

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

MINUTES  
BOARD OF DIRECTORS MEETING

December 13, 2022

Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, December 13, 2022 at 10:14 a.m. The meeting was held at LIFT CAA's Head Start Administration Office, located at 1005 S. 5<sup>th</sup> Street in Hugo, Oklahoma. The notice of time, place, and an agenda for the meeting were posted 24 hours prior within prominent view at the main office (209 N. 4<sup>th</sup> St., Hugo, Oklahoma) and the meeting site (1005 S. 5<sup>th</sup> St., Hugo, Oklahoma) as well as online at <https://liftca.org/board/>.

The meeting was called to order by Chairman David Hawkins.

The Invocation was given by Board Member Brent Franks.

Roll Call was taken and a quorum was established (20 Board Members present, 7 absent). The following Board Members were present at the meeting site: Brad Burgett, Cathie Carothers, Danny Cornish, Tina Foshee-Thomas, Brent Franks, David Hawkins, Andrea Henkel, Jordan Hill, Jia Johnson, Sharon Johnson, Vickie Leathers, Cindy Logan, Sandra Meeks, Dwight Satterfield, Leah Savage, Wade Scott, David Smith, Kelli Stacy, Debra Williams, and Craig Young. The following members were absent: Kevin Cory, Patsy Guess, Kara Maness, William Smith, Consuelo Splawn, Jim Bob Sullivan, and Vicky Wade. LIFT CAA employees and visitors present at the meeting site were: Johnny Moffitt, Lindsey Miller, Jordan Mack, Mattie McKee, Michelle Pulliam, Ashlie Raper, Ernest McCarty, Sheree Ensley, Darla Galyon, Dawn McDaniel, W.F. Grammar, Brittany Bailey, Susie Mashburn, Amber Duncan, Kathy James, Christina Merritt, Rebecca Reynolds, and Adina Hill.

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.

David Hawkins, Chairman, requested the Board's 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). A motion was made by Andrea Henkel and seconded by Jordan Hill 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. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item C).

Board Member Cathie Carothers was appointed to serve as Board Mentor for new Board Member Jim Bob Sullivan (Organizational Standard 5.7).

The Board recognized Kevin Cory as the 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).

The Board recognized Patsy Guess as the 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).

The Board recognized David Hawkins as the elected representative for the Idabel Nutrition Center, a Low-Income Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2025).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Brad Burgett as the 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). A motion was made by Jordan Hill and seconded by Cathie Carothers to accept Brad Burgett as the appointed representative for the Pushmataha County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 18; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item H).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Brent Franks as the appointed representative for the Pushmataha County Ministerial Alliance, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2025). A motion was made by Brad Burgett and seconded by David Smith to accept Brent Franks as the appointed representative for the Pushmataha County Ministerial Alliance, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

David Hawkins, Chairman, requested the Board's 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). A motion was made by Tina Foshee-Thomas and seconded by Andrea Henkel 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. The roll call vote was as follows: Yes 18; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item J).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept David Smith as the appointed representative for the City of Antlers, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2025). A motion was made by Brent Franks and seconded by Wade Scott to accept David Smith as the appointed representative for the City of Antlers, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 18; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item K).

David Hawkins, Chairman, requested the Board's 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). A motion was made by Jia Johnson and seconded by Brad Burgett to accept Kelli Stacy as appointed representative for

the Hugo Area Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 18; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item L).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Craig Young as the appointed representative for the City of Idabel, a Public Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2025). A motion was made by Brent Franks and seconded by Brad Burgett to accept Craig Young as the appointed representative for the City of Idabel, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 18; No 0; Abstain 1. The motion carried. The Voting Record is attached (Item M).

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on December 13, 2022 at 9:02 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee voted to recommend full Board approval of the agency's Financial Reports for October 2022. The proposed 2023 Agency-Wide Budget was presented; the Committee voted to approve as proposed, and recommend approval by the Board of Directors. The Committee also received an update regarding the fraudulent transaction with the agency's Accounts Payable checking account. The agency has followed First United Bank's recommendations for action, including filing a Police Report and implementing positive pay on accounts. It may take up to 90 days to receive a response/status on the bank's internal investigation.

