with annual revenues of $750,000 or less may be eligible for awards up to $50,000.
- Applicants with annual revenues of greater than $750,000 may be eligible for awards up to $75,000.

About the ARPA for Nonprofits Relief Program

The legislature has appropriated $25 million for nonprofits who suffered a negative financial impact from the COVID-19 Pandemic. The Oklahoma Department of Commerce was selected to administer the funds.

Awards received through this program are intended to replace funds previously lost, and therefore may be used for any operational purpose the nonprofit would have normally engaged in during the period of loss. Distribution of awarded funding is expected to begin February 1, 2023.

HRSA-23-038
Rural Communities Opioid Response Program – Overdose Response
Department of Health and Human Services
Health Resources and Services Administration

GENERAL INFORMATION

Document Type:	Grants Notice
Funding Opportunity Number:	HRSA-23-038
Funding Opportunity Title:	Rural Communities Opioid Response Program – Overdose Response
Opportunity Category:	Discretionary
Opportunity Category Explanation:	
Funding Instrument Type:	Grant
Category of Funding Activity:	Health
Category Explanation:	https://grants.hrsa.gov/2010/Web2External/Interface/FundingCycle/ExternalView.aspx?fCycleID=8f1905a0-3afc-4ead-9ebd-3359c39d4c6c
Expected Number of Awards:	40
CFDA Number(s):	93.912 -- Rural Health Care Services Outreach, Rural Health Network Development and Small Health Care Provider Quality Improvement
Cost Sharing or Matching Requirement:	No

Version:	Synopsis 1
Posted Date:	Oct 21, 2022
Last Updated Date:	Oct 21, 2022
Original Closing Date for Applications:	Jan 19, 2023
Current Closing Date for Applications:	Jan 19, 2023
Archive Date:	
Estimated Total Program Funding:	$12,000,000
Award Ceiling:	$0
Award Floor:	$0

ELIGIBILITY

Eligible Applicants:	Independent school districts County governments City or township governments Others (see text field entitled "Additional Information on Eligibility" for clarification) Special district governments Public and State controlled institutions of higher education Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education Private institutions of higher education State governments Native American tribal governments (Federally recognized) Native American tribal organizations (other than Federally recognized tribal governments)
Additional Information on Eligibility:	Eligible applicants include all domestic public or private, non-profit or for-profit entities, including community-based organizations, federally recognized tribes, tribal organizations, state, local and territorial governments, and institutions of higher education.

ADDITIONAL INFORMATION

Agency Name:	Health Resources and Services Administration
Description:	This notice announces the opportunity to apply for funding under the Rural Communities Opioid Response Program-Overdose Response program. The Rural Communities Opioid Response Program (RCORP) is a multi-year HRSA initiative aimed at reducing the morbidity and mortality of substance use disorder (SUD), including opioid use disorder (OUD), in high-risk rural communities. This funding opportunity, RCORP-Overdose Response, will advance RCORP's overall goal by supporting immediate responses to the opioid crisis in rural areas. Over the course of a one-year period of performance, RCORP-Overdose Response recipients will address immediate needs in rural areas through improving access to, capacity for, and sustainability of prevention, treatment, and recovery services for substance use disorder (SUD). To achieve the purpose of the RCORP-Overdose Response program, applicants must select from a list of allowable activities. Please see Program Requirements and Expectations for additional information. Applicants are encouraged to give special consideration to the needs of rural populations that have historically suffered from poorer health outcomes or health disparities, as compared to the rest of the rural population. Examples of these rural populations include, but are not limited to: racial and ethnic minorities, people who are pregnant, adolescents and youth, LGBTQIA+ individuals, veterans, socioeconomically disadvantaged populations, the elderly, and individuals with disabilities.
Link to Additional Information:	See Related Documents
Grantor Contact Information:	If you have difficulty accessing the full announcement electronically, please contact: Department of Health and Human Services, Health Resources and Services Administration ruralopioidresponse@hrsa.gov Contact Diana Wang at (301)443-2302 or email ruralopioidresponse@hrsa.gov

GRANTS.GOV[SM]
FIND. APPLY. SUCCEED.[SM]

CONTRACT FOR SERVICES
No. 1118 BASE

This Contract for Services (the "Agreement") is made and entered into on **October 31, 2022**, by Oklahoma CASA Association, Inc., an Oklahoma nonprofit corporation ("Oklahoma CASA"), and LIFT CASA ("Local Program"), collectively referred to as "Parties" and individually as a "Party."

WHEREAS, Oklahoma CASA is a member organization which provides funding, technical assistance, training, and networking opportunities to local CASA programs throughout Oklahoma. The Local Program is a Court-Appointed Special Advocate Program, as defined in Title X of the Oklahoma Statutes which fulfills the public purposes of recruiting, screening, training, assigning, supervising, and supporting volunteers to serve as guardians' ad litem for abused or neglected children in the court system (the "Charitable Purpose"); and

WHEREAS, Oklahoma CASA wishes to further the Charitable Purpose by contracting with the Local Program to provide the support and training necessary for volunteers to serve as guardians' ad litem for abused or neglected children in the court system in the Local Program's geographical area; and,

WHEREAS, the Local Program desires to provide the Services in the Local Program's geographical area, subject to the terms and conditions herein.

NOW THEREFORE, In consideration of the mutual promises set forth in this Agreement, and other good and valuable consideration, the parties agree as follows:

1. **Services.** Oklahoma CASA hereby engages the Local Program, and the Local Program hereby accepts such engagement, as an independent contractor to provide Services on the terms and conditions set forth in this Agreement.

    a) Services Provided by Local Program. The Local Program shall provide Oklahoma CASA with the Services set forth in this Section 1(a). The Local Program shall:

        i. Conduct programming that fulfills the Charitable Purpose;
        ii. Establish and maintain financial records and accounts which document the use and expenditure of all funds received under this Agreement.
        iii. Maintain funding source accounts (i.e. VOCA, OCASAA, United Way, unrestricted) within the organization's overall accounting system reflecting beginning balance, expenses, deposits, and ending balance. Records reflecting fund based accounting shall be provided as requested and made available for inspection pursuant to Section 8 of this Agreement;
        iv. Comply with the standards set forth in the Memorandum of Understanding for Membership and Funding pursuant to Section 6 of this Agreement;
        v. Comply with the National CASA Standards;
        vi. Ensure all volunteers, staff, and Board members are screened in accordance with National and Oklahoma CASA Standards.
        vii. Ensure each court-appointed special advocate completes a training program in compliance with nationally documented Court-Appointed Special Advocate standards and is approved by the Local Program prior to being assigned a case and submit documentation of training to Oklahoma CASA upon its request;
        viii. Provide evidence of proper payroll tax withholdings to Oklahoma CASA;
        ix. Submit to Oklahoma CASA a report of its financial performance prepared by an independent certified public accountant approved by the governing body of the Local

Program pursuant to Section 4 of this Agreement;

x. Maintain the Optima Database with all outcomes measurement reports, on a continual basis pursuant to Section 5 of this Agreement;

xi. Comply with random desk audits by Oklahoma CASA, which may include requests for documentation regarding governance, fiscal accountability, and overall organizational performance (the "Organizational Assessment") pursuant to Section 7 of this Agreement;

xii. Undergo annual quality assurance/performance reviews and review of expenses incurred under this Agreement;

xiii. Notify Oklahoma CASA at least 30 days' prior to any change in the Local Program's address or telephone number;

xiv. Notify Oklahoma CASA of any change in the chief executive officer and provide documentation that the Board of Directors, in order to fulfill its responsibility to the organization, conducted a due diligent search for the most qualified candidate; and,

xv. Provide a minimum of two (2) pre-service volunteer training sessions during the contract period and be able to provide documentation of recruitment for each training.

b) Oklahoma CASA shall not control the manner or means by which the Local Program or the Local Program's employees perform the Services.

c) Unless otherwise set forth in Section 2, the Local Program shall furnish, at the Local Program's own expense, the equipment, supplies, and other materials used to perform the Services.

2. **Compensation for Services.** As full compensation for the Services and the rights granted to the Local Program in this Agreement, Oklahoma CASA shall reimburse the Local Program in accordance with the terms and conditions of this Section 2.

a) <u>Monthly Reimbursement.</u> Oklahoma CASA shall reimburse the Local Program monthly. Local programs will be notified of total monthly funds available to be expended and reimbursed for October, 2022 by November 1, 2022. This amount will include a base funding amount of **<u>$900.00</u>** per month, and a case reimbursement **<u>$32.54</u>** per case served by volunteers during August, 2022. This basis for funding will continue for each subsequent month during the contract period. Under this Agreement, the case reimbursement will be in an amount to not exceed <u>$32.54</u> per case served by the Local Program (the "Monthly Reimbursement"), with an additional base of <u>$900.00</u>/month.

<u>Contingencies for Funding if Applicable:</u>

i. Must implement digital protocols by 12/31/2022

ii. Work with Oklahoma CASA to ensure successful completion of both phases of QA by December 31, 2022.

iii. Must maintain the minimum case threshold of 15 cases

b) <u>Reimbursable Expenses</u>. Oklahoma CASA shall reimburse the Local Program, up to the Monthly Reimbursement, as approved.

i. Personnel

ii. Consultants and Contractors

iii. Equipment

iv. Staff Travel and Training Conducted in the state of Oklahoma

v. Supplies and Operating Expenses
vi. Volunteer Travel, Training, and Recruitment Conducted in the state of Oklahoma
vii. Marketing and Awareness

c) Requests for Reimbursement. The Local Program shall file electronic requests for reimbursement on a monthly basis using the login information provided by Oklahoma CASA. The requests for reimbursement will include the total monthly expenses for each category of approved items or services set forth in Section 2(a). Requests for reimbursement are due on the 7th day of the month immediately following the month in which the expenses were incurred.

d) Backup. Backup for expenditures through this agreement must be uploaded into the program's shared Dropbox for the FY 2023 grant period. Backup shall include copies of all invoices and expenditures and monthly report demonstrating use of fund based accounting.

e) Limited Carry Forward of Monthly Reimbursement. Limited carry forward is 1/12th of estimated funding based on average number of cases served during prior year as provided upon application for funds. If the allowable expenses incurred in a given month are less than the Monthly Disbursement, the Local Program may carry forward its unused balance to the next month. However, the Local Program may not carry forward more than **$1,388.00** (the "Limited Carry Forward") unless it receives prior written approval from Oklahoma CASA.

f) Suspension or Termination of Reimbursement. Oklahoma CASA may refuse to provide or temporarily suspend distribution of the Monthly Disbursement should any of the following occur:

i. If the Local Program does not meet the eligibility for funding criteria, including maintaining services of a minimum of 15 cases.
ii. If a request for reimbursement is more than 60 days delinquent.
iii. If data in the Optima Database is more than 60 days delinquent.
iv. If the funds have been spent outside of the Charitable Purpose.
v. If the Local Program is not a member in good standing with Oklahoma CASA.
vi. If the Local Program breaches any provision of this Agreement, including, but not limited to, failure to comply with reporting and/or training requirements listed herein.

g) Reimbursement Conditional upon Availability of Funding. Payment of the Monthly Reimbursement shall be conditional upon Oklahoma CASA's available funding. Availability of funds is based on projected court fees for the upcoming year. Oklahoma CASA may reduce the Monthly Reimbursement at the sole discretion of Oklahoma CASA.

h) Training. In addition to payment of the Monthly Reimbursement, Oklahoma CASA shall use its best efforts, including, without limitation, providing training, technical support, and other resources, to assist the Local Program in using best practices for nonprofit management and increasing the number of CASA volunteers and the number of children being served during the term of this Agreement, including the following:

i. all new Executive or Program Directors must complete, in their first year of employment, all sessions of the Directors Best Practices Series Training;
ii. all Executive or Program Directors must attend at least one (1) session of the Directors Best Practices Series Training, of their choosing, during the term of this contract, unless otherwise approved by Oklahoma CASA;

iii. all Board Members must individually complete the three (3) required online board trainings provided through Oklahoma CASA, unless otherwise approved by Oklahoma CASA; the program must maintain documentation that each board member completed the training, which will consist of a statement, signed and dated by each individual board member upon completion of the training which is part of their permanent board file;
iv. all Executive or Program Directors, advocate supervisory staff and staff who train advocates must attend a session of the Disproportionality/Racial Bias Workshop within one (1) year of hire unless otherwise approved by Oklahoma CASA; and,
v. All program staff members facilitating advocate training must attend and successfully complete the Training of Facilitator training provided by Oklahoma CASA.

3. **Administrative Fee.** The Local Program will pay Oklahoma CASA an administrative fee in the amount of six percent (6%) of estimated funding provided to each program upon application based on average case services from Jul 1- June 30 or $999.00. The Administrative Fee shall cover the cost of administering the funds for the Local Program and other services provided by Oklahoma CASA under this Agreement. The Local Program may not pay the Administrative Fee from funds it receives from Oklahoma CASA. Oklahoma CASA may terminate this Agreement if the Local Program has not paid the Administrative Fee by the end of the then-current term.

4. **Financial Performance Report.** The Local Program shall obtain a report of its financial performance prepared by an independent certified public accountant approved by the Local Program's governing body (the "Independent CPA.") The report must be completed and submitted to Oklahoma CASA within six months after the end of the Local Program's fiscal year.

   a) The specific level of review required is based on the Local Program's annual expenditures, as set forth below:

      i. Local Programs with expenditures in excess of $200,000 shall obtain an Independent CPA to conduct an audit.
      ii. Local Programs with expenditures between $50,000 and $200,000 shall obtain an Independent CPA to conduct a financial review.
      iii. Local Programs with expenditures less than $50,000 shall obtain an Independent CPA to conduct a compilation.

   b) The Local Program shall ensure the Independent CPA includes in his or her review all monies received by the Local Program, whether from Oklahoma CASA or another source.

5. **Outcome Reporting.** The Local Program shall regularly and continually maintain and update the Optima Database. Data for the previous month shall be complete and updated by the seventh (7th) day of the next month. The Local Program shall participate in all aspects of outcomes measurement data collection, including, but not limited to child surveys, judge surveys, volunteer surveys, volunteer contacts, recommendations, professional changes, hearing information, all community inquiries ("How You Heard" in Optima), etc.

6. **Oklahoma CASA Standards.** Oklahoma CASA shall provide to the Local Program a copy of the Memorandum of Understanding for Membership and Funding prior to or at the commencement of the term of this Agreement. Oklahoma CASA shall provide any changes to the Memorandum of Understanding for Membership and funding to the Local Program within thirty (30) days of the changes being adopted.

7. **Organizational Assessment.** If the local program is found to be operating below 70% capacity as a result of under-utilizing existing staff positions for two consecutive years, the local program may be subject to an organizational assessment conducted by Oklahoma CASA, if applicable.

8. **Inspection and Retention of Records.** The Local Program shall make available to Oklahoma CASA and any state or federal agency authorized by law all records relating to this Agreement for the purposes of inspecting and copying the records. The Local Program shall retain all records related to this Agreement for a period of seven years after the expiration of this Agreement, or until all audit and litigation matters resulting from this Agreement are resolved, whichever time period is longer.

9. **Relationship of the Parties.** The Local Program is an independent contractor of Oklahoma CASA, and this Agreement shall not be construed to create any association, partnership, joint venture, employee, or agency relationship between the Local Program and Oklahoma CASA for any purpose. Neither Party has the authority (and neither Party shall hold itself out as having authority) to bind the other Party and neither Party shall make any agreements or representations on the others' behalf.

   Without limiting this Section 9, the Local Program will not be eligible to participate in any vacation, group medical or life insurance, disability, profit sharing or retirement benefits, or any other fringe benefits or benefit plans offered by Oklahoma CASA to its employees, and Oklahoma CASA will not be responsible for withholding or paying any income, payroll, Social Security, or other federal, state, or local taxes, making any insurance contributions, including for unemployment or disability, or obtaining workers' compensation insurance on the Local Program's behalf. The Local Program shall be responsible for, and shall indemnify Oklahoma CASA against all such taxes or contributions, including penalties and interest. Any persons employed or engaged by the Local Program in connection with the performance of the Services shall be the Local Program's employees or contractors and the Local Program shall be fully responsible for them and indemnify Oklahoma CASA against any claims made by or on behalf of any such employee or contractor

10. **Intellectual Property Rights.** Oklahoma CASA is and will be the sole and exclusive owner of all right, title, and interest throughout the world in and to all the results and proceeds of any materials, including training and oversight materials, provided to the Local Program pursuant to this Agreement, including all patents, copyrights, trademarks (together with the goodwill symbolized thereby), trade secrets, know-how, and other confidential or proprietary information, and other intellectual property rights (collectively "Intellectual Property Rights") therein.

11. **Confidentiality.** The Local Program may have access to information that is treated as confidential and proprietary by Oklahoma CASA

    a) <u>Definition of Confidential Information</u>. Confidential Information includes, without limitation the existence and terms of this Agreement, trade secrets, technology, and information pertaining to business operations and strategies, customers, donors, pricing, marketing, finances, sourcing, personnel, or operations of Oklahoma CASA, its affiliates, or their suppliers or customers, in each case whether spoken, written, printed, electronic, or in any other form or medium. Confidential Information shall not include information that is or becomes generally available to the public other than through your breach of this Agreement or is communicated a Local Program by a third party that had no confidentiality obligations with respect to such information.

    b) <u>Treatment of Confidential Information</u>. The Local Program agrees to treat all Confidential Information as strictly confidential, not to disclose Confidential Information or permit it to be disclosed, in whole or part, to any third party without the prior written consent of Oklahoma

CASA in each instance, and not to use any Confidential Information for any purpose except as required in the performance of the Services. The Local Program shall notify Oklahoma CASA immediately in the event the Local Program becomes aware of any loss or disclosure of any Confidential Information.

Nothing herein shall be construed to prevent disclosure of Confidential Information as may be required by applicable law or regulation, or pursuant to the valid order of a court of competent jurisdiction or an authorized government agency, provided that the disclosure does not exceed the extent of disclosure required by such law, regulation, or order. The Local Program agrees to provide written notice of any such order to an authorized officer of Oklahoma CASA immediately upon receiving such order, but in any event sufficiently in advance of making any disclosure to permit Oklahoma CASA to contest the order or seek confidentiality protections, as determined in Oklahoma CASA's sole discretion.

12. **Term.** The term of this Agreement shall begin on **December 1, 2022** and shall continue until **September 30, 2023**, unless otherwise terminated pursuant to Section 13 of this Agreement.

13. **Termination.** Either Party may terminate this Agreement without cause upon 60 days written notice to the other Party.

    a) Termination for Cause. Oklahoma CASA may terminate this Agreement for cause if the Local Program fails in any material respect to comply with any provision of this Agreement, and the failure continues for a period of 60 days after Oklahoma CASA gives notice to the Local Program setting forth the alleged breach.

    b) Effect of Termination. The Local Program shall not be entitled to reimbursement of any expenses incurred after termination of this Agreement or if at any time the local program falls out of compliance with the terms of this Agreement, including, but not limited to, failure to provide requested documentation through random desk audits

14. **Representations and Warranties.**

    a) Local Program Representations and Warranties. The Local Program represents and warrants to Oklahoma CASA that:

        i. the Local Program has the right to enter into this Agreement, to grant the rights granted herein, and to perform fully all of the Local Program's obligations in this Agreement;
        ii. the Local Program entering into this Agreement with Oklahoma CASA and performance of the Services do not and will not conflict with or result in any breach or default under any other agreement to which the Local Program is subject;
        iii. the Local Program affirms that all information, documentation, and representations submitted or made in connection with this Agreement are true and correct to the best of its knowledge; the Local Program affirms that neither the Local Program's board members, officers, members, employees, volunteers, nor anyone subject to the Local Program's direction or control, has paid, given, or donated, or agreed to pay, give, or donate to any officer or employee of Oklahoma CASA, the Office of the Attorney General, or the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this Agreement;
        iv. no portion of the funds provided to the Local Program under this Agreement shall be used for any political activity or to further the election or defeat of any candidate for

public office; no portion of the funds shall be used for lobbying activities or fundraising; and,

v. the Local Program is in compliance with all applicable federal, state, and local laws, and all licenses, certifications, and regulations.

b) Oklahoma CASA Representations and Warranties. Oklahoma CASA hereby represents and warrants to the Local Program that:

i. Oklahoma CASA has the full right, power, and authority to enter into this Agreement and to perform its obligations hereunder; and,

ii. the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action.

15. **Indemnification.** The Parties shall indemnify and hold harmless the other Party and its directors, officers, members, employees, volunteers, agents, and affiliates from and against any and all liability, including reasonable attorney's fees, that may arise in connection with the failure by either Party to perform its obligations in accordance with this Agreement or arising out of or caused by negligent or intentional acts or omissions of either Party or any director, officer, member, employee, volunteer, agent, or affiliate of either Party.

16. **Assignment.** The Local Program shall not assign any rights, or delegate or subcontract any obligations, under this Agreement. Assignment in violation of the foregoing shall be deemed null and void.

