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.

Brad Burgett

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