## CONSENT DOCKET ITEMS

### CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the November 2022 Regular Meeting Minutes and the October 2022 Financial Reports; the November 2022 Financials were distributed for consideration and vote at the January 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Jordan Hill and seconded by Brad Burgett to approve the November 2022 Regular Meeting Minutes and the October 2022 Financial Reports. The roll call vote was as follows: Yes 18; No 0; Abstain 1. The motion carried. The Voting Record is attached (Items O & P).

### CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. FY 2023 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application (Continuation, Year 10) to the Health Resources and Services Administration in the amount of \$1,144,121; if awarded, these funds will be utilized during the fifth year (4/1/2023–3/31/2024) of the five-year grant period. Funding will be used to improve access to quality health care and services for women, infants, children, and families through outreach, care coordination, health education and linkage to health insurance; strengthening the health workforce, specifically those individuals responsible for providing direct services; building healthy communities and ensuring ongoing, coordinated, comprehensive services are provided in the most efficient manner through effective service delivery; and promoting and improving health equity by connecting with appropriate organizations. Funding will also be used to provide direct clinical services (well-woman and maternity care) for high-risk Healthy Start Program participants.

2. FY 2023 Round 1 Expendable Grant Application to NeighborWorks® America in the amount of \$150,000; if awarded, funding under the Expendable category will be used for salary and other operational support of housing staff, including the Housing Director, Housing Counselors and Housing Outreach personnel.
3. FY 2023 Round 1 Capital Grant Application to NeighborWorks® America in the amount of \$75,000; if awarded, funding under the Capital category will be used to make improvements at LIFT CAA's multi-family properties and/or increase homeownership opportunities via the residential lending line of business.
4. PY 2023 Pathway Forward Weatherization Application to the Oklahoma Department of Commerce in the amount of \$365,919.42; if awarded, these funds (Department of Human Services: \$143,007, Department of Energy: \$222,912.42) will be used to support Weatherization Program 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.
5. Community Services Block Grant Discretionary Program Application (Accounting/Human Resources Software) to the Oklahoma Department of Commerce in the amount of \$50,000; if awarded, these funds will be used to purchase NetSuite, a cloud-based Accounting and Human Resources Software, for use by the agency to help streamline operations.
6. Community Services Block Grant Discretionary Program Application (Emergency Assistance/Disaster Relief) to the Oklahoma Department of Commerce in the amount of \$50,000; 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, 20% 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, utilities, medical expenses, and/or other related expenses) as result of the severe weather that affected the service area on November 4, 2022.
7. American Rescue Plan Act for Nonprofits Relief Program Application to the Oklahoma Department of Commerce in the amount of \$75,000; this funding has been set aside for nonprofits that have suffered a negative financial impact stemming from the COVID-19 Pandemic. Therefore, if awarded, funds received through the program will be used to support agency operational expenses, and are intended to replace funds previously lost.
8. Rural Communities Opioid Response Program – Overdose Response Grant Application to the Health Resources and Services Administration in the amount of \$300,000; if awarded, this one-year grant would fall under the direction of the agency's Tri-County Opioid Response Project, and will work to improve access to, capacity for, and sustainability of prevention, treatment, and recovery services for Substance Use Disorder in Choctaw, McCurtain, and Pushmataha Counties.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brent Franks and seconded by David Smith to approve the submission of resolutions and/or grant applications in the amount of \$2,210,040.42 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