17. **Governing Law, Jurisdiction, and Venue.** This Agreement and all related documents including all schedules attached hereto, and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State of Oklahoma (including its statutes of limitations), without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Oklahoma. Venue shall be in Oklahoma County, Oklahoma.

18. **Miscellaneous.**

a) Entire Agreement. This Agreement, together with any other documents incorporated herein by reference and related exhibits and schedules, constitutes the sole and entire agreement of the Parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.

b) Amendments. This Agreement may only be amended, modified, or supplemented by an agreement in writing signed by each party hereto, and any of the terms thereof may be waived, only by a written document signed by each party to this Agreement or, in the case of waiver, by the party or parties waiving compliance.

c) Invalidity. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

d) Execution. This Agreement may be executed in multiple counterparts and by facsimile signature, each of which shall be deemed an original and all of which together shall constitute one instrument.

No funds will be disbursed to the Local Program until this Agreement is signed by both the Local Program's authorized official and Oklahoma CASA's Chief Executive Officer and returned to the Oklahoma CASA office.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

LOCAL PROGRAM:

LIFT CASA____________
Name of Local Program

____
Federal Identification Number

DocuSigned by:
Becky Reynolds
B18F5F62D9124B8...
Authorized Official

Becky Reynolds
Print Authorized Official Name

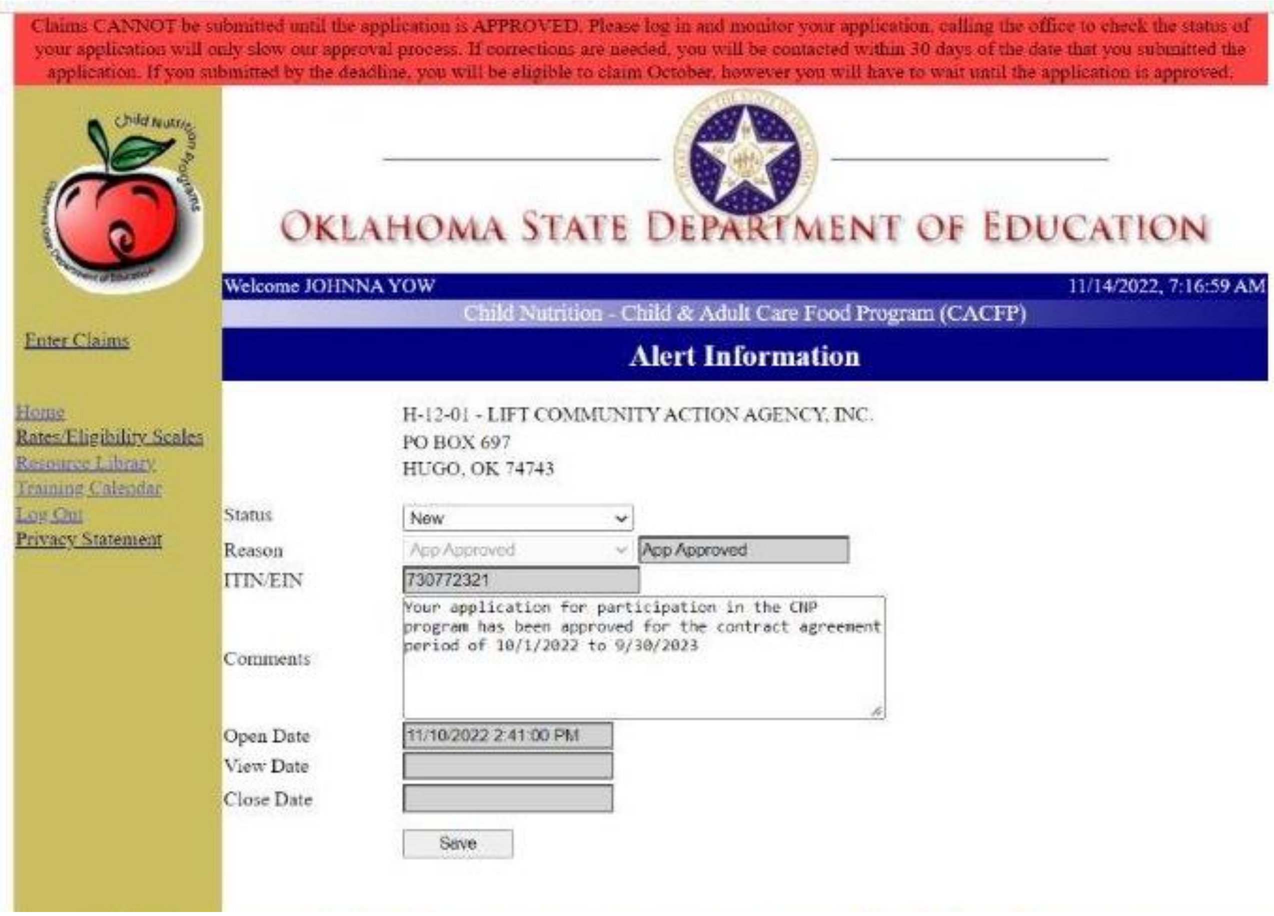
Date: 11/1/2022

OKLAHOMA CASA:

OKLAHOMA CASA ASSOCIATION, INC.

By: DocuSigned by: Sheryl L Marseilles C59749D49EAE491...
Name: Sheryl Marseilles
Title: Chief Executive Director

Date: 11/2/2022



Claims CANNOT be submitted until the application is APPROVED. Please log in and monitor your application, calling the office to check the status of your application will only slow our approval process. If corrections are needed, you will be contacted within 30 days of the date that you submitted the application. If you submitted by the deadline, you will be eligible to claim October, however you will have to wait until the application is approved.

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome JOHNNA YOW 11/14/2022, 7:16:59 AM

Child Nutrition - Child & Adult Care Food Program (CACFP)

Enter Claims

Alert Information

Home
Rates/Eligibility Scales
Resource Library
Training Calendar
Log Out
Privacy Statement

H-12-01 - LIFT COMMUNITY ACTION AGENCY, INC.
PO BOX 697
HUGO, OK 74743

Status	New
Reason	App Approved / App Approved
ITIN/EIN	730772321
Comments	Your application for participation in the CNP program has been approved for the contract agreement period of 10/1/2022 to 9/30/2023
Open Date	11/10/2022 2:41:00 PM
View Date	
Close Date	

Save

LIFT Community Action Agency has operated a Child and Adult Care Food Program (CACFP) since 1984. CACFP is a Federal food program that provides money for serving nutritious meals to enrolled children in licensed family day care homes. LIFT CAA provides the CACFP program in 37 counties in Oklahoma, and is one of the largest sponsors in the state. Through this program, our agency provides daycare home providers with training in nutrition, child development, safety, and sanitation. The program also provides daycare home providers with a reimbursement check based on meals served, up to a maximum of two main meals and one snack per child per day. This ensures that the children in these daycare homes receive nutritious meals. By providing free and low-cost food to child care providers, CACFP helps to ensure that children are well fed, able to concentrate, and ready to learn. As a result, providers in the program are being reimbursed for meals served to more than 3,000 children daily. Because the program works with a large number of daycare home providers, CACFP staff must be diligent and meticulous when it comes to management of the program and reporting. The day care homes regularly submit claims for reimbursement to the program, which must process the paperwork efficiently and correctly. LIFT CAA's CACFP staff conducts reviews and edit checks of day care homes at least three times a year to negate any compliance problems. The program is reviewed biennially by the State Department of Education, which administers the program in Oklahoma.

With the Board's approval, we are asking to accept the CACFP Grant Award from the Oklahoma Department of Education in the amount of $1,239,628.74. Of this total, $159,628.74 will be used for training daycare home providers, site visits to monitor and assist these providers, and other operational budget needs. In addition, up to $1,080,000 will be used for food reimbursement claims filed by participating daycare home providers.

LIFT Community Action, Inc. CSBG-2022-LIFT CAA-00015

Contract Part I: 18493 CSBG 22

FAIN #: 2201OKCOSR UEI #: 95453171 FEI #: 730772321

CONTRACT - MODIFICATION
PART I
SUMMARY AND SIGNATURES

Contracting Agency:	Oklahoma Department of Commerce State of Oklahoma (ODOC)
Contractor:	LIFT Community Action Agency, Inc.
Contract Title:	ODOC Community Services Block Grant
Contract Number:	18493 CSBG 22
Federal Amount:	$232,433.74
Match Amount:	$0
Contract Amount:	$232,433.74
Research and Development:	Not R&D Related
Indirect Cost Rate:	19.75
Grant Award Amount - This Action:	$232,433.74
Total Committed:	$232,433.74
Total Obligated:	$232,433.74
Source:	U.S. Department of Health and Human Services Community Services Block Grant Act of 1981, as amended. (42 USC§§9901, et seq.; P.L. 97-35, Title VI, Subtitle B). Catalog of Federal Domestic Assistance (CFDA) Number 93.569
Project Funding Period:	January 1, 2022 through September 30, 2023
Federal Award Period:	October 1, 2021 through September 30, 2023

Summary of Project

FY22 Community Services Block Grant

Budget Summary

CDBG Funds
Construction -
Engineering/Architect -
Inspection -
Other -
Public Facilities Admin -
Direct Grantee Admin -
Planning -
TOTAL CDBG -
TOTAL LEVERAGE -
TOTAL FUNDS -

LIFT Community Action, Inc. CSBG-2022-LIFT CAA-00015

Contract Part I: 18493 CSBG 22

Submit Requisitions to: Community Development Oklahoma Department of Commerce 900 North Stiles Oklahoma City, OK 73104-3234	Issue Payment To: LIFT Community Action Agency, Inc. 209 N 4th St Hugo, Oklahoma 74743
AGREEMENT COMPONENTS:	Part I - Summary and Signatures <u>Part II - Terms and Conditions</u> <u>Certification Regarding Lobbying</u>

SPECIAL CONDITIONS:

<u>SIGNATURES – EXECUTION OF CONTRACT</u>

The rights and obligations of the parties to this contract are subject to and governed by Part II – Terms and Conditions. To the extent of any inconsistency between the general and the specific, the specific governs.

✔ I certify that I am authorized to sign this document, and any attachments or addendums thereto, and I have read and agree to all parts of the contract.

Executed by: LIFT Community Action Agency, Inc. Sheree Ensley	Executed by: Oklahoma Department of Commerce
	Marshall Vogts
Signature of Authorized Official	Signature of Authorized ODOC Official
11/10/2022 Date	11/11/2022 Date

McCRAW OIL COMPANY INCORPORATED
KIDS AND COLLEGE ACCOUNT
BOX 220 PH# 903-583-7481
BONHAM, TX 75418

1365

Date 10/24/2022

88-858/1119
03

PAY to the order of Lift Community Action Agency $ 3500.00

Three Thousand Five Hundred & no/100 Dollars

First National Bank of Trenton
P.O. BOX 4
TRENTON, TEXAS 75490 (903) 989-2235
LEONARD OFFICE (903) 587-3383
BONHAM OFFICE (903) 583-8833
MELISSA OFFICE (972) 837-2800

For

⑆111908583⑆ ⑈60 2375 8⑈ 1365

Thank you sent
11-18-22

TXB

SHERRY CAPEHART
EXECUTIVE ADMINISTRATIVE ASSISTANT

21018 Hwy. 71 West
Suite 300
Spicewood, TX 78669
O: 903-568-3040
scapehart@TXBstores.com
TXBstores.com

WE ARE TEXAS BORN.

Item R4

Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06CH010743-05-00
FAIN# 06CH010743
Federal Award Date: 11/16/2022

Recipient Information

1. Recipient Name
LIFT COMMUNITY ACTION AGENCY INC
209 N 4TH ST
HUGO, OK 74743-3809
580-326-3351

2. Congressional District of Recipient
02

3. Payment System Identifier (ID)
1730772321A1

4. Employer Identification Number (EIN)
730772321

5. Data Universal Numbering System (DUNS)
095453171

6. Recipient's Unique Entity Identifier (UEI)
XL9DVU1YDGU2

7. Project Director or Principal Investigator
Ms. Darla Galyon
dgalyon@ldcaahs.org
580-326-7581

8. Authorized Official
Mr. David Hawkins
boardchair@liftca.org
(580) 326-7581

Federal Agency Information
ACF/OHS Region VI Grants Office

9. Awarding Agency Contact Information
Ms. Jennifer M Curtiss
Grants Management Officer
jennifer.curtiss@acf.hhs.gov
816-426-2991

10. Program Official Contact Information
Mr. Kenneth Gilbert
Regional Program Manager
HHS/ACF/OHS Region VI
kenneth.gilbert@acf.hhs.gov
214-767-8844

Federal Award Information

11. Award Number
06CH010743-05-00

12. Unique Federal Award Identification Number (FAIN)
06CH010743

13. Statutory Authority
42 USC 9801 ET SEQ

14. Federal Award Project Title
Head Start and Early Head Start

15. Assistance Listing Number
93.600

16. Assistance Listing Program Title
Head Start

17. Award Action Type
Non-Competing Continuation

18. Is the Award R&D?
No

Summary Federal Award Financial Information

19.	**Budget Period Start Date** 12/01/2022 **- End Date** 11/30/2023	
20.	**Total Amount of Federal Funds Obligated by this Action**	$2,075,517.00
	20a. Direct Cost Amount	$1,800,935.00
	20b. Indirect Cost Amount	$274,582.00
21.	Authorized Carryover	$0.00
22.	Offset	$0.00
23.	Total Amount of Federal Funds Obligated this budget period	$0.00
24.	**Total Approved Cost Sharing or Matching, where applicable**	$0.00
25.	**Total Federal and Non-Federal Approved this Budget Period**	$2,075,517.00
26.	**Period of Perfomance Start Date** 12/01/2018 **- End Date** 11/30/2023	
27.	Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	$21,605,198.00

28. Authorized Treatment of Program Income
ADDITIONAL COSTS

29. Grants Management Officer – Signature
Ms. Jennifer M Curtiss
Grants Management Officer

30. Remarks

Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 06CH010743-05-00
FAIN# 06CH010743
Federal Award Date: 11/16/2022

Recipient Information

Recipient Name
LIFT COMMUNITY ACTION AGENCY INC
209 N 4TH ST
HUGO, OK 74743-3809
580-326-3351

Congressional District of Recipient
02

Payment Account Number and Type
1730772321A1

Employer Identification Number (EIN) Data
730772321

Universal Numbering System (DUNS)
095453171

Recipient's Unique Entity Identifier (UEI)
XL9DVU1YDGU2

31. Assistance Type
Project Grant

32. Type of Award
Service

33. Approved Budget
(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only
II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	$1,193,834.00
b. Fringe Benefits	$395,062.00
c. Total Personnel Costs	$1,588,896.00
d. Equipment	$0.00
e. Supplies	$23,795.00
f. Travel	$10,359.00
g. Construction	$0.00
h. Other	$149,035.00
i. Contractual	$28,850.00
j. TOTAL DIRECT COSTS	**$1,800,935.00**
k. INDIRECT COSTS	**$274,582.00**
l. TOTAL APPROVED BUDGET	**$2,075,517.00**
m. Federal Share	$2,075,517.00
n. Non-Federal Share	$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-G064122	06CH01074305	ACFOHS	41.51	93.600	$2,045,887.00	75-23-1536
3-G064120	06CH01074305	ACFOHS	41.51	93.600	$19,978.00	75-23-1536
3-G064121	06CH01074305	ACFOHS	41.51	93.600	$9,652.00	75-23-1536

30. REMARKS (Continued from previous page)

This action awards partial funds for the 12/01/2022-11/30/2023 budget period.

The projected annual funding levels based on the application submitted for this period are $3,183,017 for Head Start operations; $908,755 for Early Head Start operations; $39,956 for Head Start training and technical assistance; and $19,304 for Early Head Start training and technical assistance. Subject to availability of a Fiscal Year 2023 appropriation, the balance of funds will be awarded at a later date.

Head Start population: 387 children.
Designated Head Start service area(s): Choctaw, McCurtain, and Pushmataha Counties in the State of Oklahoma.
Approved program option(s) for the Head Start program: Center-based.

Early Head Start population: 48 infants, toddlers, and pregnant women.
Designated Early Head Start service area(s): Choctaw, McCurtain, and Pushmataha Counties in the State of Oklahoma.
Approved program option(s) for the Early Head Start program: Center-based.

This grant is subject to the requirements included in Attachments 1 and 2.

Semi-annual Federal Financial Reports (SF425) are due in PMS by 7/30/2023 and 1/30/2024. An Annual Federal Financial Report is due 4/30/2024. Real Property Status Report (SF429) Cover Page and Attachment A (for each property with federal interest) or Attachment A-No Property, is due in OLDC by 1/30/2024.

This grant action approves a non-federal match waiver for the federal funds awarded, if applicable.”

LIFT Community Action Agency, Inc. (LDCFND)

GL Audit Trail Report

Periods 11 To 11
11/1/2022 To 11/30/2022

12/9/2022 3:38:30 PM

Fund: All Funds

Account Number / Description	Status	Account Class
930.10.706 / DHS STABLIZATION	Active	Income (Operating Credit)

Trans Date	Trans Reference / User ID	Batch Number	Trans Description	Trans Detail Description	Application	Debits	Credits
11/18/2022	BR000000145000018		NOV/2022 B-18/Null		BR		23,100.00
	ACW	BR0000001450AABALQ		NOV/2022 B-18/OK DHS/BBELC-6/OK DHS/BBELC-6			
				Totals for November		0.00	23,100.00

Balance Forward	Debits	Credits	Net Change	Balance
77,000.00 CR	0.00	23,100.00	23,100.00 CR	100,100.00 CR

Account Number / Description	Status	Account Class
930.20.706 / DHS STABLIZATION	Active	Income (Operating Credit)

Trans Date	Trans Reference / User ID	Batch Number	Trans Description	Trans Detail Description	Application	Debits	Credits
11/18/2022	BR000000145000018		NOV/2022 B-18/Null		BR		10,500.00
	ACW	BR0000001450AABALQ		NOV/2022 B-18/OK DHS/AELC -6/OK DHS/AELC -6			
11/30/2022	BR000000145000037		NOV/2022 B-37/Null		BR		15,000.00
	ACW	BR0000001450AABALQ		NOV/2022 B-37/OKDHS/ AELC/OKDHS/ AELC			
				Totals for November		0.00	25,500.00

Balance Forward	Debits	Credits	Net Change	Balance
35,000.00 CR	0.00	25,500.00	25,500.00 CR	60,500.00 CR

Account Number / Description	Status	Account Class
930.30.706 / DHS STABLIZATION	Active	Income (Operating Credit)

Trans Date	Trans Reference / User ID	Batch Number	Trans Description	Trans Detail Description	Application	Debits	Credits
11/18/2022	BR000000145000018		NOV/2022 B-18/Null		BR		10,500.00
	ACW	BR0000001450AABALQ		NOV/2022 B-18/OK DHS/HELC -6/OK DHS/HELC -6			
				Totals for November		0.00	10,500.00

Balance Forward	Debits	Credits	Net Change	Balance
35,000.00 CR	0.00	10,500.00	10,500.00 CR	45,500.00 CR

Account Number / Description	Status	Account Class
930.40.706 / DHS STABLIZATION	Active	Income (Operating Credit)

Trans Date	Trans Reference / User ID	Batch Number	Trans Description	Trans Detail Description	Application	Debits	Credits
11/18/2022	BR000000145000018		NOV/2022 B-18/Null		BR		18,900.00
	ACW	BR0000001450AABALQ		NOV/2022 B-18/OK DHS/ IELC -6/OK DHS/ IELC -6			
				Totals for November		0.00	18,900.00

Balance Forward	Debits	Credits	Net Change	Balance
37,000.00 CR	0.00	18,900.00	18,900.00 CR	55,900.00 CR

Totals for: All Funds

Balance Forward	Debits	Credits	Net Change	Balance
184,000.00 CR	0.00	78,000.00	78,000.00 CR	262,000.00 CR

ELC

DHS Cycle 6 = 63000.00
Star rating = 15000.00

	2023 Proposed Budget	
Grants	15,840,000	
Interest	528,226	
Fees	3,280,000	
Recoveries	3,827,812	
In-Kind	1,125,000	
Total Revenue		24,601,038
Salaries	8,125,000	
Fringe	2,771,437	
Indirect	2,112,500	
Stipends	33,600	
Contractual	1,294,176	
Travel	350,950	
Space	181,584	
Utilities	616,983	
Renovation	0	
Postage	29,712	
Supplies	1,030,732	
Nutrition	1,319,772	
Equipment	963,456	
Promotion	105,132	
Insurance	1,716,460	
Printing	94,250	
Maintenance	789,478	
Training	141,307	
Fees	227,206	
Direct Services	95,999	
Interest	803	
Other	1,475,501	
In-Kind	1,125,000	
Total Expense		24,601,038

LIFT COMMUNITY ACTION AGENCY, INC.'S

Strategic plan

2023-2025

Board Approved:

EXECUTIVE SUMMARY

In 1968, three separate Community Action Agencies in Choctaw, McCurtain and Pushmataha Counties merged to better meet the needs of residents in Southeast Oklahoma. LIFT Community Action Agency, Inc. formerly known as Little Dixie Community Action Agency, Inc. was incorporated as a Non-Profit Organization on April 4, 1968. The agency's purpose, as stated in its original Articles of Incorporation was "To assist in developing, executing and coordinating plans and the programs authorized under the Economic Opportunity Act of 1964. Throughout it's history, LIFT has progressively grown, adding new programs and services to meet the needs of the area, especially its most vulnerable populations.