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



1. FY 2023 Base Grant Award from the Oklahoma Court Appointed Special Advocates Association in the amount of \$19,000; these funds will be used to support operational expenses of the agency's CASA Program.
2. Child and Adult Care Food Program 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 program operation needs. In addition, up to \$1,080,000 will be used for food reimbursement claims filed by the participating daycare home providers. LIFT CAA's CACFP program works with daycare home providers within 37 Oklahoma counties. These providers are reimbursed for meals being served to more than 3,000 children daily. The program has been assisting daycare home providers for 37 years and is one of the largest sponsors in the State of Oklahoma. The contract agreement period for the program will be October 1, 2022 through September 30, 2023.
3. FY 2022 Community Services Block Grant Award (Fourth Allocation) from the Oklahoma Department of Commerce in the amount of \$2,243; 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. The total amount awarded for FY 2022 is \$232,433.74.
4. Round Up Change Program Donation (CASA) from Kwik Chek/McCraw Oil Company Incorporated in the amount of \$3,500; these funds, which were raised locally at area Kwik Check stores through the Round Up Change Program, will be used to support operational expenses of the agency's Court Appointed Special Advocates Program.
5. FY 2023 Head Start/Early Head Start Program Grant Award (Continuation) from the Administration for Children and Families, Office of Head Start in the amount of \$2,075,517; this partial funding award will provide support for program operations and training/technical assistance for the Head Start and Early Head Start Programs for a period of one year (12/1/2022–11/30/2023), with a funded Federal enrollment of 435 children (387 Head Start, 48 EHS).
6. Quality Rating and Improvement System STARS Award (Early Learning Centers) from the Oklahoma Department of Human Services in the amount of \$15,000; this funding is awarded in conjunction with approved applications for center accreditation through Oklahoma DHS. As such, the Early Learning Centers have attained a higher rating within the QRIS STARS system, which provides for 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. These funds will provide key operating support to maintain and help improve child care services within the Early Learning Centers.
7. American Rescue Plan Act Child Care Stabilization Grant Awards (Cycle 6, Early Learning Centers) from the Oklahoma Department of Human Services in the amount of \$63,000; these funds will provide key operating support to maintain child care services within the Early Learning Centers.

It was noted that the amount for Item R1 was incorrectly listed as \$19,000 on the Agenda, and should instead have been \$16,657.20. A motion was made by Brent Franks and seconded by Craig Young to approve acceptance of grants, contracts, and awards as presented and listed on the Consent Docket, with the corrected amount of \$16,657.20 for Item R1 to be included, for a total

approved amount of \$3,415,545.94. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item R).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve the 2023 Agency-Wide Budget (Organizational Standard 8.9). The proposed budget for the upcoming year is a "best estimate" based on current activities, last year's audit, and projected funding. Ensley also pointed out that the Finance/Audit/Loan Committee reviewed the proposed 2023 Agency-Wide Budget, and voted to recommend approval by the full Board of Directors, as stated during the Committee report. A motion was made by Brad Burgett and seconded by David Smith to approve the 2023 Agency-Wide Budget. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item S).

Following this item, the Board of Directors were notified that Hugo, Oklahoma (where the meeting site is located) was under a Tornado Watch. Agency staff would continue to monitor the situation and provide updates; safety measures would be taken as warranted. As there was no immediate threat, the meeting was continued.

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve the 2023–2025 LIFT CAA Strategic Plan (Organizational Standards 4.3 and 6.1-6.4). James first explained about the Community Needs Assessment, which works to assess and respond to the causes and conditions of poverty in the community, and drives the Strategic Plan. The Community Needs Assessment serves as a guide and resource for strategic planning, developing program priorities, justifying the need for funding, and ensuring agency work/efforts align with the CSBG goals of addressing and alleviating poverty. During the Community Needs Assessment process, Board Members served in Focus Groups with front-line staff, leadership, program directors and supervisors to prioritize the results and decide which needs LIFT CAA should address (in alignment with its mission). The resulting top three prioritized needs identified by the 2022-2024 Community Needs Assessment was: Housing, Substance Abuse Services, and Economic/Community Development. James also explained about ROMA (Results Oriented Management and Accountability) and its cycle. The Strategic Plan demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, with the ultimate goal being to provide services that lead to long-term positive change, thereby having an impact on poverty and moving families in the direction of self-sufficiency. 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; as such, a new plan is needed beginning in 2023. The strategic planning process for the new plan included input and participation from the community, customers, LIFT CAA staff, and Board Members. Board participation included conducting a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis, as well as a review of the agency's Mission, Vision, and Values Statements. LIFT CAA worked with a Certified ROMA Trainer, Julia Teska, to help accomplish the task of writing the agency's new 2023–2025 Strategic Plan. The Plan includes one Family Level Goal (centered on Housing), two Community Level Goals (focused on Substance Abuse and Economic Development), and one Agency Level Goal (dealing with agency capacity and growth). Each goal has accompanying objectives, strategies, measures and benchmarks for achievement. If approved, LIFT CAA will utilize the 2023–2025 Strategic Plan to combat the areas of need identified in the 2022–2024 Community Needs Assessment. After providing a thorough review and analysis of the proposed 2023–2025

LIFT CAA Strategic Plan, James facilitated discussion and fielded questions from the Board. A motion was made by Brad Burgett and seconded by Jordan Hill to approve the 2023–2025 LIFT CAA Strategic Plan. The roll call vote was as follows: Yes 18; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item T).

Brittany Bailey, ERSEA Specialist, provided a Board Training over Eligibility, Recruitment, Selection, Enrollment, and Attendance (Organizational Standard 5.7). This program training worked to inform the Board of processes, strategies, and policies/procedures used to ensure that Head Start/Early Head Start/EHS-Child Care only enrolls eligible children within the programs. Bailey reviewed each component of ERSEA—Eligibility, Recruitment, Selection, Enrollment, and Attendance—the processes involved with each, and how they are utilized or implemented within the three programs.

Kathy James, Senior Program Planner, provided Board Training over the following: the Open Meeting Act, Open Records Act, and Role/Recording of the Board Minutes (Organizational Standard 5.7). The training was facilitated using material provided by the Oklahoma Office of the Attorney General and excerpts from “Tools for Top-Notch CAAs: A Practical Approach to Governance and Financial Excellence” by CAPLAW.

Susie Mashburn, Head Start/Early Head Start/EHS-Child Care Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Head Start, Early Head Start, and Early Head Start-Child Care Programs’ School Readiness/Child Outcomes Results for Fall 2022-2023 (Organizational Standards 5.7 and 5.9).

At 11:04 a.m., a Tornado Warning was issued for Hugo, Oklahoma and surrounding areas and the emergency warning sirens sounded. The meeting was immediately suspended in order to “shelter in place” within the interior hallway to help ensure the safety of the Board of Directors, staff, and guests in attendance. The meeting resumed at 11:32 a.m. once the threat had passed.

Johnny Moffitt, Associate Director, provided the Board with the Transportation Advisory Council Report (Organizational Standard 5.9). The Transportation Advisory Council was established during the April 2021 Board Meeting for the Transit Program with regards to funding received from the Kiamichi Economic Development District of Oklahoma’s Area Agency on Aging Division. These KEDDO funds help to fill a gap in transportation services for older Americans (60 years of age or older) who do not qualify for Medicaid, Tribal, or other free transportation services. The Transportation Advisory Council regularly convenes each quarter, with a primary purpose to inform agency leadership of the transportation needs of older Americans within their communities, and will serve an essential function in helping to identify and address transportation barriers, challenges, and resources. During the sixth meeting, held on December 13, 2022 at 9:40 a.m., Advisory Council members were briefed on the service results so far, which includes 18-20 individuals who utilize transit services on a routine basis through the KEDDO funding. Advisory Council members were asked to report on any new or additional identified gaps in transportation needs in their communities; no such gaps were reported. Additionally, it was noted that Patsy Guess was appointed to fill the vacant seat on the Transportation Advisory Council.

Andrea Henkel, Board Member, provided the 2022 Board Giving Report (Organizational Standard 5.7). Currently, 18 of 27 Board Members have provided a monetary donation to the agency during 2022. Achieving 100% of giving by the Board is the goal as it is an eligibility requirement by many private funders and foundations. Any amount is appreciated and ensures the agency's ability to apply for funds where Board giving is a threshold requirement. Board Members can designate what program or activity the donation is to be used for, and employees of the agency can also make donations on behalf of Board Members. Since the funding entity typically looks at the year prior, by achieving 100% Board giving in 2022, the agency is eligible to apply for funding in 2023.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the November 15, 2022 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized Adina Hill (Bookkeeper, Administration) as the December 2022 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized Adina Hill (Bookkeeper, Administration) as the 2022 Employee of the Year.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipient: Five Years – Christina Merritt (Assistant Disabilities and Mental Health/Family and Community Engagement Specialist, Head Start/EHS/EHS-Child Care Programs).