On September 22 , 2022, LIFT Community Action Agency, Inc. enlisted the assistance of Strategic Planning Consultant and Nationally Certified ROMA Trainer - Julia Teska, PhD. to conduct a Strategic Planning Meeting which was critical to determining priorities, establishing goals, and creating objectives.

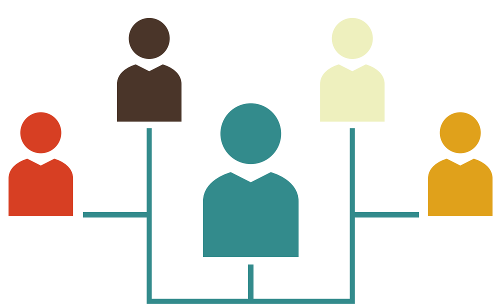
Key staff involved in facilitating the strategic planning process attended conferences and trainings presented by National Community Action Partnership staff. The presenters trained participants on how to incorporate ROMA and how to make sure the plan represents compliance with the Community Service Block Grant Organizational Standards.

The development of this plan involved multiple processes which included:

- In-depth review and analysis of Community Needs Assessment report.
- Review of the agency's Mission, Vision and Core Values.
- Survey collection and feedback from key stakeholders including front line staff, leadership and board.
- SWOT analysis activity with agency Board of Directors.
- Current environmental scan of the agency's service area.
- Review and analysis of 2022 Customer Satisfaction Surveys.
- Research of agency and community resources.

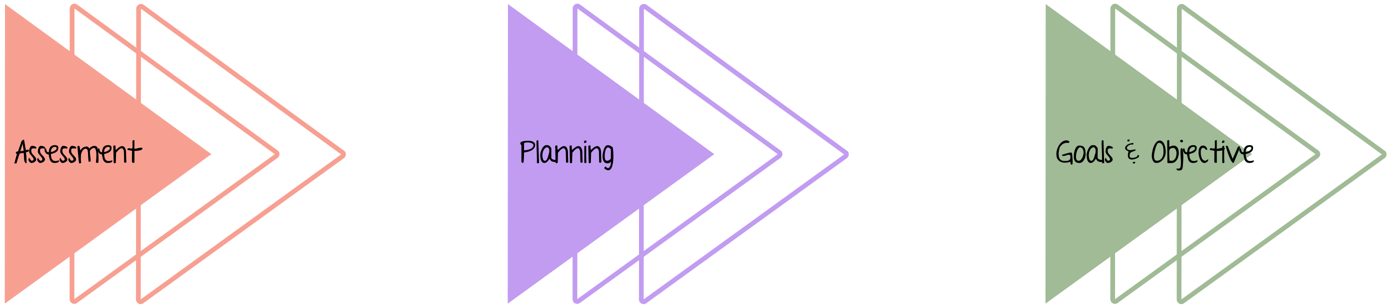
Each process resulted in reviewing and analyzing qualitative and quantitative data. These activities helped with the development of the strategies and benchmarks listed within this plan.

The Plan serves as a roadmap and identifies actions that LIFT Community Action Agency, Inc. will undertake over the next three years in order to address needs as identified in our most recent Community Needs Assessment (2022).



STRATEGIC PLANNING PROCESS

Development of the strategic plan included the following phases with multiple steps and analysis in each phase. The report that follows is organized in these phases as well.



Surveys, Focus Groups, Needs Prioritization, Environmental Scans and Community Meetings

Review of agency mission, vision, values, SWOT Analysis, ROMA review and ORG Standards, Review of the current CNA, Environmental scan Stakeholder Interviews

Setting goals and determining objectives to establish the results to be achieved, determining specific outcome measures and deciding on a means to achieve the results.

Assessment

The assessment phase included survey collection which occurred from May 2021 through October 2021; 506 surveys were completed and collected. LCAA used the Oklahoma Standardized community needs assessment survey to obtain resident demographics and needs as identified by the respondents. In addition, information from customer satisfaction surveys, the U.S. Census and other reliable online databases were used for assessing needs. After all data was compiled, prioritization of needs was achieved by focus groups which included agency and community leaders, Board members, and front line staff. The prioritization process resulted in identifying the top three community needs that would be the focus of agency efforts over the next three years. Six separate community needs meetings were held to obtain community input over causes/conditions of poverty; to identify existing community resources; and to identify possible strategies to address the needs.

Causes and conditions of poverty, as they relate to the top three prioritized needs were discussed at length during each of the community needs meetings. The top three needs were identified as:

- Housing: Availability of safe, decent and affordable housing is lacking throughout the entire service area
- Substance Use/Abuse: There is a need for supportive services to address substance use/abuse
- Economic/Community Development; There is a need to improve the local economy to boost economic and community development

Detailed data over key findings is included in the agency's most recent Community Needs Assessment report which is available on the agency website at liftca.org

Planning

Agency Review	SWOT Analysis	Org Standards & ROMA	Community Needs Assessment
Revisited Agency Mission, Vision and Core Values: Conducted Stakeholder interviews	Conducted Strengths, Weaknesses, Opportunities and Threats activity with Board	Reviewed ROMA model and ORG Standards to ensure alignment with Strategic Plan	Reviewed 2022 CNA report. Conducted updated environmental scan

AGENCY REVIEW

During the Board of Directors Meeting on October 11th, 2022, Board Members conducted an analysis of the agency's Mission, Vision and Core Values Statements. The goal was to determine if the language aligned with our agencies current programs and services. After review, the Board voted to keep our current statements with no changes. Other components of the Agency Review included stakeholder interviews. This process involved survey completion by leadership and frontline staff to collect data from these key stokeholds to help with the development of the Strategic Plan.

Mission: "To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency."

LIFT's Board of Directors and Key Leadership identified our population as everyone we serve and that we are committed to serving each customer. Additionally, each group felt the mission aligned with the programs and services which the agency is known for and includes the CSBG four key elements.

Vision: "To free generations of people from poverty."

LIFT's Board of Directors and Key Leadership identified our vision statement as effective, brief and easy to communicate. Both groups also felt strongly that our vision statement is shared by members of the community.

CORE Values: "CHOICES"
Compassion; Honesty; Optimism; Integrity; Community; Empowerment; and Stewardship

LIFT's Board of Directors and Key Leadership felt the agency's core values aligned with what the agency stands for and is a reflection of our work. Additionally, both groups felt the values statement accurately represented how we treat our clients.

SWOT ANALYSIS

The Board completed an activity (SWOT) where members independently identified strengths, weakness, opportunities and threats. Following this activity Board Members engaged in open discussion and grouped/prioritized responses in each category. Agency staff also completed a SWOT analysis. The combined responses are represented below.

Internal

Strengths:

- Board & Leadership
- Strong Experienced Employees
- Community Partners
- Great Programs

Weaknesses:

- Staff Turnover/shortages
- Low Pay Scale
- Lack of service awareness in some programs
- Lack of diversity
- Unskilled workforce

Helpful

Harmful

External

Opportunities:

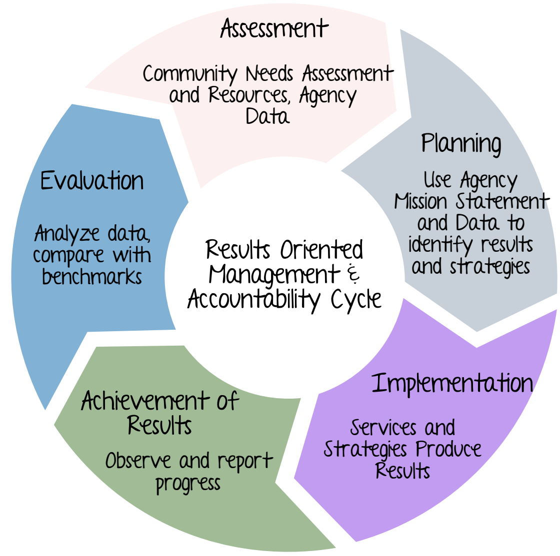
- Multiple Marketing platforms
- Partnerships
- Non-Profit Federal, State and foundation funding streams.
- Strong and large Volunteer base
- Community support and buy-in

Threats:

- Competition for Funding
- Government Changes
- Funding and program reductions and/or cuts
- Inflation
- Challenges with staying competivite

RESULTS ORIENTED MANAGEMENT & ACCOUNTABILITY (ROMA)

Strategic planning is a key component and embodiment of Results Oriented Management and Accountability. As a component of ROMA, strategic planning constitutes the second phase of the ROMA cycle, planning. However, the strategic planning process itself moves through all five ROMA phases, hence embodying the entire cycle.



ROMA and the Org standards the framework and guidance for community action agency's to achieve not only their community goals but the three national community action network goals. The National Community Action Network Goals reflect what Community Action Agencies hope to achieve over a long-term period for individual, families and communities of low-income. Goals incorporated into LIFT's Strategic Plan are reflective of the National Community Action Network Goals listed below.

NATIONAL COMMUNITY ACTION NETWORK GOALS

Goal One:

Individuals and families with low incomes are stable and achieve economic security.

Goal Two:

Communities where people with low incomes live are healthy and offer economic opportunity.

Goal Three:

People with low incomes are engaged and active in building opportunities in communities.

ORGANIZATIONAL STANDARDS

CSBG Organizational Standards represent important minimum thresholds to ensure Community Action Agencies have the needed capacity to serve America's communities. The full implementation of the principles and practices articulated in the Organizational Standards assures a consistent and strong CSBG network. Below are the Organizational Standards set forth under the CSBG Act which mandates the required components of the strategic planning process and reinforces the need to assess internal functioning as well as the needs of the communities we serve. The goals and objectives, within this Strategic Plan, are reflective of he agency's future in conjunction with the requirements of the Organizational Standards.

Primary Org Standards for Strategic Planning

- OS 6.1 – The organization has an agency-wide Strategic Plan in place that has been approved by the governing board in the last 5 years.
- OS 6.2 – The approved Strategic Plan addresses the reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low-incomes to become more self-sufficient.
- OS 6.3 – The approved Strategic Plan contains Family, Agency, and/or Community Goals.
- OS 6.4 – Customer Satisfaction and customer input, collected as part of the Community Assessment, is included in the strategic planning process.
- OS 6.5 – The governing board has received an update(s) on meeting the goals of the Strategic Plan within the past 12 months.

Other Org Standards related to Strategic Planning

- OS 1.1 – The organization demonstrates low-income individuals participation in its activities.
- OS 1.2 – The organization analyzes information collected directly from low-income individuals as part of the community assessment.
- OS 1.3 – The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.
- OS 4.1 – The governing board has reviewed the organizational mission statement within the past 5 years and assured that: 1) the mission addresses poverty and: 2) the organization programs and services are in alignment with the mission.
- OS 4.3 – The organization's Strategic Plan documents the continuous use of the full ROMA cycle. In addition the organizations documents having used the services of a ROMA certified trainer to assist in implementation.
- OS 9.3 – The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agencies outcomes and any operational or strategic program adjustments and improvements identified as necessary.

COMMUNITY NEEDS ASSESSMENT

As part of the planning process key leadership reviewed key findings and results from the 2022 Community Needs Assessment. LIFT's Community Needs Assessment identifies and prioritizes the needs and resources of individuals and families in our service area. Key leadership use this data to design effective, outcome-based programs that strive to alleviate poverty. The analyzed data is summarized below.

Top 3 Prioritized Needs Identified

Housing

Substance Abuse Services

Economic Development

506 Surveys Completed

- 22 community sector
- 200 low-income individuals
- 11 educational sector
- 7 faith-based sector
- 5 government sector
- 5 private sector
- 186 public sector
- 238 agency clients
- 25 board members
- 7 agency volunteers

Poverty Statistics

21.95%	15.1%	12.16%
Service Area	State of Oklahoma	United States

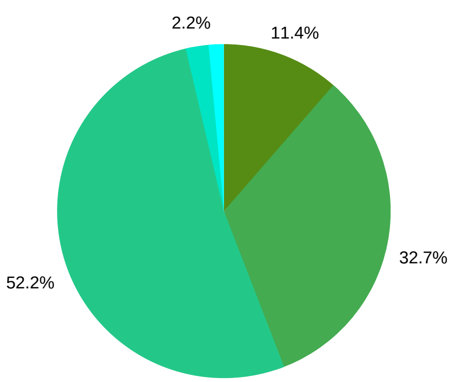
Top 10 Needs Identified

Housing	Youth Services
Early Childhood Services	Senior Services
Emergency Services	Substance Abuse Services
Health Services	Nutrition
Transportation	Asset Development

CUSTOMER SATISFACTION & INPUT

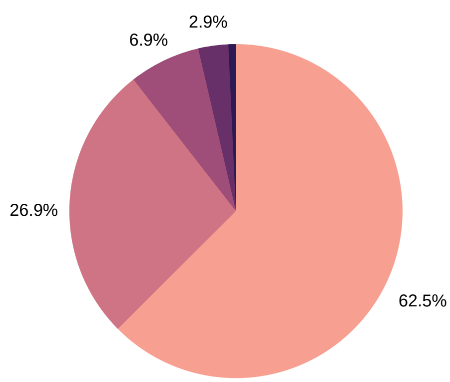
As part of the planning process, the Board reviewed the customer satisfaction data from 2022. Customer Satisfaction data and input is a critical piece to the overall Strategic Plan. The ongoing collection and analysis of customer satisfaction surveys will remain key to LIFT CAA's plan being representative of the full ROMA cycle. Customer Satisfaction surveys are collected on an ongoing basis including paper and online surveys. All surveys are directed to the ROMA Coordinators attention and transferred to an agency database. LIFT's Board of Directors is provided with quarterly updates regarding the number of surveys collected for the reporting period, program and/or programs for which customers completed surveys, responses and percentage of each and analysis of internal and external factors and their actual or potential impact on the survey responses. Results of the 276 Customer Satisfaction Surveys, collected in 2022, were reviewed and analyzed in comparison to the input gathered in the previous phases of the planning process.

County Breakdown



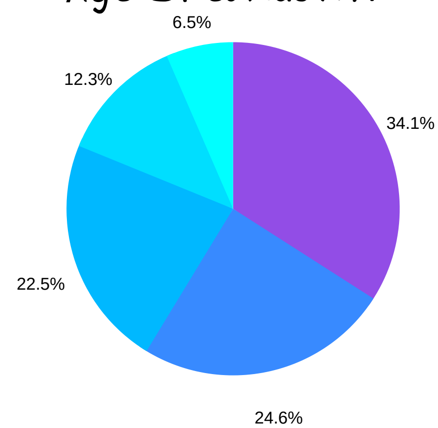
Bryan County - 1.7%
Choctaw County - 52.2%
Pushmataha County - 11.4%
McCurtain County - 32.7%
Other- 2.0%

Method of Awareness



Billboard - .8%
Friend - 62.5%
Internet - 6.9%
Other - 26.9%
Radio - 2.9%

Age Breakdown



18 to 30 - 34.1%
31 to 50 - 24.6%
51 to 65 - 22.5%
66+ - 12.3%
18 and under - 6.5%

Surveys Completed by each Program

125 HeadStart

69 VITA

21 Apartments

23 Emergency Assistance

18 WX

20 Other Programs

GOALS & OBJECTIVES

On Thursday, September 22, 2022 key leadership staff enlisted the assistance of Strategic Planning Consultant and Nationally Certified ROMA Trainer – Julia Teska, PhD to determine priorities and establish goals. Collectively the group discussed the conclusions from the 2022 Community Needs Assessment (CNA), Customer Service/Input, Agency Review and SWOT Analysis. The group was asked to provide insight pertaining to the key findings within each of these resources. The group discussed correlations, variances and other factors within these reports. Ultimately, the group developed specific measurable, achievable, relevant and time bound (SMART) goals and objectives which the agency will focus its efforts in order to address the needs of the communities served.

PRIORITY NEEDS

This strategic plan will identify activates and strategies for achieving the goals that align with the needs identified in the 2022 CNA report. The needs represent family, community and agency level needs. The focus of this Strategic Plan will be on program development and it's direct relation to improving the lives of low-income individuals.

Need One: Our community has a need for increased safe, decent and affordable housing.

Need Two: Our community has a need for additional substance use/abuse resources and supportive services.

Need Three: Our community has a need for community and economic development opportunities to improve our local economy.

Need Four: Our agency has a need to increase capacity to better serve the needs of our community.

Goal 1: Family	Goal 2: Community	Goal 3: Community	Goal 4: Ageny
To increase housing and housing supportive services for residents in our service area	Reduce substance use and abuse and improve community awareness.	To improve our local economy and help families move towards self-sufficiency.	To increase our capacity to better serve individuals and families of low-income.

#1 HOUSING

Our community has a need for increased safe, decent and affordable housing.

Goal To increase housing and housing supportive services for residents in our service area.

Objective 1	Objective 2	Objective 3
Increase number of new single and multifamily housing units.	Increase number of families receiving housing preservation.	Increase lending resources for mortgage loans.

Strategies	Measures & Benchmarks
Objective 1: Increase number of new single and multifamily housing units. • Submit grant applications for housing opportunities.(single family/multi-family) • strengthen relationships and partnerships with other housing entities. • Help families become loan eligible.	• Submit one federal application each year for housing construction funding. • Construct 3 multi-famaily units by December 2025. • Create and/or Strengthen partnerships/MOU's with 2 housing entities by December 2024. • Provide Housing Counseling to 200 families annually by the end of each calendar year.
Objective 2: Increase number of families receiving housing preservation. • Provide housing weatherization for families of low-income. • Assist families with obtaining minor/moderate housing rehab. • Provide housing education on maintenance and preservation of homes.	• Weatherize 36 homes annually during each calendar year. • Package 10 504 loans/grants annually during each calendar year. • Provide housing maintenance/preservation to 30 families annually during each calendar year.
Objective 3: Increase lending resources for mortgage loans. • Provide T&MA to non traditional lenders. • Assist lenders in making application for CDFI certification. • Assist lenders with locating funding resources.	• LIFT Board, loan and housing staff provide 12 T&MA trainings to SOCDC Board by December 31 2023 and ongoing as needed. • LIFT loan officer assist SOCDC in applying for CDFI certification. • Transfer/sale existing LIFT mortgage loans to SOCDC by June 30 2024. • SOCDC secures 1 Angel investor by December 2024. • SOCDC CDFI fully operational by December 2025.

#2 Substance Abuse

Our community has a need for additional substance use/abuse resources and supportive services.

Goal Reduce substance use and abuse and improve community awareness.

Objective 1	Objective 2	Objective 3
Increase community resources and access to substance use/abuse information and services.	Establish and strengthen partnerships and collaborations in the community.	Provide education and case management to individuals and families impacted by substance use/abuse.

Strategies	Measures & Benchmarks
Objective 1: Increase community resources and access to substance use/abuse information and services. • Encourage partners to share information. • Create informational flyers/brochures with facts of substance use/abuse. • Utilize social media and other platforms to share information.	• Community based organizations collaborate with LIFT on 5 events annually each calendar year. • 500 informational flyers/brochures distributed to residents annually each calendar year. . • Share information and promote 10 events in local papers, social media and radio annually each calendar year.
Objective 2: Establish and strengthen partnerships and collaborations in the community. • Attend various community organizations meetings and explain purpose • Provide education of services and programs to organizations to promote awareness • Increase organization participation	• Three additional LIFT Employees serve on county coalitions annually each calendar year. • Conduct 6 awareness events at schools, jails and/or other community venues annually during each calendar year. • Collaborate with community based organizations to conduct three events that address substance use/abuse annually each calendar year
Objective 3: Provide education & case management to individuals/families impacted by substance use/abuse. • Provide case management. • Partner with law enforcement to gain access to inmates and other at risk individuals. • Collaborate with area schools to host drug prevention events	• Provide case management to 250 individuals through second chance by December 2024. • Provide life skills education classes to 15 inmates annually each calendar year. • Provide 500 youth with prevention awareness information annually each calendar year.

#3 Economic Development

Our community has a need for community and economic development opportunities to improve our local economy.

Goal

To improve our local economy and help families move towards self-sufficiency.

Objective 1	Objective 2	Objective 3
Increase tourism activities to promote local economy.	Improve local tourist facilities.	Increase and improve reactional amenities.