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; and HS/EHS/EHS-CC Data Analysis Report (Organizational Standards 5.7 and 5.9). The Board of Directors also recognized Executive Director Rebecca Reynolds for her dedication and service to the agency.

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Brent Franks 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 FF).

The Regular Meeting adjourned at 11:49 a.m.

  
Brad Burgett, Secretary/Treasurer



CALL  
TO  
ORDER:  
10:14  
am

| December 13, 2022 |                    | Present | Absent | C |   |   | H |   |   | I |   |   | J |   |   | K |   |   |
|-------------------|--------------------|---------|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|                   |                    |         |        | 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                | Jim Bob Sullivan   |         | ✓      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 24                | Vicky Wade         |         | ✓      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 25                | Debra Williams     | ✓       |        | ✓ |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   |
| 26                | Craig Young        | ✓       |        | ✓ |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   |
| 27                | David Hawkins      | ✓       |        |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

①

| December 13, 2022 |                    | Present | Absent | J. JOHNSON |   |   | B. BURGETT |   |   | B. FRANKS |   |   | B. BURGETT |   |   | J. HILL |   |   | B. FRANKS |   |   | D. SMITH |   |   | B. FRANKS |   |   | C. YOUNG |   |   |
|-------------------|--------------------|---------|--------|------------|---|---|------------|---|---|-----------|---|---|------------|---|---|---------|---|---|-----------|---|---|----------|---|---|-----------|---|---|----------|---|---|
|                   |                    |         |        | L          |   |   | M          |   |   | O & P     |   |   | Q          |   |   | R       |   |   |           |   |   |          |   |   |           |   |   |          |   |   |
|                   |                    |         |        | Y          | N | A | Y          | N | A | Y         | N | A | Y          | N | A | 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                | Jim Bob Sullivan   |         | ✓      |            |   |   |            |   |   |           |   |   |            |   |   |         |   |   |           |   |   |          |   |   |           |   |   |          |   |   |
| 24                | Vicky Wade         |         | ✓      |            |   |   |            |   |   |           |   |   |            |   |   |         |   |   |           |   |   |          |   |   |           |   |   |          |   |   |
| 25                | Debra Williams     | ✓       |        | ✓          |   |   | ✓          |   |   | ✓         |   |   | ✓          |   |   |         |   |   | ✓         |   |   | ✓        |   |   |           |   |   |          |   |   |
| 26                | Craig Young        | ✓       |        | ✓          |   |   |            |   | ✓ | 19        | ✓ | ✓ | ✓          |   |   |         |   |   | ✓         |   |   | ✓        |   |   |           |   |   |          |   |   |
| 27                | David Hawkins      | ✓       |        |            |   |   |            |   |   |           |   |   |            |   |   |         |   |   |           |   |   |          |   |   |           |   |   |          |   |   |

|    | December 13, 2022  | Present | Absent | S |   |   | T |   |   | FF |   |   |   |   |   |   |   |   |
|----|--------------------|---------|--------|---|---|---|---|---|---|----|---|---|---|---|---|---|---|---|
|    |                    |         |        | 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 | Jim Bob Sullivan   |         | ✓      |   |   |   |   |   |   |    |   |   |   |   |   |   |   |   |
| 24 | Vicky Wade         |         | ✓      |   |   |   |   |   |   |    |   |   |   |   |   |   |   |   |
| 25 | Debra Williams     | ✓       |        | ✓ |   |   | ✓ |   |   | ✓  |   |   |   |   |   |   |   |   |
| 26 | Craig Young        | ✓       |        | ✓ |   |   | ✓ |   |   |    |   |   |   |   |   |   |   |   |
| 27 | David Hawkins      | ✓       |        |   |   |   |   |   |   |    |   |   |   |   |   |   |   |   |

Adjourn:  
11:49 am