Strategies	Measures & Benchmarks
Objective 1: Increase tourism activities to promote local economy. • Plan and host events. • Partner with community stakeholders. • Promote area attractions.	• Hold 4 recreational events at LIFT operated parks annually each calendar year. • Create 1 tourist planning committee representative of multiple organizations by December 2024. • Use social media to Promote 9 local tourist attractions annually each calendar year.
Objective 2: Improve local tourist facilities. • Secure funding for cabin/hospitality house improvements. • Partner with local community stakeholders.	• Rehab 4 house keeping cabins at Hugo Lake by December 31 2025. • Complete renovations at hospitality house by December 31 2024. • Secure donations from 5 local organizations/businesses by December 31 2025.
Objective 3: Increase and improve reactional amenities. • Make improvements at Hugo Lake Marina. • Repair infostructure at Hugo Lake Park • Increase amenities at Hugo Lake Park	• Replace/repair walkway leading to marina at Hugo Lake by December 31 2023 • Repair boat ramps and pavilions at 3 locations in Hugo Lake Park by December 31 2024 • Construct playground at Hugo Lake Park by December 31 2025

#4 Agency Growth

Our agency has a need to increase capacity to better serve the needs of our community.

Goal To increase our capacity to better serve individuals and families of low-income.

Objective 1
Improve employee satisfaction to reduce turnover

Objective 2
Increase employee capacity for enhanced service provision

Objective 3
Increase annual budget to address community needs

Strategies	Measures & Benchmarks
Objective 1: Improve employee satisfaction to reduce turnover • Employee appreciation events. • Improve working enviorment. • Stress reduction activities.	• Recognize 12 outstanding employees annually each calendar year. • Supervisors and staff participate in 1 EDI training quarterly during each calendar year. • LIFT office locations plan and carryout 1 stress reduction activity monthly each calendar year.
Objective 2: Increase employee capacity for enhanced service provision • Attend trainings/conferences. • Participate in webinars. • Staff attend leadership meetings.	• 10 employees attend 2 trainings/conferences annually each calendar year. • 250 employees participate in weekly webinars/teams meetings annually each calendar year. • 20 Program Directors attend 4 Program Directors meetings annually each calendar year. • Satisfaction levels from CSS will increase by 10% year over year.
Objective 3: Increase annual budget and other resources to address community needs • Seek funding opportunities. • Increase revenues. • Implement new accounting and HR could base software.	• Secure one new grant for new program start up or expansion of existing program annually each calendar year. • Agency program revenue increase by 5% by December 31 2025. (Baseline $22,483,114.) • Netsuite accounting and HR software fully operational by December 31, 2024.

PLAN IMPLEMENTATION & ACCOUNTABILITY

LIFT CAA's Board approved 2023-2025 Strategic Plan will be shared with all program staff to ensure awareness of the key goals and objectives outlined in the Strategic Plan. The plan will be available on the agency's website and distributed to all staff via email.

The Strategic Plan will be implemented by program staff and leadership with direction and guidance from LIFT CAA's Board of Directors. Community Partners, funders and other stakeholders will also be key to plan implementation.

Leadership staff, led by LCAA's Executive Director, will align program plans and budgets with the strategic plan and will devote time each quarter to review implementation progress and progress made toward achieving the goals outlined in this plan. Quarterly reviews will provide opportunities to address any challenges or barriers faced towards achieving program-respective objectives. This will help encourage staff accountability.

LIFT's Board of Directors will be provided with updates on progress towards achieving objectives outlined in the Strategic Plan no less then once a year.

This process of analysis and evaluation will allow programs the chance to make revisions as necessary based upon current community conditions.

CONCLUSIONS

The goals and objectives identified in LCAA's 2023 - 2025 Strategic Plan align with the needs identified in the 2022-2024 Community Needs Assessment. These prioritized needs include Housing, Substance use/Abuse Services, and Community & Economic Development Activities. This Strategic Plan represents input from all stakeholders including residents, front line staff, leadership and key partners. As a living document, this plan requires a strong commitment by all to act on the goals, monitor the implementation and evaluate effectiveness. Internal and external communication is critical to effectively execute the strategies identified. The implementation strategies require focus and attention from senior leadership and all employees involved to ensure the needs are addressed and progress is made.

LIFT PROGRAMS & SERVICES

Child & Adult Care Food Program
Court Appointed Special Advocates
Drug Free Communities Support Program
Early Head Start
Early Head Start – Child Care
Early Learning Centers
Emergency Services:
- Rent
- Utility
- Food Assistance

Head Start
Healthy Start
Help Me Grow Oklahoma
Housing Preservation
Housing Supportive Services:
- Credit Counseling
- Financial Capability
- Homebuyer Education
- Housing Counseling
- Home Equity Conversion Mortgage Counseling

Lending:
- Business
- Residential

Multi-Family Housing:
- Apartments
- Senior Supportive Housing (HUD 202)

Retired Senior Volunteer Program
Rx for Oklahoma
Safe Place Healing Hearts Program
Second Chance Adult Re-entry
Self-Help Housing
Technical & Management Assistance
Tourism:
- Clayton Lake State Park
- Hugo Lake Park
- Raymond Gary State Park

Transportation:
- Local, in-demand
- Sooner-Ride (non emergency medical transportation)

Tri-County Opioid Response Project
Victim Advocacy Services
Volunteer Income Tax Preparation
Weatherization
YouthBuild

NeighborWorks® CHARTERED MEMBER

Lift Community Action Agency

Understanding Oklahoma's Open Meeting Act & Open Records Act

Abby Dillsaver
General Counsel to the Attorney General

The Open Meeting Act

Title 25 O.S. §§ 301-314

Overview

1. When is the Act triggered?
2. What actions must be taken before meetings?
3. What procedures must be followed during meetings?
4. What consequences may ensue from violations of the Act?

1. When is the OMA triggered?

When is the OMA triggered?

- Every regular, special, emergency, or reconvened ***meeting*** of a ***public body*** shall be open, except as provided by the Act.
- The Act applies when there is a:
  - majority of a public body together,
  - and that public body is conducting the business of the public body
- "**Public body**" and "**meeting**" are both defined by statute.

"Public Body" Defined

1. Governing bodies of all municipalities
2. Boards of county commissioners
3. Boards of public and higher education
4. All Boards, bureaus, commissions, agencies, trusteeships, authorities, councils, committees, public trusts . .
5. All committees or subcommittees of any public body

Supported in whole or in part by public funds, or entrusted with the expending of public funds, or administering public property

25 O.S. § 304(1)

Public Body Does Not Include

- Judiciary
- Legislature and legislators
- Administrative staff of public bodies (including faculty meetings and athletic staff meetings of institutions of higher ed when not meeting with public body)
- Other specific exceptions per statute, i.e. racing stewards, Council on Judicial Complaints, etc.

25 O.S. § 304(1)

Public Body Does Not Include

- Committees that are purely fact finding, information, recommendatory, or advisory with no decision-making authority.
  - *Andrews v. Ind. School District No. 29 of Cleveland Co.*, 1987 OK 40, 737 P.2d 929.
- Private organizations which contract to provide goods or services to the public on behalf of a governmental agency and receive payment from public funds merely as reimbursement for goods or services provided.
  - 2002 OK AG 37.

25 O.S. § 304(1)

"Meeting" Defined

- When conducting business of a public body
- By a majority of its members
- Being personally together, OR, by teleconference, as authorized by § 307.1
- ***Note***: a "meeting" does not include informal gatherings of a majority of members when no business of the public body is being discussed. 25 O.S. § 304(2).

25 O.S. § 304(2)

Electronic and Telephonic Communications

- Prohibits deciding or taking action (voting) on any matter by phone or email
- Also prohibits deciding or taking action on any matter at an "informal gathering"
- ***Caution!*** Discussion in a group email/social media group can create a virtual meeting subject to the OMA.

25 O.S. § 306

Hypothetical: Post-Board Meeting Lunch

- Does the OMA apply?
- Best Practice: majority of body's members should not attend lunch together
- ***Note***: If members insist on a group lunch, announce it at the end of the meeting, and invite everyone to join the public body.

25 O.S. § 306

2.
What actions must be taken before meetings?

Required Pre-Meeting Actions

- ☑ Provide Notice
- ☑ Post Agenda

Four Types of Meetings

- Regularly Scheduled Meetings
- Special Meetings
- Emergency Meetings
- Continued or Reconvened Meetings

25 O.S. § 304(3)-(6)

Provide Notice: Regular Meetings

- ***When?***
  - Annually by December 15 for the next calendar year
  - Include *date, time, and place* of meetings
  - Regular meetings can be changed with 10 days notice to the appropriate office, and limited new business is permitted

25 O.S. § 311

Provide Notice: Regular Meetings

- ***To whom?***
  - **State public bodies**: Secretary of State
  - **County public bodies**: County Clerk of the county where the body is principally located
  - **Municipal public bodies**: municipal clerk

25 O.S. § 311

ANNUAL NOTICE OF REGULARLY SCHEDULED PUBLIC MEETINGS

*(This form may be used for annual reporting of regularly scheduled public meetings for the following year. **For reporting special meetings and changes to regularly scheduled meetings**, use NOTICE OF SPECIAL MEETING OR CHANGES TO REGULARLY SCHEDULED MEETING form.)*

To be filed with Secretary of State's Office of Administrative Rules by December 15
As required by Open Meeting Act [25 O.S., §§ 301 et seq.]

NAME OF PUBLIC BODY:

(IMPORTANT: The public body's name should be typed exactly the same each time you file a notice. If not worded the same each time, notices may be posted and filed under alternate forms of the name, rather than all together under one name. If not certain of wording previously used, go to Meeting Notices Online at www.sos.ok.gov/meetings/legacy and search by key word to find wording used on website.)

ADDRESS: 1915 North Stiles Avenue - Suite 200
Oklahoma City, OK 73105-4915

RECEIVED
NOV 02 2018
OKLAHOMA SECRETARY OF STATE
3:59 Pm

CONTACT PERSON:
TELEPHONE:

SIGNATURE:
(IF EMAILING FORM, TYPE NAME OF PERSON AUTHORIZED TO SIGN FORM) DATE: November 2, 2018

Regularly Scheduled Meetings for: 2019
(identify year)

Date	*Time*	*Location*
January 9	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
February 13	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
March 13	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
April 10	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
May 8	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
June 12	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
July 10	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
August 14	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
September 11	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
October 9	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
November 13	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915
December 11	9:30 am	1915 North Stiles Avenue - Suite 200 - Oklahoma City 73105-4915

(Attach additional pages, if needed)

MAIL, DELIVER, OR EMAIL AS FOLLOWS:
Secretary of State/Office of Administrative Rules
421 NW 13th Street, Suite 220
Oklahoma City, OK 73103
Phone: 405-521-4911
Email: meetingnotices@sos.ok.gov

***NOTE:* IF YOU WOULD LIKE TO POST FUTURE MEETING NOTICES DIRECTLY TO THE WEBSITE AND ELIMINATE THE NEED FOR FILING PAPER COPIES, CLICK HERE OR CONTACT THE OFFICE OF ADMINISTRATIVE RULES FOR A USER ID AND PASSWORD.**

Provide Notice: Special Meetings

- ***When***: 48 hours notice of date, time, and place
  - Excludes Saturdays, Sundays, and State holidays
- ***Form***: includes notice
  - **Notice**: in writing, in person, or by telephonic means to the proper record keeping official (i.e. SOS, county clerk) AND to those who have filed written requests to receive notice of a meeting

25 O.S. § 311(A)(12)

Provide Notice: Emergency Meetings

- ***Defined:*** "[A] situation involving injury to persons or injury and damages to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damages or immediate financial loss"
- ***When***: Give advance notice that is reasonable and possible under the circumstances.
- ***Form***: Give notice as soon as possible, whether in person, by phone, or electronic means.

25 O.S. § 311(A)(13)

Provide Notice: Continued or Reconvened Meetings

- ***When***: Announce date, time, and place of continued/reconvened meeting at original meeting

25 O.S. § 311(A)(11)

Required Pre-Meeting Actions

☑ Provide Notice

☑ Post Agenda

Post the Meeting's Agenda

- ***When***:
  - **Regular Meeting**: Display agenda 24 hours prior to meeting, excluding Saturday, Sunday, and Oklahoma State holidays
    - *Ex: Meeting is at 10:00 a.m. on Monday, so agenda must be posted no later than 10:00 a.m. the Friday before.*
  - **Special Meeting**: Notice posted 48 hours in advance and agenda posted 24 hours prior to meeting

25 O.S. §§ 311(A)(9)-(10), (12)

Post the Meeting's Agenda

- ***Where***:
  1. Post notice and agenda at principal office (or location of meeting if no office exists)
     - *Must be visible to the public the entire 24 hours before the meeting begins*

  OR

  2. Post on public body's website
     - Must also maintain an email distribution system and send notice to this group no less than 24 hours in advance,
     - *AND*, post notice and agenda at the principal office (or location of meeting) during normal business hours at least 24 hours in advance

25 O.S. §§ 311(A)(9)-(10), (12)

Post the Meeting's Agenda

- ***What?***
  Must contain sufficient information for the public to identify the items of business and the purpose. 25 O.S. § 311(B).

  "Agendas [must] be worded in plain language, directly stating the purpose . . . The language used should be simple, direct and comprehensible to a person of ordinary education and intelligence."
  Haworth Bd. of Ed. v. Havens,
  637 P.2d 902, 904 (Okla. Civ. App. 1981).

Agendas

- Cannot take action if the action is not on the agenda
- Cannot be vague
  - *Ex: "Executive Director's Report"*
    - Needs more detail on what the report will cover.
- List *proposed* executive sessions
- New Business only permitted at regularly scheduled meetings

25 O.S. § 311(B)

New Business

- Defined: "Any matter not known about or which could not have been reasonably foreseen prior to the time of posting [the agenda]."
  - *New Business is NOT what someone forgot needed to be on the agenda.*
- To consider new business at a regular meeting, timely post an agenda containing an item called "new business."
- **New business is only allowed at a regular meeting**
- **Caution!** Use sparingly, only when not reasonably foreseeable prior to posting the agenda.

25 O.S. § 311(A)(10)

Failed Agenda Example

Agenda said purpose of the meeting was to:

1. Appoint new board member.
2. Interview a new administrator.
3. Hire principals.

- The court found the agenda was deceptively vague and a willful violation where the school board hired a superintendent.
  Haworth Bd. of Ed. v. Havens, 637 P.2d 902 (Okla. Civ. App. 1981).
- ***Best Practice**: Be specific and clear. Do not vaguely refer to the action planned to be taken or discussed.

3. What actions must be taken during meetings?

When and Where to Hold Meetings

- Meetings "shall be held at specified times and places which are convenient to the public"
- Use good judgment
  - Not a locked courthouse on a public holiday.
    Rogers v. Excise Bd., 1984 OK 95, 701 P.2d 754.

25 O.S. § 303

Recording Votes

- The vote of each member must be both:
  - Publicly cast, AND
  - Recorded
- Section 306's prohibition on informal gatherings ensures actions are taken publicly and recorded
- **Caution!** Failure to meet both requirements results in the action being invalid. *Oldham v. Drummond Bd. of Ed.*, 1975 OK 147, 542 P.2d 1309.

25 O.S. § 305

Recording Votes

- Must record the vote of each individual member at a meeting
- If vote is unanimous, it is sufficient to record "5-0 in favor of…" *Graybill v. Oklahoma State Bd. of Educ.*, 1978 OK 124, 585 P.2d 1358.
  - However, best practice is to record how each individual voted, including yes and no votes, and whether there were any abstentions.

25 O.S. § 305

Minutes

Minutes must be written and include:

- Official *summary* of the proceeding
- Identification of:
  - all members present and absent (2012 OK AG 24)
  - all matters considered
  - all actions taken
- Should reflect manner and time notice was given
- Any person may record the meeting, provided it does not interfere with the meeting
- Note: Minutes of public meetings are open records.

25 O.S. § 312

Minutes

- Minutes must be taken in Executive Session.
  Berry v. Bd. of Gov. of Registered Dentists, 1980 OK 45, 611 P.2d 628.
  - However, minutes taken in Executive Session may be kept confidential under the Open Records Act.
    51 O.S. § 24A.5(1)(b).
- Minutes for Emergency Meetings: § 312(B)
  - Must state nature of emergency
  - Must include reasons for declaring emergency meeting

25 O.S. § 312

Public Comment

- Public Comment: A public body is not required to provide opportunity for citizens to speak (2002 OK AG 26; 1998 OK AG 45).
  - If public body chooses to allow public comment, it is advisable to set policy.
  - Could limit comments to agenda items only and/or set a time limit.
  - Public body should be careful not to discuss topics on the agenda during public comment portion of meeting.

Executive Sessions

- **General Rule**: No executive sessions unless specifically authorized in § 307 or another statute.
- **Limited Permissible Purposes**:
  - Personnel matters (25 O.S. § 307(B)(1))- construed narrowly
    - Not job openings (2006 OK AG 17)
    - Not hiring independent contractors (2005 OK AG 29)
    - Must identify individual or unique position (1997 OK AG 61)
  - Purchase or appraisal of real property (25 O.S. § 307(B)(3))
  - Confidential communications with attorney concerning pending investigation, claim or action (25 O.S. § 307(B)(4))
  - Other specific statutes
- **Violation**: Criminal liability and minutes and records of the executive session shall be made public

25 O.S. § 307

Executive Sessions

- **Special Procedures-Convening Executive Session**:
  - *Proposed* executive session must be noted on agenda. (25 O.S. § 311(B) and 82 OK AG 114).
    - Include specific citation to which provision of § 307 authorizes the executive session. (25 O.S. § 311(B)(2)(C)).
  - Must take vote at the meeting to go into executive session and have majority of quorum to convene executive session. (25 O.S. § 307(E)(2)).
  - No executive session by videoconference (25 O.S. § 307(B)).

Executive Sessions

- **Special Procedures-Deliberation Only**:
  - Votes cannot be taken in executive session.
    - Can discuss, but actions arising out of executive session must be taken in an open meeting.
  - Must take and keep minutes (i.e. what happened, who was there). *Berry v. Bd. of Gov. of Registered Dentists*, 1980 OK 45, 611 P.2d 628.
  - Must vote to come out of executive session and record those votes publicly

25 O.S. § 307(E)

Executive Session Agenda Item: Example 1

Proposed executive session: Possible discussion and vote to enter Executive Session *pursuant to 307(B)(4)*[1] for confidential communications between Board and its attorney concerning the *pending tort claim filed by John Doe*[2] against the Board, where the Board's attorney has determined disclosure *will seriously impair* the ability of the Board to process the claim in the public interest.[3]

1. State applicable 307(B) provision (§ 311(B)(2)(c)).
2. Identify the claim, investigation, or proceeding.
3. Board's attorney must make determination if 307(B)(4) used.

Executive Session Agenda Item: Example 2

Proposed executive session: Possible discussion and vote to enter Executive Session *pursuant to 25 O.S. § 307(B)(1)*[1] to discuss annual review of Executive Director and *possible merit raise increase*[2] *for Executive Director.*[3]

1. Citation to specific 307(B) provision (§ 311(B)(2)(c)).
2. Salary and evaluations can be discussed in Executive Session (1996 OK AG 40).
3. Name or unique position identified. (1997 OK AG 61).

Teleconference

- Permissible, but certain conditions must be met:
  - Audio **and** visual at each site- "videoconference"
  - Must have quorum of public body at agenda site
  - Notice and agenda must list video sites
  - Notice and agenda must identify each member and site from which each will participate
  - Off-site location must be in district
  - Public must have access to all sites, including the off-site location
  - No executive sessions

25 O.S. § 307.1

4. What consequences may ensue from violations of the OMA?

Penalties and Remedies Under the OMA

Civil Implications

- Actions taken in willful violation are invalid. 25 O.S. § 313.
- Minutes of an Executive Session will be made public where the OMA is willfully violated. 25 O.S. § 307(F)(2).
- Any person can bring a civil action. 25 O.S. § 314(B).
- Successful party is entitled to reasonable attorney fees

Criminal Penalties

- Any willful violation of the provisions of the Act are punishable
- Misdemeanor offense
- Fine up to $500 and/or up to one (1) year in the county jail. 25 O.S. § 314.

Willful Violation

- "The Act provides that any action taken in willful violation shall be invalid. Willfulness does not require a showing of bad faith, malice, or wantonness, but rather, encompasses ***conscious, purposeful violations of law*** or ***blatant or deliberate disregard of the law by those who know, or should know*** . . . Notice of meetings of public bodies which are deceptively vague or likely to mislead constitute a willful violation."

Rogers v. Excise Bd. of Greer County, 1984 OK 95, 701 P.2d 754.

How to Correct an OMA Mistake

- If not in compliance with OMA when an action is taken, the act will be invalid.
- The public body should redo its action in conformity with the OMA.
- How? Depends on the type of mistake.
  - Give proper public notice and put item on next meeting's agenda
  - Re-vote and record the decision in the public meeting

The Open Records Act

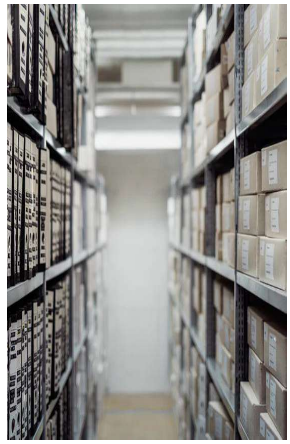
Title 51 O.S. §§ 24A.1-24A.31

The Purpose of the ORA

- Oklahoma citizens have an "inherent right to know and be fully informed about their government . . . so they may efficiently and intelligently exercise their inherent political power."

51 O.S. § 24A.2

1. What is a public record?



What is a record?

All documents, including:

Books, papers, photographs, microfilm, certain data files, computer tape, disks, records, sound or film recordings, video recordings, emails, and text messages (2009 OK AG 12).

51 O.S. § 24A.3(1)

What is ***NOT*** a record?

- Computer software
- Personal effects
- Personal financial information
- Toll collection audio/video
- Personal information given as a guest at a state park
- Certain Department of Defense forms
- Requests for information

51 O.S. § 24A.3(1)(a)-(h)

52

What makes a record public?

Where?
Created by,
received by,
under the authority of, or
coming into the custody,
control or possession of

Who?
A public official, public body, or their representatives

What?
In connection with:
- The transaction of public business,
- The expenditure of public funds, OR
- The administering of public property

*Note: Nothing in the ORA imposes any new recordkeeping requirements or any additional timeline for maintaining records.

51 O.S. § 24A.3(1)

2. Who is a public body or a public official?

Public Bodies and Public Officials

Public Officials 1
An official or employee of any public body

Public Bodies 2
Includes any office, board, commission, agency . . . Supported in whole/part by public funds, or expending or administering public funds, or operating public property

Their Representatives 3
*some exceptions

54

51 O.S. § 24A.3(1)

GENERAL RULE

When a record meets these broad definitions, it is an OPEN RECORD.

However, exemptions or exceptions may shield a public record from disclosure.

55

3. What ***exemptions*** or ***exceptions*** apply to shield a record from disclosure?

Exempted Records: Required by Law to Remain Confidential

51 O.S. § 24A.5

State Evidentiary Privilege
Attorney-client privilege, attorney work product immunity, identity of informer

Executive Sessions
Records of a lawfully closed portion of a public meeting

Other State or Federal Statutes
i.e. FERPA, Juvenile Records

Testing Materials for State Licensing Exams
Including test forms, question banks, answer keys

Drivers' Personal Information
When collected by state motor vehicle agencies

Social Security Numbers
May be redacted or deleted prior to record's release

Redaction

- Sometimes the entire record will be exempt.
- However, if redaction is possible, must provide any reasonably segregable portion of a record after deleting exempt portions.

51 O.S. § 24A.5(3)

Common Exemption: Attorney-Client Privilege

- The **Attorney-Client Privilege** generally protects communications made in confidence between privileged persons for the purpose of seeking, obtaining, or providing legal assistance for the client.

  12 O.S. § 2502(A)(5)

- **Note**: limited privilege for government clients
  - Protects communication re: pending investigation, claim, or action, when disclosure will seriously impair

  12 O.S. § 2502(D)(7)

Common Exemption: Work Product Immunity

- **Attorney Work Product Immunity** protects certain materials prepared in anticipation of litigation from being disclosed.
  - Generally, protects the strategy of the case: mental impressions, conclusions, opinions or legal theories. See *Scott v. Peterson*, 2005 OK 84, ¶ 8, 126 P.3d 1232, 1235.

Exceptions: These Records Excluded from Disclosure

01 CERTAIN PERSONNEL RECORDS

02 PERSONAL NOTES

03 LITIGATION FILES & INVESTIGATORY REPORTS

04 FEDERAL RECORDS

05 CERTAIN LAW ENFORCEMENT RECORDS

06 COURT-SEALED RECORDS

Personnel Records

- Public bodies may keep personnel records confidential in two situations:
  1. Internal Personnel Investigations
  2. When disclosure would warrant an invasion of personal privacy.

  51 O.S. § 24A.7(A)(2)

Personnel Records

- Public bodies should utilize a balancing test weighing the public's right to know against the employee's right to privacy.
  - Protected from disclosure: place of birth, birthdate, date of marriage, employee ID number. *Oklahoma Pub. Employees Ass'n v. State* ex rel. *Oklahoma Office of Pers. Mgmt.*, 2011 OK 68, ¶ 39, 267 P.3d 838, 852.
  - However, shall disclose dates of employment, title, position, ***final*** disciplinary action. 51 O.S. § 24A.7(B).

Personal Notes

- A public official may keep confidential his or her personal notes and personally created materials ***prior to taking action***:
  - Prior to making a recommendation, or
  - Prior to issuing a report

  51 O.S. § 24A.9

- **Note**: Consider records disposition schedule: duty to maintain records for a set period of time.

Litigation Files & Investigatory Reports

- "Except as otherwise provided by state or local law, the **Attorney General** of the State of Oklahoma and **agency attorneys authorized by law**, the office of the **district attorney** of any county of the state, and the office of the **municipal attorney** of any municipality may keep its litigation files and investigatory reports confidential."

51 O.S. § 24A.12

Litigation Files & Investigatory Reports

But see 51 O.S. § 24A.20:

"Access to records which, under the Oklahoma Open Records Act, would otherwise be available for public inspection and copying, shall not be denied because a public body or public official is using or has taken possession of such records for investigatory purposes or has placed the records in a litigation or investigation file. However, a law enforcement agency may deny access to a copy of such a record in an investigative file if the record or a true and complete copy thereof is available for public inspection and copying at another public body."

Federal Records

Records coming into the possession of a public body from the federal government or as a result of federal legislation may be kept confidential to the extent required by federal law.

51 O.S. § 24A.13

Law Enforcement Records

- The Act identifies 9 categories of law enforcement records that MUST be made available for inspection if kept.
- Except for these 9 categories, law enforcement agencies may deny access to records except where a court finds public interest/interest of an individual outweighs the reason for denial

51 O.S. § 24A.8(B)

Law Enforcement Records

- No Duty to Re-Create Records:
  - Law enforcement records shall be kept for as long as specified by law.
  - If no specific time requirement by law, maintain for as long as needed for administrative purposes.

51 O.S. § 24A.8(C)

Nine Categories of Open Law Enforcement Records

*A/V recordings may be redacted or obscured before release as provided by the Act

Law Enforcement Related Records

- Certain information relating to **terrorism** may be kept confidential. 51 O.S. § 24A.28.
- **Traffic Collision Reports** may be withheld for up to 60 days, but the reports shall be made available as soon as practicable upon request to certain individuals (parties involved in the collision and their legal counsel, law enforcement agency, newspaper, radio, television broadcaster, etc.). 47 O.S. § 40-102; *Cummings*, 1993 OK 36, 849 P.2d 1087.
- CLEET and the Department of Public Safety shall keep certain **law enforcement training records** confidential. 51 O.S. § 24A.8.

Court Records

- A **Protective Order** withholding material from the public must include: (1) statement from the court, (2) specific identification of material to be withheld, and (3) a Confidential stamp or label. 51 O.S. § 24A.29.
- **Court records** are open, unless sealed by a court.
  - To seal, the court must find a "compelling privacy interest exists which outweighs the public's interest in the record."
  - The order sealing the record must be public and must make specific findings of fact and conclusions of law. 51 O.S. § 24A.30.
- **Pleadings** in a criminal case may be kept confidential, until filed with the court clerk (unless sealed or otherwise protected). See, e.g., 22 O.S. § 385.

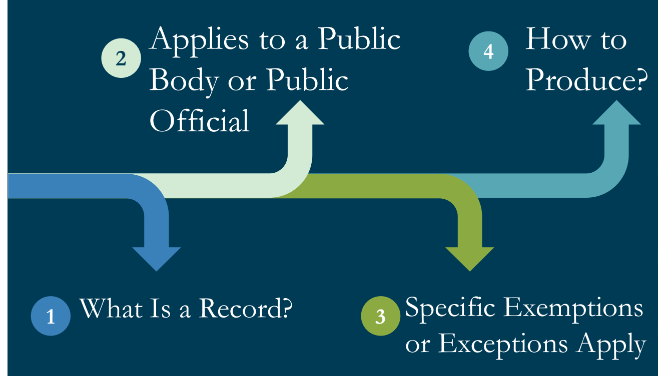
Voluntarily Supplied Information

- Information or records voluntarily supplied to any state agency, board, or commission shall be subject to full disclosure.

51 O.S. § 24A.10

*Exception if disclosure would give an unfair advantage to competitors or bidders in certain situations delineated in Section 24A.10(B).

The Open Records Act



4. How to produce open records?

How to Disclose Public Records?

- Open to any person
- For inspection, copying, or mechanical reproduction
- During regular business hours
- Not required to create a record or produce in a format that does not exist

51 O.S. § 24A.5

Procedures for Disclosure

- **Reasonable procedures** may be implemented to protect the integrity and organization of records and to prevent excessive disruption of essential functions. Section 24A.5(6).
- A public body shall **designate certain persons** who are authorized to release records of the public body for inspection, copying, or mechanical reproduction. At least one person shall be available at all times to release records during regular business hours of the public body.* Section 24A.5(7).

*Special considerations given to public bodies maintaining less than 30 hours of regular business per week. Section 24A.6.

Charging Fees

- The reasonable fee for direct cost of **searching and copying** records may be charged if:
  - The request is for solely commercial purposes; or
  - It would clearly cause excessive disruption of the essential functions of the public body.
- Recovery of the reasonable, **direct costs of record copying** or mechanical reproduction is also permitted
  - Not in excess of 25¢ per page for 8 ½ x 14" or smaller
  - Not in excess of $1 for a certified copy
- Cannot charge a ***search fee*** when the release of records is in the public interest or to the news media.

51 O.S. § 24A.5(4)

Charging Fees: Media Exception

- Publication by media for news purposes shall not constitute commercial purpose; and
- The charge for providing copies of electronic data to the media for a news purpose ***shall not exceed the direct cost of copying***.

51 O.S. § 24A.5(4)(b)

Charging Fees: Notice of Fees

- Written fee schedule must be posted at principal office and with the county clerk.

51 O.S. § 24A.5(4)(b)

Timeline for Responses

- Must provide prompt, reasonable access to records
- Cannot use a FIFO method to respond to requests

51 O.S. § 24A.5(6)

Penalties for Violations of the ORA

- Public official + willful violation= misdemeanor
  - Fine of up to $500,
  - Imprisonment in the county jail for up to 1 year,
  - or both fine and imprisonment
- Any person denied access may file:
  - a civil suit for declarative or injunctive relief, or both
  - BUT, suit is limited to records requested and denied prior to filing,
  - plus, if successful, reasonable attorney fees
- A public body/official is entitled to reasonable attorney fees if the suit is successfully defended and found clearly frivolous.

51 O.S. § 24A.17

THANK YOU

www.oag.ok.gov

Excerpt from: "Tools for Top-Notch CAAs: A Practical Approach to Governance and Financial Excellence" Community Action Program Legal Services, Inc. (CAPLAW), 2011

Section 1: Making Board Meetings Matter, Part IV: Board Meeting Minutes

Importance of Good Minutes

Maintaining good meeting minutes for all board and committee meetings is important for four reasons:

- **Sound Board Functioning.** Memories are surprisingly short, particularly in the case of volunteer directors and committee members who may not have contact with the CAA every day. Meeting minutes permit the board to review the history of how it addressed a matter, better assuring consistency in its decisions.

  Meeting minutes create and preserve institutional memory. A board can review actions that an earlier board took and understand what those actions were and why they were taken. When a board decision is a controversial one, the board may be required to revisit and fine tune it. If the board does not have a clear written statement of what was decided and why, those who opposed it may try to "re-litigate" the decision when the board needs to refer back to the decision. This can result in inconsistencies and wasted meeting time; "What did we decide?" Detailed minutes describing each decision will minimize this possibility.

- **Regulatory Compliance and Oversight.** All CAAs are subject to scrutiny from federal and state funders, the IRS, and the agencies that oversee health and safety, employment, and the myriad of other matters that governments regulate. Most are also subject to an annual A-133 audit (Single Audit) conducted by an independent auditor. Outside monitors and independent auditors often ask to review the CAA's meeting minutes, and some funding sources, such as state CSBG offices, often request minutes to be sent to them after each meeting. Up-to-date and thorough meeting minutes create the perception that the CAA is well-governed. Minutes may also quell more extensive inquiries if they answer more questions than they raise.

  Government monitors and independent auditors may take an unfavorable view of the organization if there are no meeting minutes, the minutes are haphazard, or the minute book is in disarray. The additional work on the monitor or auditor's part may lead to findings and/or additional fees.

- **State Statutory Requirements.** Many state statutes require nonprofits to maintain meeting minutes for board and committee meetings, so doing so is a legal requirement. These same statutes rarely specify the level of required detail. Sketchy minutes may satisfy the letter of the law, but if board actions are ever questioned, highly abbreviated minutes may pose a problem for officers and board members.

  State charity officials generally don't engage in the regular review of meeting minutes or conduct audits of charities. Regulators tend to be reactive, opening investigations when they have reason to believe that charitable assets are being misused or the board or management have been derelict. Once on the scene, however, charity regulators sometimes review corporate records, including meeting minutes. Several state charity regulators have commented on the quality of meeting minutes and have imposed requirements regarding the maintenance of meeting minutes as part of settlement agreements with officers and board members.

- **Risk Mitigation.** Meeting minutes are not only of interest to regulators and auditors, but they also can protect board members and officers in the event of lawsuits or media scrutiny. When called upon to examine the board's diligence, some courts have examined the meeting business to assess whether the board exercised business judgment and discharged its legal duties. Sketchy minutes may suggest that one or more board members have been derelict in discharging their fiduciary duties.

Special Considerations for Community Action Agencies

Community Action Agencies, whether private nonprofits receiving large amounts of government funding, or public agencies that are part of a local government, should carefully consider how their minutes comply with explicit laws concerning access to and retention of records, or may serve as key evidence of compliance with financial, governance, administrative, and programmatic requirements.

Community Services Block Grant Act

The Community Services Block Grant Act requires a CAA's board to participate in the development, planning, implementation, and evaluation of the CAA's program to serve the low-income community.[14] The board's meeting minutes provide an opportunity to build a record demonstrating that the board is fulfilling this obligation.

Office of Head Start

The *Office of Head Start Monitoring Protocol and Guides: Program Design and Management* instructs reviewers to examine meeting minutes for evidence that the governing board:

- Approved the annual self-assessment and financial audit
- Approved personnel policies regarding hiring, evaluation, termination, and compensation
- Reviewed applications for funding and related amendments
- Received and reviewed audit reports

Monitors must also review the minutes for evidence of financial conflicts of interest, such as transactions between the CAA and business owned by board members, and related-party leases. Those CAAs operating Head Start programs should therefore expect program reviewers to request minutes for board meetings.

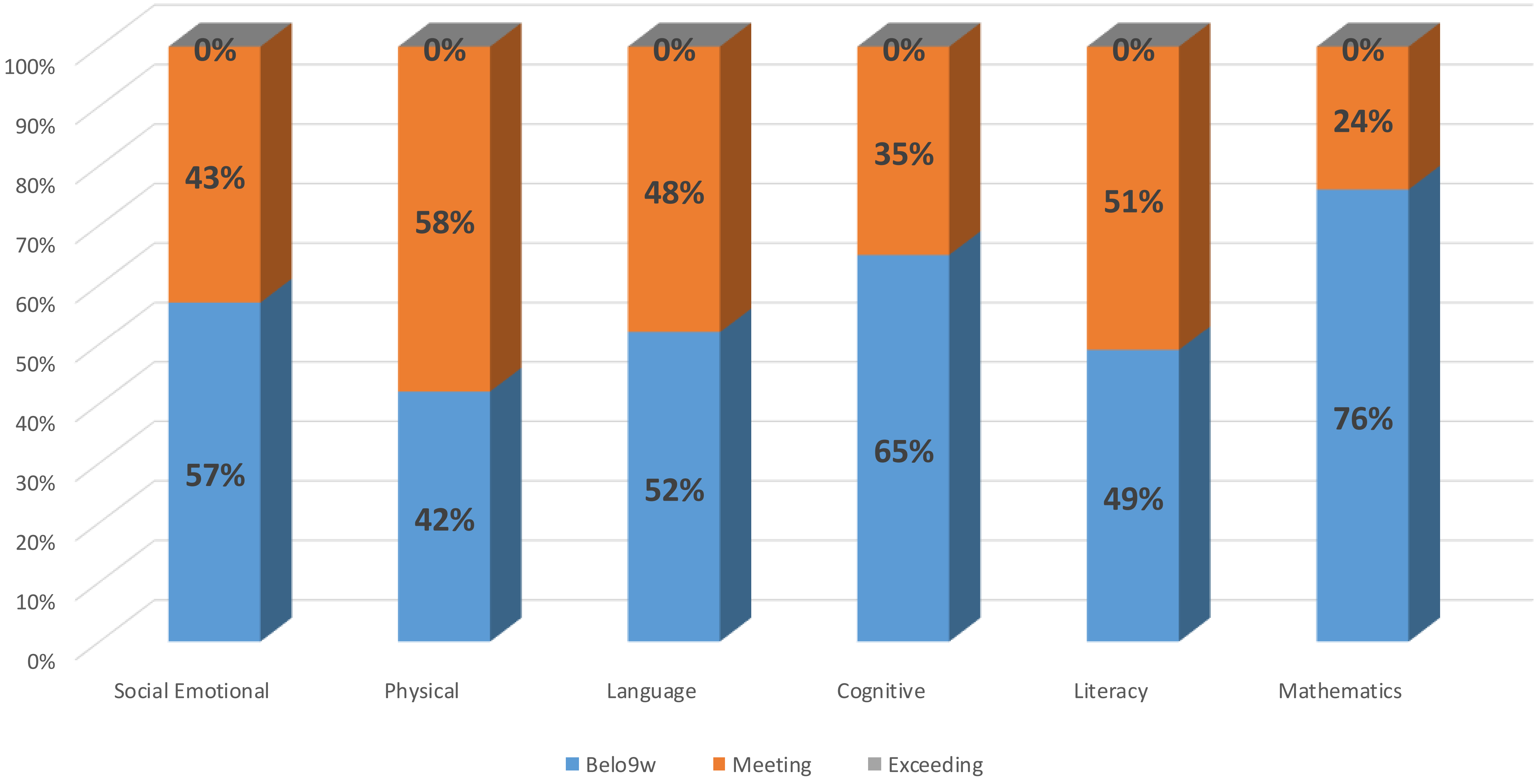
Open Record Laws[15]

Public CAAs are generally required to make their meeting minutes available to the public, so their meeting minutes should be prepared with the expectation that they will be reviewed by members of the public, including the media. Generally, there is an exception for those portions of the minutes that pertain to certain sensitive matters reserved for executive sessions. Under some state statutes, the minutes of nonprofit CAAs may be considered public records, opening them up to public review. Each CAA, whether public or private, should consult with counsel to ensure that it complies with all public records requirements.

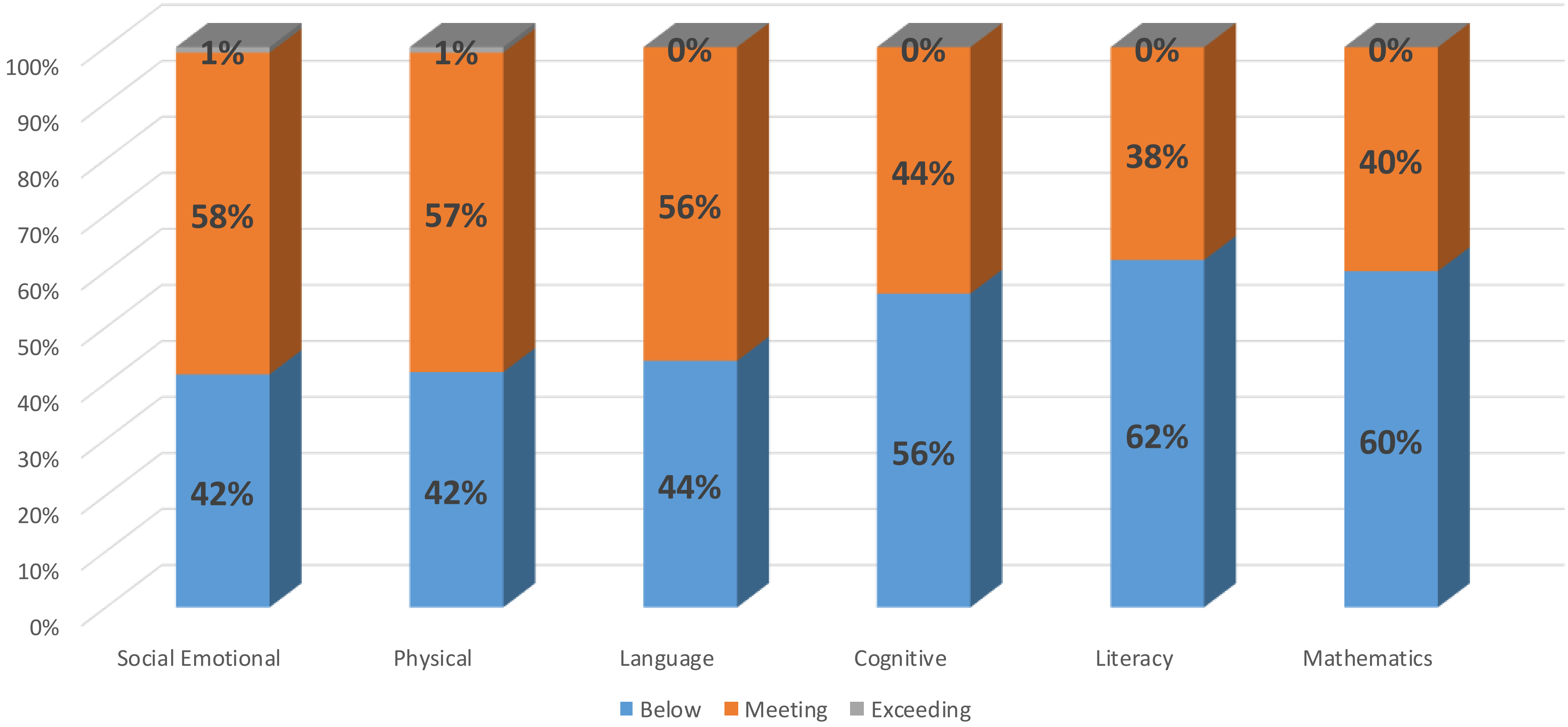
TSGOLD Outcomes Report
Fall 2022-23

Head Start, Early Head Start, Early Head Start-Child Care

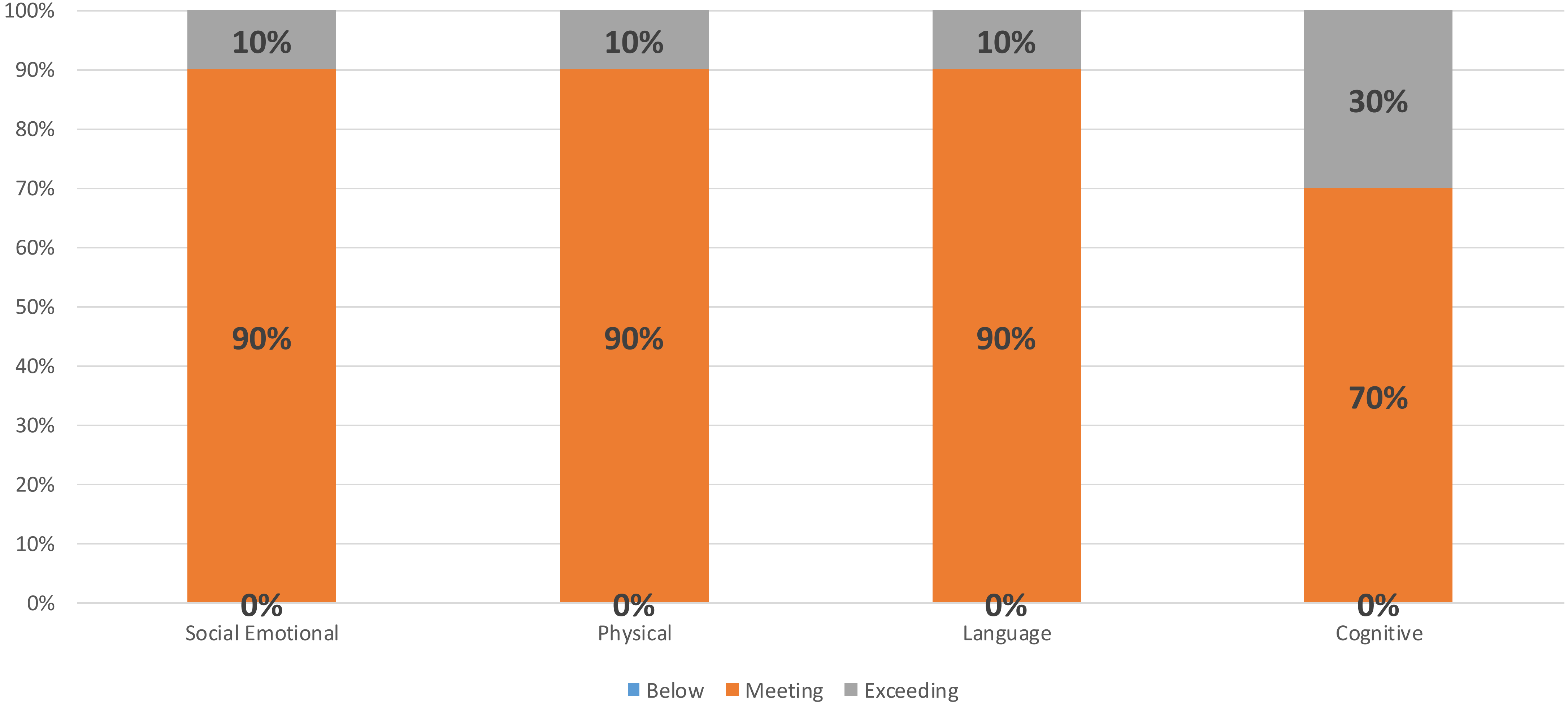
Head Start 4 Year Olds (107 Children)



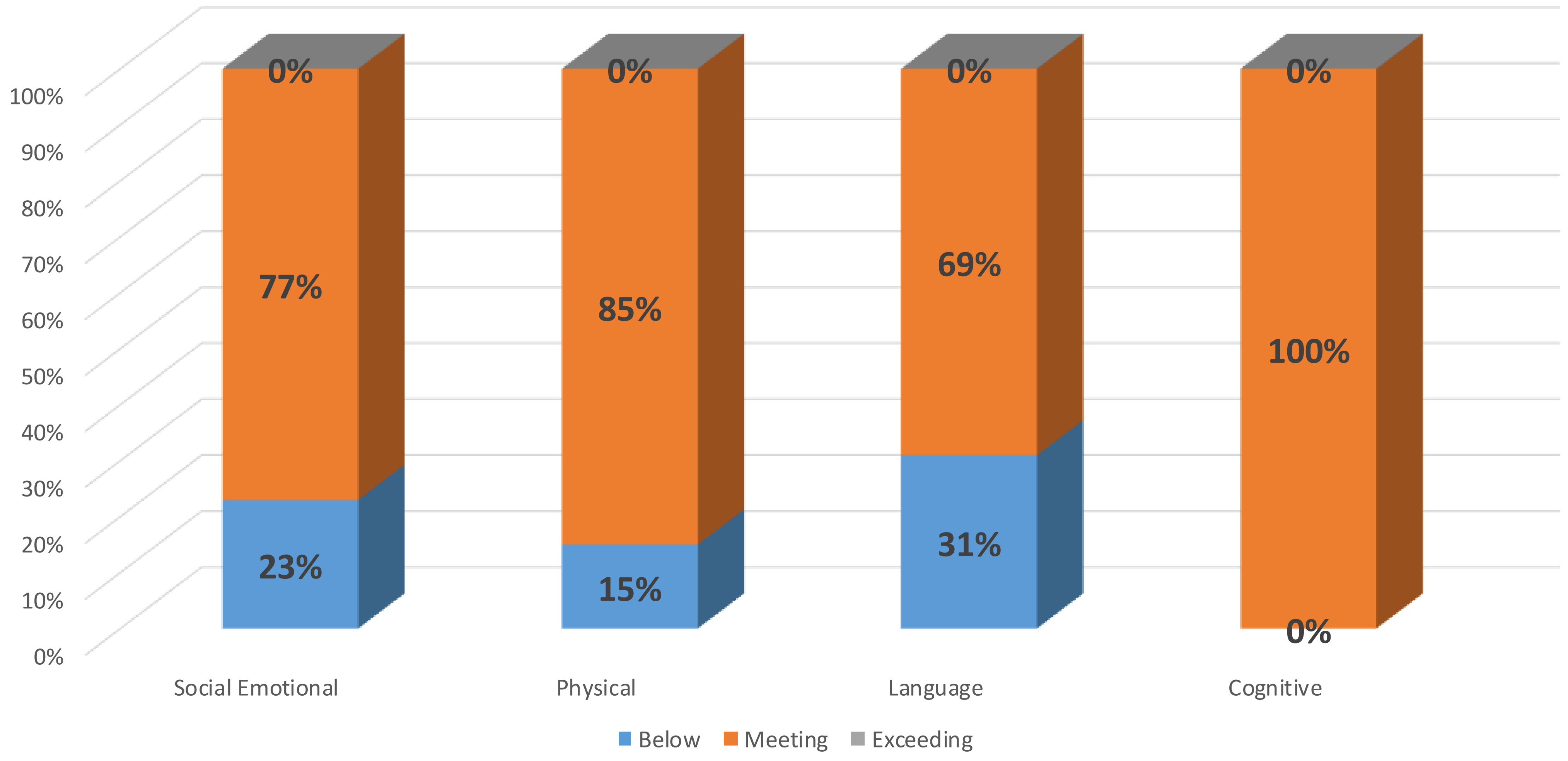
Head Start 3 Year Olds (149 Children)



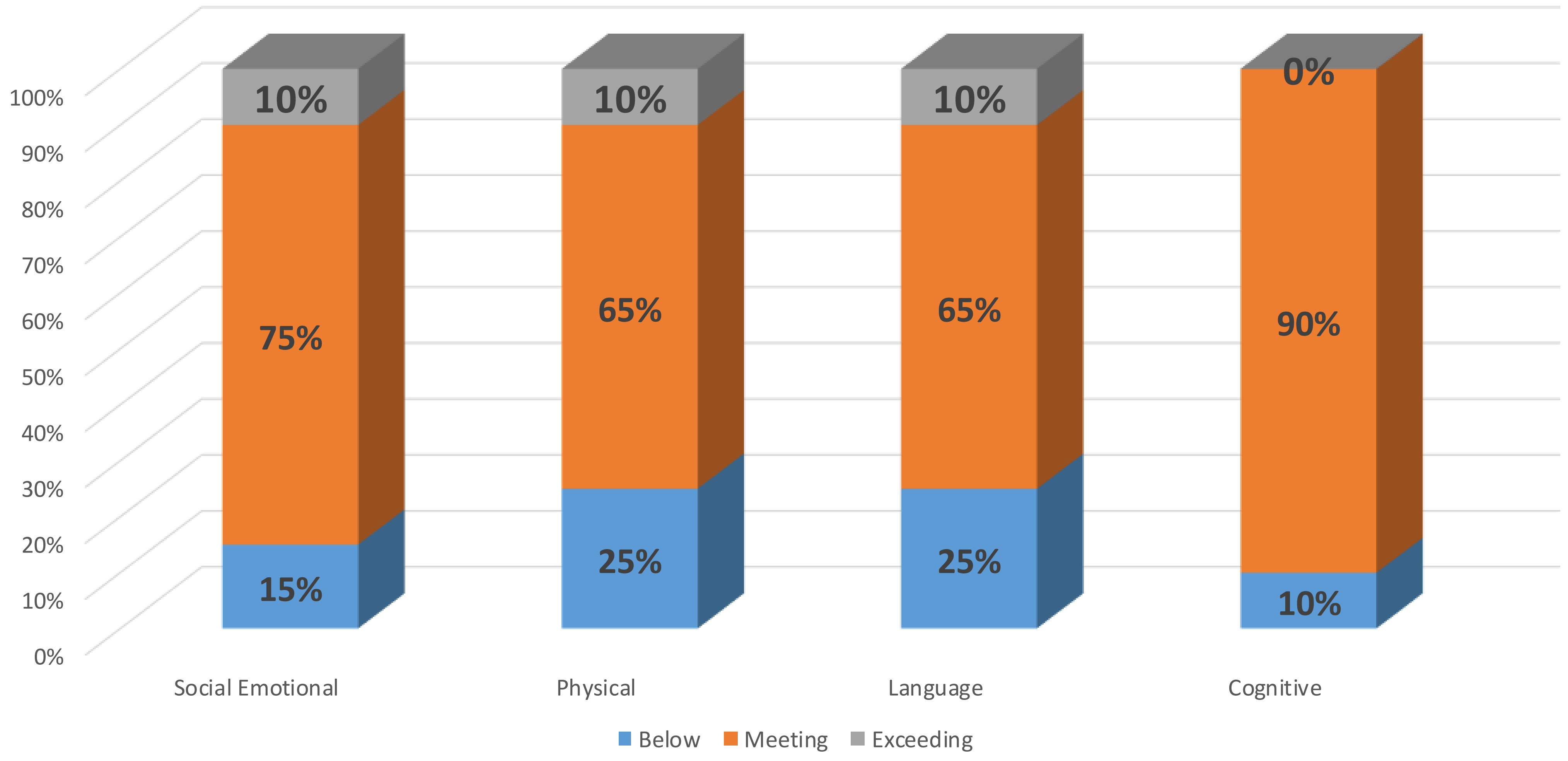
Early Head Start Birth to 1 Year Olds (20 Children)



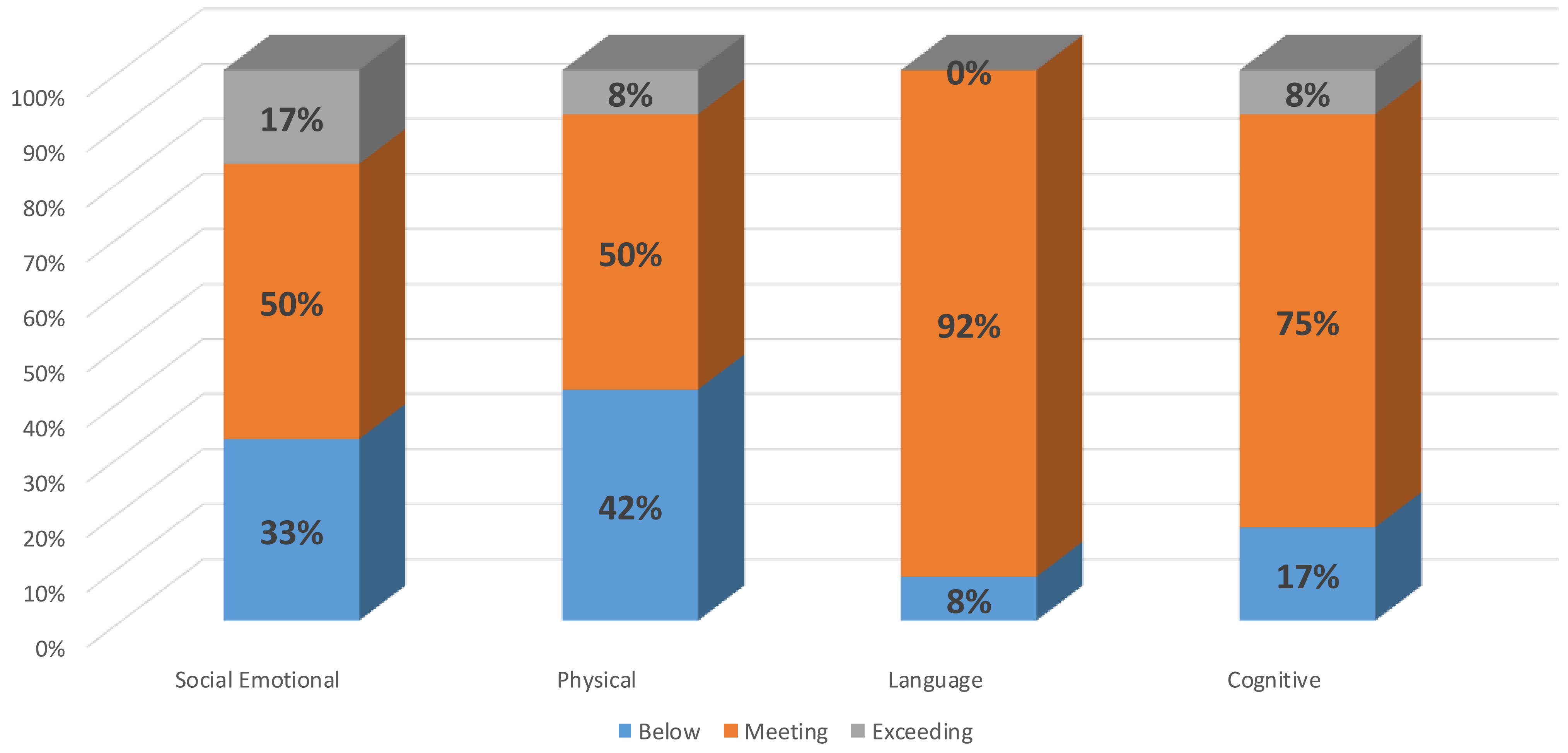
Early Head Start 1-2 Year Olds (13 Children)



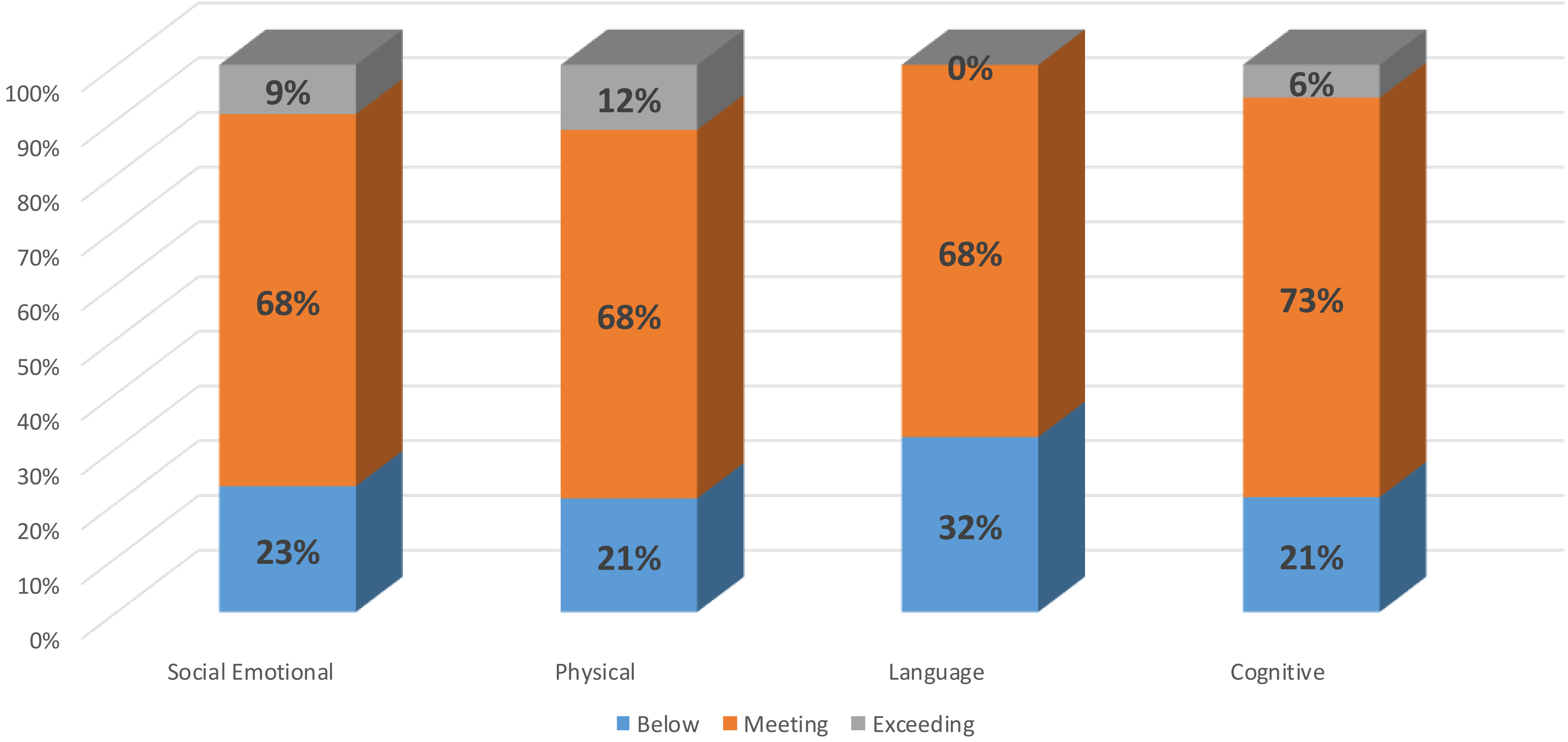
Early Head Start 2-3 Yr. Olds (20 Children)



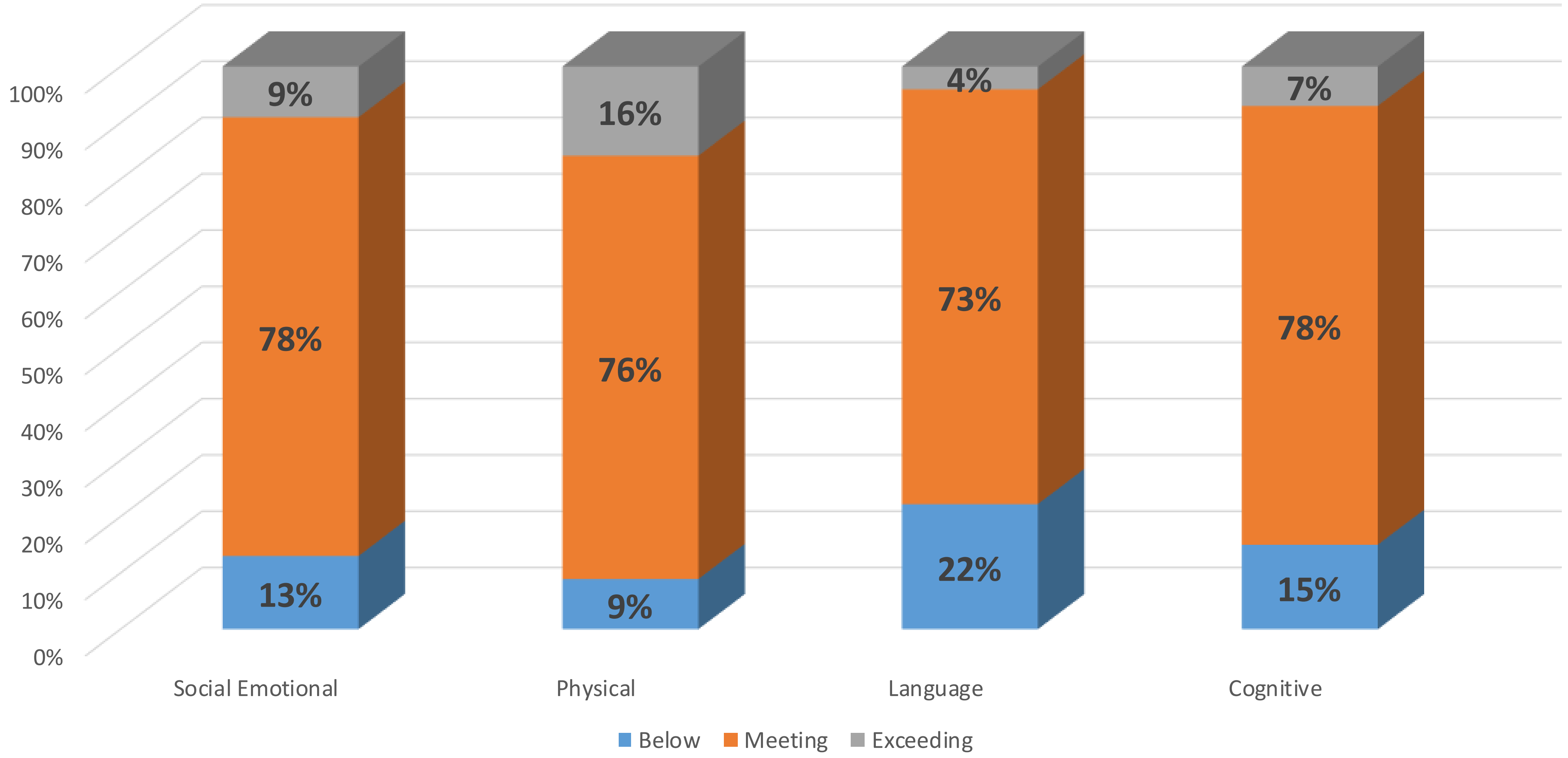
Early Head Start-Child Care Birth-1 Yr. Olds (12 Children)



Early Head Start Child Care 1-2 Year Olds (34 Children)



Early Head Start Child Care 2-3 Year Olds (45 Children)



LIFT C.A.A., Inc.

Head Start/Early Head Start/Early Head Start-Child Care
Policy Council
1005 South 5th Street
Hugo, OK 74743

November 15, 2022
MINUTES

LIFT Community Action Agency's Head Start/Early Head Start/EHS-CC Policy Council met on Tuesday, November 15, 2022 at 10:30 a.m. at 1005 S. 5th Street in Hugo, Oklahoma. Notice of time, place and agenda of meeting was posted within prominent view at 1005 S 5th Street, Hugo, Oklahoma twenty-four (24) hours prior to the meeting.

The meeting was called to order at 10:37 a.m. by Martha Frakes, Policy Council Chairperson, a quorum was met. Members present were Martha Frakes, Antlers I; Mathew Burch, Antlers ELC; Darla White, Broken Bow III; Tonya Cheatwood, Clayton II; Tifany Powell, Ft. Towson; Lisa Heady and Clinton Crawley, Community Representatives.

HS/EHS/EHS-CC staff present included: Darla Galyon, HS/EHS/EHS-CC Director; Jordan Mack, HS/EHS/EHS-CC Assistant Director; Mattie McKee, HS/EHS/EHS-CC Assistant Director; Lori Henry, Program Secretary; Lauren Barger, Nutrition Assistant; Susie Mashburn, ECE & CC Specialist; Sara Moore, Professional Development Specialist; Brittany Bailey, ERSEA Specialist; Brianna Nelson, ERSEA Assistant; Tori Williams, Health Specialist; Ashley Gaddy, Outreach Specialist and Taryn Creasman, FCE Specialist.

Guest Present Lindsey Miller, LIFT, CAA Associate Director.

Consideration, Discussion and Vote to Accept the minutes from the October 18, 2022 meeting: Copies of the minutes were provided to the council for review. Mathew Burch made a motion to approve the minutes as written, and Clinton Crawley seconded the motion. The motion carried.

Consideration, Discussion, and Vote to Enter into Executive Session to Discuss the employment, transfer, hiring, appointment, promotion, demotion or disciplining of employees: Elain Wilson-Broken Bow I Teacher Assistant, Misty Norton-Rattan II Teacher Assistant, Heather Provence-Hugo EHS Cook and Ayla Osmer-Head Start/Early Head Start/EHS-CC Program Clerk pursuant LIFT, CAA Okla. Stat. title 25§ 307 (b) (1). No motion was made therefore no vote was needed.

Consideration, Discussion, and Vote to Adjourn Out of the Executive Session and the Regular Board Meeting Be Reconvened. Did not enter into Executive Session, therefore no vote was needed.

Consideration, Discussion and Vote to Approve New Hires, Transfers and Terminations Recommended by the Personnel Committee. Darla White made a motion to approve and Lisa Heady seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Submittal of the Head Start/Early Head Start QRIS STARS Applications to Oklahoma Dept. of Human Services: Mattie McKee, HS/EHS/EHS-CC Assistant Director provided a copy of QRIS overview along with an overview stating that if these applications for center accreditation are awarded, LIFT's Head Start and Early Head Start cents will attain a higher rating within the system, with increased incentives and funding. The QRIS STARS program defines and maintains standards of quality beyond minimum licensing requirements to help ensure continuous improvement within child care and learning environments. Lisa Heady made a motion to approval submittal and Mathew Burch seconded the motion. The motion carried.

Consideration, Discussion and Vote to Approve the Acceptance of the Head Start/Early Head Start ARPA Child Care Stabilization Grant Awards (Cycle 5) from the Oklahoma Dept. of Human Services: Mattie McKee, HS/EHS/EHS-CC Assistant Director stated that these funds, $296,000 would provide key operating support to maintain child care services with the Head Start and Early Head Start programs. Darla White made a motion to accept and Mathew Burch seconded the motion. The motion carried.

Consideration, Discussion and Vote to accept HS, EHS, EHS-CC, SAF, Community Facilities, OECP, USDA, and Non-Fed September, 2022 Financial Statements and Credit Card Distribution Reports and Presentation of October, 2022 Financial Statements and Credit Card Distribution Reports for January, 2023 Consideration and Vote: Darla Galyon provided copies and an overview of the September, 2022 financial statements and Credit Card Distribution Report for the Council and copies and an overview of the October, 2022 Financial Statements and Credit Card Distribution Reports were presented and will be voted on at the January, 2023 scheduled meeting. A motion was made by Darla White to accept the September, 2022 Financial Statements and Credit Card Distribution Reports and was seconded by Tifany Powell. The motion Carried.

Presentation of the Head Start/Early Head Start/Early Head Start-CC Program Information Report (PIR for 2021-2022: Darla Galyon, HS/EHS/EHS-CC Director provided a copy along with an overview of the PIR. Mrs. Galyon stated that the Program Information Report (PIR) is a snapshot that summarizes key data on demographics and services for preschool-age children served by the program. The PIR once completed is submitted to the Office of Head Start.

Policy Council Training:

The Open Meeting Act & Mission, Vision & Values: Sara Moore, Professional Development Specialist provided a power point along with an overview and discussion on the Open Meeting Act and Mission, Vision & Values.

School Readiness Training-Presentation of HS/EHS/EHS-CC School Readiness and Child Outcomes: Susie Mashburn, Education Specialist provided a handout along with an overview and discussion on School Readiness and a power point presentation and discussion on

Child Outcomes for the Fall of 2022-23.

Other Reports/Announcements:
Recruitment & Enrollment Update/Enrollment and Attendance Report-Brittany Bailey, ERSEA Specialist: Brittany Bailey, ERSEA Specialist reported that as of today, 11/15/2022 Head Start has 258 children enrolled and that attendance for September, 2022 was 88.4 %. Mrs. Bailey reported that Early Head Start currently has 47 children enrolled, and attendance was 84.6 % for September, 2022. Mrs. Bailey also reported that EHS-CC currently has 100 children and attendance was 85.7 % for September, 2022. Mrs. Bailey stated that the program was actively recruiting and asked the council to help by spreading the word to family and friends and those applicants can apply online or applications can be mailed to them.

Governing Board Report: Mattie McKee- Mattie McKee, HS/EHS/EHS-CC Assistant Director stated that the Governing Board Met on Tuesday, November 8, 2022 an agenda was provided along with an overview of the meeting for council members present. She stated that all HS/EHS/EHS-CC items had been approved.

USDA Meals and Snack Report Lauren Barger: Lauren Barger, Nutrition Assistant provided a copy and an overview summary of meals and snacks served for September, 2022

Data Analysis-Jordan Mack- Jordan Mack presented a power point along with an overview for council members.

OHS Communications and Guidance-Darla Galyon-Darla Galyon presented and reviewed All OHS Communications and Guidance received since the last council meeting were presented and reviewed with council members.

P**rogram Summary Report-Darla Galyon-**Darla Galyon presented the HS/EHS/EHS-CC Program Summary for the council to review.

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. Okla. Stat. Title 25 § 311): Jordan Mack, HS/EHS/EHS-CC Assistant Director extended an invitation to Policy Council members to attend the November 17, 2022 Health Service Advisory and Family & Community Engagement Advisory meeting here at the Head Start Amin. Office at 11:00 am. Mrs. Mack also invited the Policy Council Members to the School Readiness meeting that would be held on 12/7/22 and gave an overview of what happens at these meetings.

There being no other business to come before the board, Darla White made a motion to adjourn and Mathew Burch seconded the motion. The motion carried and the meeting ended at 11:27 a.m.

____
Martha Frakes-Chairperson
Harli Phillips-Vice-Chairperson
Shelby Lowerance-Noah-Secretary

Community Action Agency

Employee of the Month Nomination

Please place an X beside all of the qualities that apply to the person you are nominating, and then write a few words about how each characteristic applies to the person being nominated.

Example: X --Has good customer service-Mary always smiles and says hi to everyone who comes in the office.

Not all qualities will apply to every person. You may also add additional good qualities that the person has in the "other" blanks on the back side of this form. If you would like to elaborate, you can use the empty square on the second page of this form to provide more details of the good work habits of the person you are nominating. Or, you can use the empty space to describe something really good that the person has done.

Date: 10/27/2022

Name of Person being nominated for Employee of the Month: Adina Hill

Name of Person submitting the nomination: Sheree Ensley

x Is a hard worker

x Respects others Is always kind with a smile

___ Is on time

x Is organized Knows exactly where things are as well as where work process is for each

x Keeps a positive attitude

x Encourages other people

x Is willing to help others Always provides assistance when requested

x Makes a good first impression Greets others with a smile

x Follows all workplace rules

x Uses resources wisely

x Has good work attendance

x Represents the agency well

x Is a loyal employee

x Handles crisis well Does not openly display stress; flexible with change

x Goes above and beyond the call of duty Steps in and up to fill in; works overtime when necessary to maintain deadlines

x Works well with others (team player)

Lift Community Action Agency

_____ Is creative ______________________________

x_____ Likes to learn new things Has embraced the learning curve of software change and improvements

x_____ Is a good listener ______________________________

x_____ Communicates well______________________________

x_____ Dependable ______________________________

x_____ Respectful, considerate of others ______________________________

x_____ Safety conscious ______________________________

x_____ Good problem solving skills ______________________________

_____ Other ______________________________

_____ Other ______________________________

_____ Other ______________________________

Use this space if you have anything additional that you would like to say about the person being nominated.

Adina has spent countless hours maintaining her work processes as our accounting department works through our software transition. While not noticeable to the public or fully known to other staff, Adina processes payroll transactions for the agency. She has willing put in approved overtime for software implementation while keeping all job task current. She remains positive and encourages other team members to remain positive. She works with a "never see me sweat" attitude, remains focused and dedicated to ensure all staff are paid properly and on time; as well as the agency remaining in compliance with IRS and payroll regulation reporting. She embraces change for improvement and efficiency and communicates daily to keep supervisor informed. She is a true asset to the accounting department and agency.

Submit nominations by the 30th of the month for consideration. Submit nominations to Kathy James at the Administration Office, by mail (209 N. 4th St., Hugo, OK 74743), by fax (580-326-2305), or by email (kathy.james@liftca.org). Nominations are judged by a five-member committee. If the person you nominate is not selected, it is okay to nominate that person again the following month if you feel he/she is deserving of the award.

U.S. Department of Health & Human Services | Administration for Children & Families | Office of Head Start

Office of Head Start

Explore content posted to the **Early Childhood Learning and Knowledge Center (ECLKC)** throughout the month of November. These email announcements and resources are helpful for Head Start programs and other early childhood staff. Find information and tools related to your work with the children and families you support daily. Select the links below to get started. Use the "Español" toggle on each ECLKC page to see its Spanish translation.

News from OHS

COVID-19

- Strategies to Protect Young Children from COVID-19 (video)

Other News

- ACF-IM-HS-22-09 Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots
  - Available in Spanish (español)
- A Message from Assistant Secretary January Contreras (email)
- Addressing Child Incidents Through a Culture of Safety (video)
- Enrollment Reduction and Conversion Considerations
- Guidance on Creating an Effective Memorandum of Understanding to Support High-quality Inclusive Early Childhood Systems
- Head Start Connects Family Support Services Study: Data Collection Is Underway! (email)

Training and Technical Assistance Resources

Early Childhood Development, Teaching, and Learning

- How Toddlers Think and Feel: What the Research Tells Us, Part 3 (video)
- Meaningful Makeover (video)
  - Addressing Challenges in Family Child Care Environments (video)
- Parallel Play: A Podcast for Educators Who Love Toddlers (email)
- Research on the Go Podcasts
  - Child Development in the Third Year of Life: How Toddlers Think and Feel

Health, Behavioral Health, and Safety

- Best Practices in Child Care Health Consultation (video)
- Respiratory Syncytial Virus (RSV)

Parent, Family, and Community Engagement

- Tips to Support Family Services Staff Wellness (email)

Professional Development

- Professional Development Opportunities in Health and Safety (video)

Program Management and Fiscal Operations

- Management Minute Video Series (videos)
  - Address Audit Findings with Corrective Action Plans
  - Common Budgeting Mistakes in the Grant Application Process
  - Common Reasons Grant Applications Are Returned
  - Cost Principles That Guide Head Start Grants Management
  - Foster Collaborative Governance Through Communication
  - Four Best Practices When Creating a Budget Narrative
  - Four Key Documents with Every Grant Application
  - How Segregation of Duties Safeguards Federal Funds
  - How the Planning Cycle Helped a Program Achieve a Key Goal
  - How to Allocate Costs for Shared Services and Facilities
  - How to Hire an Auditor for an Annual Single Audit
  - Make the Most of COVID-19 Response Funding Opportunities
  - Three Federal Reports Every Grant Recipient Must File

Newsletters

- Disabilities Services Newsletter Issue No. 61
- Resources to Make You Smile! Issue No. 21
  - Available in Spanish (español)
- Sesame Street in Communities Issue No. 15
- Workforce Wednesday

Subscribe now to get all your favorite newsletters direct to your inbox.

Head Start Careers

- Program Eligibility Analyst *San Luis Obispo, CA*
- Fiscal Officer *Rawlins, WY*
- Early Head Start Program Director *Tampa, FL*

Find more **Head Start program employment opportunities** in the ECLKC Job Center and at **usajobs.gov**.

Upcoming Events for December

- Thursday, Dec. 1: Noticing Feelings with Infants and Toddlers
- Monday, Dec. 5: MyPeers Orientation
- Wednesday, Dec. 7
  - Promoting Substance Use Recovery by Reducing Stigma
  - Learning Environments that Foster Positive Behavior (in Spanish)
  - Improving Health Coverage for the ECE Workforce
- Thursday, Dec. 8: Strengthening Male Engagement Through Father-Staff Relationships
- Wednesday, Dec. 14: Fostering Relationships to Help Children Thrive
- Thursday, Dec. 15: How CCHCs Improve Staff Health and Wellness

Visit the ECLKC for a full list of **upcoming events**.

Stay connected! Follow the Office of Head Start on Twitter and Facebook. Visit the Family Room blog to learn more about the activities of the Administration for Children and Families (ACF).

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201 | https://eclkc.ohs.acf.hhs.gov | 1-866-763-6481 | Contact Us

Program Summary
Head Start/Early Head Start/Early Head Start-Child Care Programs
December 2022

Eligibility, Recruitment, Selection, Enrollment & Attendance
During the month of October there were 43 children, age birth to 3, that were provided services in the Early Head Start centers and 94 children served, age birth to 3, in the Early Head Start – Child Care locations. Services were provided for 263 children, age 3 to 4 years old in the Head Start centers within the tri-county service area in August.

The Outreach Specialist prepared and sent out radio ads that reached across our service area. Our ad was included on local restaurant menus. Daily social media posts are also made on our LIFTCA Facebook page.

Family Advocates and other Head Start, Early Head Start, and Early Head Start Child Care staff have been placing recruitment flyers, recruitment apple signs, recruitment cards and other recruitment items in and around various businesses within the tri-county service area, along with placing recruitment items online, to ensure all enrollment opportunities are filled as they occur. Partnering childcare facilities are also actively recruiting children for the program.

Family & Community Engagement
For the Month of October, we had 180 parents that participated in Parent Meetings. Family Advocates have continued working on goals with families through the Family Partnership Agreement's. The centers have started inviting parents in to participate in Parent Ready to Read by having a story time with the children; there were 22 participants, with 3 of them being father figures.

Father Involvement
The dad's day activities for the month of October were different Halloween activities, as well as a safari vest. For the October Dad's Day, there were 220 people that participated in dads day activities with 103 being father figures. In addition, 35 dads/father figures participated in parent meetings for October. Since the beginning of the 2022 school year, we have had 396 father figures participate in family engagement activities.

Nutrition
The Nutrition Specialist and Assistant have been very busy completing 1st Semester Folder checks across all Head Start Centers. Early Head Start and Early Head Start Child Care folder checks have also begun for the 4th quarter folder checks. The Child and Adult Care Food Program on-site monitor visits have begun the Nutrition component is almost complete with 1/3 of the visits. The Fiscal Year 2023 Child and Adult Care Food Program Application has been submitted and is pending approval.

Health
During the month of September employee Physical tracking continued. ELCCT meeting with held. Folder checks were completed for EHS and ELC centers for the 3rd quarter. We have continued to receive updates for Child Plus immunizations and Physicals received from centers for entry into Child Plus. Two CPR classes were held in September. An update of past due immunization lists were sent to CC/ELC, EHS centers. HS centers were updated on requirements regarding physicals and immunizations due and coming due. Hearing, speech and vision screens were in progress for November to meet 45 day requirements from the children that enrolled after August.

Education
As the education specialists, Nikki and I would like to thank parents for their involvement in the lives of children. Many parents volunteer their time to Policy Council, reading to children, Parent Meetings, Dad’s Day, etc.

Thanksgiving Holidays gave children and teaching staff a much-needed break. We are appreciative of our teaching staff and the effort they put into educating young children. As parents and visitors see the classroom, they may be unaware that staff are responsible for lesson plans, observations/documentations, screenings, family contacts, health, disability, mental health, transition paperwork. Please take time to thank your child’s teacher for their devotion in educating children.

Professional Development
During the month of November, the Professional Development Specialist scheduled a CPR/First Aid class taught by LIFT CPR Instructors Tori Williams, Taryn Creasman, and/or Ronda Spear, where eight LIFT employees received or renewed their Adult and Infant CPR and First Aid certifications. The Professional Development Specialist also scheduled an ELCCT class in which seven newly hired LIFT employees participated.

Professional Development Specialist renewed Professional Development Ladders for seven employees and Oklahoma Director’s Credential for one employee.

The Professional Development Specialist has been busy ensuring that all staff members are on track to meet any education requirements in the proper timeframe. Staff members have been making progress and are on track to be completed within requirement deadlines.

We have been working to ensure all new staff meet requirements for the programs they work for including trainings as well. We strive for excellence and want to make staff as well seasoned and informed as possible.

Disabilities/Mental Health/Transition
Sooner Start has a new online process for referrals that goes directly to the Oklahoma State Department of Education. The center staff must obtain parent consent from the parent of the child to be referred, send that signed form to the office and the disability specialist or assistant

will make the online referral to the Oklahoma State Department of Education. Hopefully, this will streamline the referral process. In Early Head Start, three children have been referred using this online process. In the EHS-Child Care program, there are two children that have been identified to receive Sooner Start services and seven others are in the referral process.

In Head Start for the school year 2022-2023, thirty-nine students are on an IEP and will receive special education services from the staff/consultants from the public schools. Twenty other students have been referred to the public schools for an evaluation to determine eligibility for services.

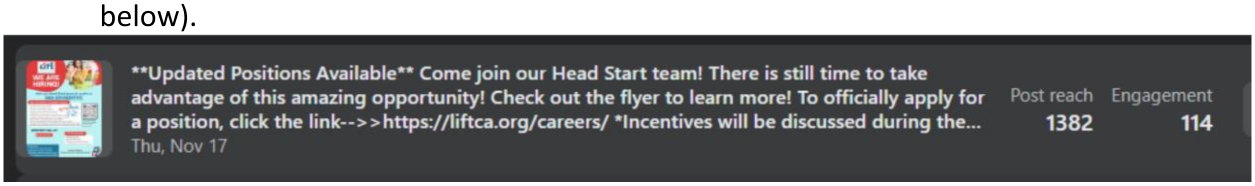
The Mental Health Consultant and staff provide classroom observations and follow-up activities and resources. Teachers, staff and parents have the opportunity to visit with the Mental Health Consultant while she is in the classroom or other appointments can be made at the discretion of the parents and staff. A classroom written report will be completed by the Mental Health Consultant for each classroom with ideas to share with the parents and staff. All classrooms will have classroom observations and follow-up. Twelve students have been referred to Zen Gee Counseling for a classroom observation and possible services.

Early Head Start-Child Care Center Staff and the Early Head Start Center staff have been providing transition activities for children ages 2 ½ to 3 years old to promote a smoother transition to the next level of Child Care. In November, three children were eligible for transition to the next level.

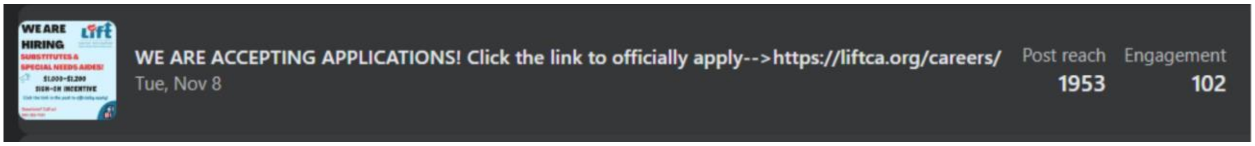
<u>Recruitment/Outreach</u>
The following recruitment and outreach strategies/activities were implemented or held during the month of November 2022.

<u>Recruitment for Job Applicants</u>

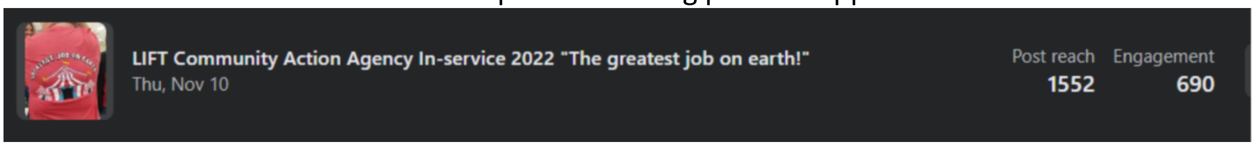
- Radio ad announcing open positions and sign-on incentives.
- Continued to share approved Now Hiring flyer across Facebook
    - shared on McCurtain County Jobs page
    - shared in the #HugoHelpingHugo group
    - shared on the Help Me Grow Oklahoma page
- In mid-November the Now Hiring flyer was updated with the available positions. The updated flyer was posted on our Facebook page and shared across our tri-county area. The updated flyer had a reach of 1,382 people and 114 post engagements (shown below).



- Created a post for social media that focused on recruiting substitutes and special needs aides. The post reached 1,953, people, had 102 post engagements and 17 shares (shown below).



- November LIFT CAA In-Service post on Facebook highlighting team building/training within a fun work environment garnered a reach of 1,552 people and 690 post engagements (shown below). Pictures were included to show our positive and uplifting work environment with the hope of attracting possible applicants.



- Announced our hiring incentive opportunity at the monthly coalition meetings
- Announced and discussed our hiring incentive opportunity at the Head Start Family and Community Engagement/Health Advisory meeting.

<u>Recruitment for Programs</u>

- Daily posts on Facebook
- Sent out information over programs to Help Me Grow email list (over 600 people)
- Provided flyer over our programs at our monthly coalition meetings
- Head Start participated in the LIFT CAA In-service- we provided information over our program at our interactive booth. This allowed new employees to learn more about our services that we provide, so they can better assist the families they come in contact with.
- Started preparing for December events- ordered marketing materials and networked to find out more information regarding events to ensure we reach all three counties we serve.

MEALS SERVED TO CHILDREN IN HEAD START & EARLY HEAD START 12 Month Summary Report

Children that eat 2 meals and a snack at Head Start/ Early Head Start receives 1/2 to 2/3 of their daily nutritional needs.

Month	Breakfast	Lunch	Snack	Monthly Total
October-21	2241	2233	3197	7671
November-21	2065	2109	2971	7145
December-21	1716	1718	2268	5702
January-22	1702	1707	2523	5932
February-22	1535	1567	2249	5351
March-22	2339	2356	3198	7893
April-22	2605	2636	3446	8687
May-22	1897	1860	2263	6020
June-22	506	673	625	1804
July-22	465	462	425	1352
August-22	2317	2291	2314	6922
September-22	3032	3044	4097	10173
October-22	2851	2830	3810	9491
YEARLY TOTALS	25271	25486	33386	84,143

October 2022 HEAD START TIME & ATTENDANCE REPORT

As of 10/31/22	ENROLLED			DROPPED									ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Drop	Monthly Drop	YTD Drop	Currently Enrolled	30 Day Count	Date Dropped	Total Enrollment	AI	Kid Days	Monthly ADA
Antlers 1	**11**		**11**	**1**		1	**10**	**0**		**10**		19	**76.8%**
Antlers 2	**6**	1	**7**	**1**	1	2	**5**	**1**	**10/24/2022**	**6**	1	19	**89.0%**
Battiest	**13**		**13**	**1**		1	**12**	**0**		**12**	10	15	**87.2%**
Boswell 1	**11**		**11**			0	**11**	**0**		**11**	6	15	**86.7%**
Boswell 2	**10**	2	**12**	**1**		1	**11**	**0**		**11**	5	15	**85.9%**
Broken Bow 1	**11**	1	**12**	**2**		2	**10**	**0**		**10**		15	**93.0%**
Broken Bow 3	**5**		**5**			0	**5**	**0**		**5**		16	**80.0%**
Clayton 1	**4**	2	**6**			0	**6**	**0**		**6**	2	19	**88.5%**
Clayton 2	**10**		**10**	**2**		2	**8**	**0**		**8**	3	19	**87.5%**
Forest Grove 1	**14**	1	**15**	**1**		1	**14**	**0**		**14**	5	16	**88.1%**
Forest Grove 2	**5**	1	**6**			0	**6**	**0**		**6**	2	16	**74.7%**
Fort Towson	**9**	1	**10**		1	1	**9**	**1**	**10/26/2022**	**10**	3	16	**84.3%**
Haworth	**17**	1	**18**	**1**		1	**17**	**0**		**17**	6	16	**90.4%**
Horace Mann 1	**8**		**8**			0	**8**	**0**		**8**		17	**84.6%**
Horace Mann 2	**12**	3	**15**	**1**		1	**14**	**0**		**14**		17	**83.1%**
Horace Mann 3	**10**		10			0	**10**	**0**		**10**		17	**88.8%**
Hugo 2	**9**	2	**11**	**2**		2	**9**	**0**		**9**	1	17	**81.8%**
Hugo 4	**10**		**10**		1	1	**9**	**1**	**10/4/2022**	**10**	2	17	**81.3%**
Idabel 1	**6**	2	**8**			0	**8**	**0**		**8**		19	**77.7%**
Idabel 2	**8**	2	**10**			0	**10**	**0**		**10**		19	**94.2%**
Idabel 3	**8**		**8**			0	**8**	**0**		**8**		19	**81.6%**
Rattan 1	**11**	1	**12**			0	**12**	**0**		**12**	5	15	**92.8%**
Rattan 2	**5**		**5**			0	**5**	**0**		**5**	3	14	**88.6%**
Rattan 3	**5**		5			0	**5**	**0**		**5**	2	14	**88.6%**
Soper 1	**9**	4	**13**			0	**13**	**0**		**13**	6	18	**90.9%**
Soper 2	**18**		**18**		5	5	**13**	**5**	**10/21/2022**	**18**	11	18	**85.0%**
Valliant 1	**6**		**6**			0	**6**	**0**		**6**	2	19	**91.2%**
Valliant 2	**6**	1	**7**			0	**7**	**0**		**7**	2	19	**90.6%**
TOTALS	**257**	**25**	**282**	**13**	**8**	**21**	**261**	**8**		**269**	**77**		**86.4%**

October 2022 Pre-K TIME & ATTENDANCE REPORT

As of 10/31/22	ENROLLED			DROPPED					ATTENDANCE
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Drop	Monthly Drop	YTD Drop	Currently Enrolled	Kid Days	Monthly ADA
Antlers 2			0			0	0		
Battiest	4		4			0	4	15	95.0%
Boswell 1			0			0	0		
Boswell 2			0			0	0		
Broken Bow 3			0			0	0		
Clayton 2			0			0	0		
Forest Grove 1			0			0	0		
Fort Towson			0			0	0		
Horace Mann 2			0			0	0		
Hugo 2			0			0	0		
Hugo 4			0			0	0		
Rattan 2			0			0	0		
Rattan 3			0			0	0		
Soper 2		4	4			0	4	6	79.2%
TOTALS	4	4	8	0	0	0	8		90.5%

October 2022 EHS Time and Attendance

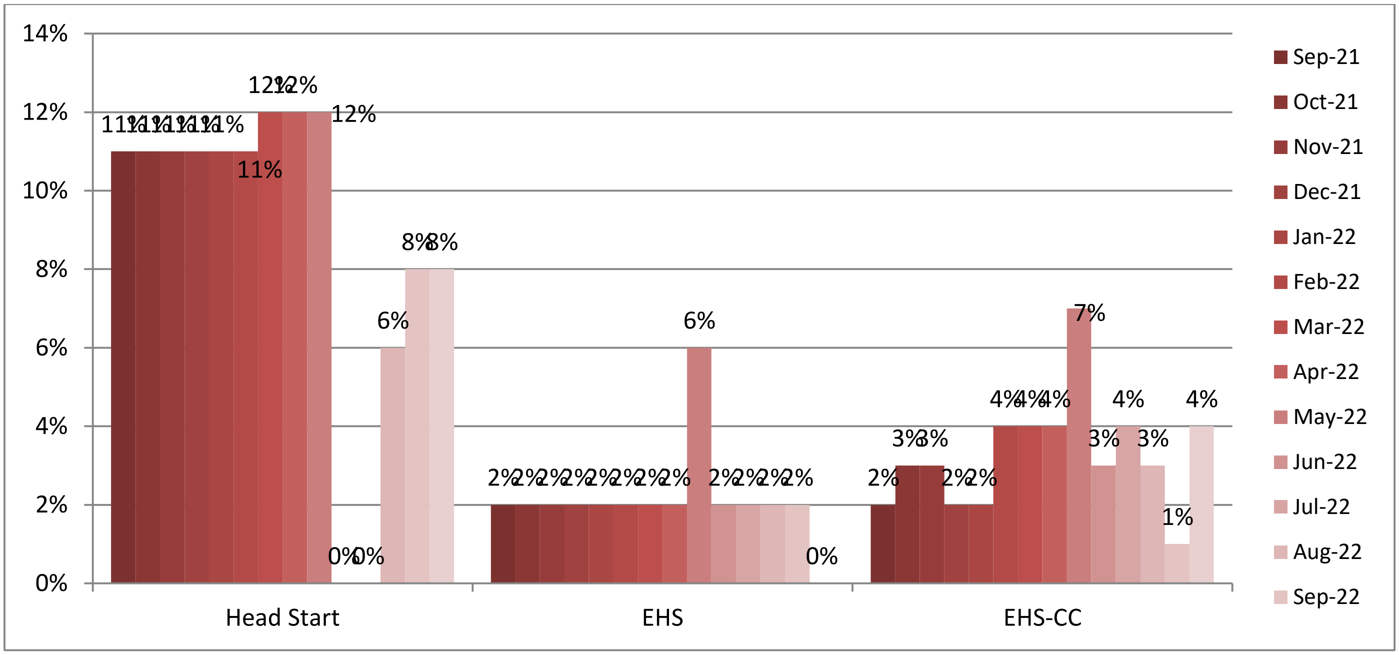
As of 10/31/22	ENROLLED			DROPPED								ATTENDANCE	
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA	
Antlers	33	2	35	9	3	12	23	1	3	10/28/2022	19	84.3%	1 drop was a transfer to another class
Hugo	14		14	3	1	4	10		1	10/28/2022	19	80.8%	
Idabel	16		16	4	2	6	10		2	10/28/2022	19	79.7%	
TOTALS	**63**	**2**	**65**	**16**	**6**	**22**	**43**	**1**	**6**			**82.3%**	

October 2022 EHS-CC Time and Attendance													
As of 10/31/22	ENROLLED			DROPPED								ATTENDANCE	
CENTER	Previously Enrolled	Monthly Enrolled	YTD Enrolled	Previously Dropped	Monthly Drop	YTD Drop	Currently Enrolled	AI	30 Day Count	Date Dropped	Kid Days	Monthly ADA	
ELC-Antlers	11		11	3		3	8	1	0		19	84.5%	Class 1 was open 19 kid days, Class 2 was open 18 kid days due to short staffing
ELC-Broken Bow	25		25	5	1	6	19		1	10/28/2022	19	83.9%	
ELC-Hugo	8		8		1	1	7		1	10/7/2022	19	84.1%	
ELC-Idabel	14	2	16	2	2	4	12	1	2	10/14/2022	19	92.5%	1 drop was a transfer to another class
Cabbage Patch	13	1	14	2	1	3	11	2	1	10/7/2022	20	96.7%	
The LearningTree	47	2	49	9	3	12	37	1	3	10/28/2022	21	87.5%	1 drop was transferred to another center
Turner Learning	11		11	11		11	0		0				
TOTALS	**129**	**5**	**134**	**32**	**8**	**40**	**94**	**5**	**8**				Actual drop total is 6

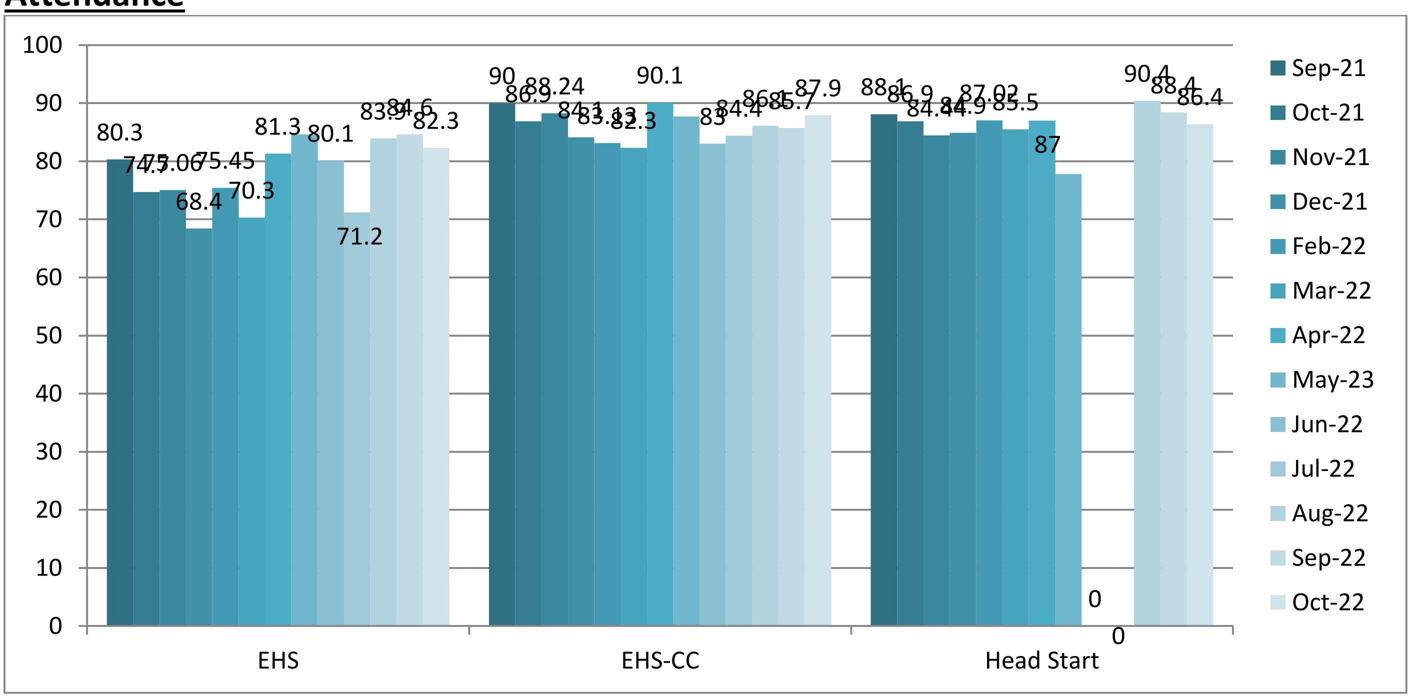
Data Analysis Report Summary
October 2022

Disabilities

IEP/IFSP –

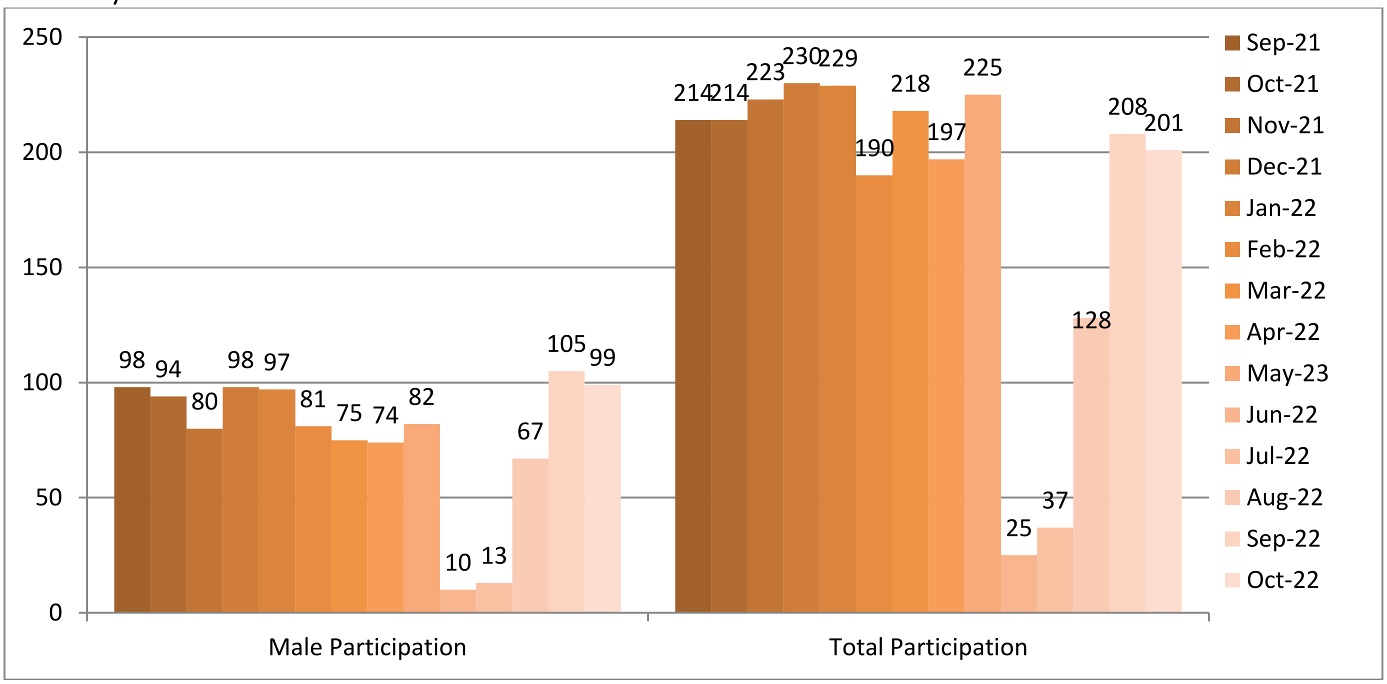


Attendance



Family & Community Engagement

Dad's Day



Parents Ready to Read