

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

MINUTES  
BOARD OF DIRECTORS MEETING  
October 11, 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, October 11, 2022 at 10:01 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, 6 absent). The following Board Members were present at the meeting site: Brad Burgett, Cathie Carothers, Danny Cornish, Kevin Cory, Tina Foshee-Thomas, Brent Franks, Patsy Guess, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Vickie Leathers, Cindy Logan, Dwight Satterfield, Leah Savage, William Smith, Consuelo Splawn, Kelli Stacy, Vicky Wade, and Craig Young. The following members were absent: Jordan Hill, Kara Maness, Sandra Meeks, Wade Scott, David Smith, and Debra Williams. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Michelle Pulliam, Sheree Ensley, Ernest McCarty, Kelly Thomas, Darla Galyon, Lindsey Miller, Kathy James, Rebecca Reynolds, Johnny Moffitt, Mattie McKee, Amber Duncan, Jordan Mack, Stella Dennis, and Macy Self.

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.

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to select Williams Drilling Company as a Private Sector Entity on the LIFT CAA Board of Directors (pursuant to LIFT CAA Amended and Restated By-Laws, Article IV, Section 4; Article V, Section 8). The Committee to Research Private and Low-Income Sector Representation for Pushmataha County has been aiding Executive Director Rebecca Reynolds in the search to identify a new Private Sector Entity to represent the vacant seat on the LIFT CAA Board of Directors. Williams Drilling Company was approached about serving as a designated entity on the Board of Directors. If designated, Williams Drilling Company would appoint a representative to serve, to be approved by the Board of Directors, in accordance with the LIFT CAA Amended and Restated By-Laws. A motion was made by Brad Burgett and seconded by Kevin Cory to select Williams Drilling Company as a Private Sector Entity on the LIFT CAA Board of Directors. The

roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item C).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to accept Debra Williams as appointed representative for Williams Drilling Company, a Private Entity on the LIFT CAA Board of Directors (entity to expire 12/31/2023). In the event that Williams Drilling Company was designated to hold a Private Seat on the LIFT CAA Board of Directors, the entity selected Debra Williams to serve as its representative. A motion was made by Brent Franks and seconded by William Smith to accept Debra Williams as the appointed representative for Williams Drilling Company, a Private Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item D). Board Member Patsy Guess arrived to the meeting at 10:07 a.m., directly after voting for the item had concluded.

Board Member Brent Franks was appointed to serve as Board Mentor for new Board Member Debra Williams (Organizational Standard 5.7). Board Member Consuelo Splawn arrived to the meeting at 10:08 a.m., during discussion for Item E.

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on October 11, 2022 at 9:09 a.m. The Committee received a status report on all active loans; there were no new loan applications to present. The Committee was introduced to the new Loan Officer, Ernest McCarty. The Committee also voted to recommend full Board approval of the agency's Financial Reports for August 2022.

## CONSENT DOCKET ITEMS

### CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the September 2022 Regular Meeting Minutes and the August 2022 Financial Reports; the September 2022 Financials were distributed for consideration and vote at the November 2022 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Andrea Henkel and seconded by Tina Foshee-Thomas to approve the September 2022 Regular Meeting Minutes and the August 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 G & H).

### CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. in the amount of \$744.58; if awarded, this second allocation of funds (for an award total of \$11,262.34) will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies.
2. American Rescue Plan Act Child Care Stabilization Grant Applications (Cycle 6, Early Learning Centers) to the Oklahoma Department of Human Services in the amount of \$60,000; if awarded, these funds would provide key operating support to maintain child care services within the Early Learning Centers.
3. American Rescue Plan Act Child Care Stabilization Grant Applications (Cycle 6, Head Start/Early Head Start) to Oklahoma Department of Human Services in the amount of

\$294,000; if awarded, these funds would provide key operating support to maintain child care services within the agency's Head Start and Early Head Start Programs.

4. Child Care Stabilization Grant Program Applications (Year 2, Early Learning Centers) to the Choctaw Nation of Oklahoma, Child Care Assistance Program in the amount of \$108,000; if awarded, these funds would provide key operating support to maintain child care services within the Early Learning Centers.
5. Child and Adult Care Food Program Application (Head Start/Early Head Start) to the Oklahoma Department of Education in the amount of \$626,691.33; if awarded, these funds, up to \$626,691.33, will be used to provide children enrolled in the agency's Head Start or Early Head Start Programs with adequate nutritional meals appropriate to their age group. Meals include breakfast, snack and lunch. Funding will also support food-related supplies and salaries for the Cooks.
6. CACFP Application (Early Learning Centers) to the Oklahoma Department of Education in the amount of \$198,588.40; if awarded, these funds, up to \$198,588.40, will be used to provide breakfast, lunch and snacks to students of the Early Learning Centers in Antlers, Broken Bow, Hugo, and Idabel. Centers may be reimbursed for three meal services (two meals and one snack or two snacks and one meal) per student per day.
7. CACFP Application to the Oklahoma Department of Education in the amount of \$1,248,004.74; if awarded, 168,004.74 will be used for program operations to include travel, provision of training and technical assistance and compliance/monitoring visits of daycare home providers. In addition, up to \$1,080,000 will be used for food reimbursement claims filed by the participating home daycare providers.

After discussion and Board Member input with regards to the applications presented, a motion was made by Brent Franks and seconded by Brad Burgett to approve the submission of resolutions and/or grant applications in the amount of \$2,536,029.05 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 I).

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

1. Drug-Free Communities Support Program Grant Award (Continuation, Year 9) from the Centers for Disease Control and Prevention in the amount of \$125,000; this funding will be used to support the Choctaw County Drug-Free Communities Program during the fourth year of the five-year continuation grant period. During the grant year, staff will work closely with the Choctaw County Coalition, community, and local agencies to prevent and reduce substance use/abuse among youth in Choctaw County. As part of the award, the program also received a Pandemic Relief Act Match Waiver (requested in April 2022) in the amount of \$187,500, or 100% of the requirement for Year 9 of the grant period.
2. SFY 2023 Community Action Agencies State Appropriated Funds Award from the Oklahoma Department of Commerce/Community Development in the amount of \$11,055; this one-time allocation will be used to provide partial salary support for the Agency's Loan Officer and/or Housing Director (who fulfills the duties of the Loan Officer position if vacant). LIFT CAA's Loan Program provides small business loans and technical assistance to potential and current borrowers.
3. PY 2022 Department of Energy Weatherization Assistance Program Grant Award from the Oklahoma Department of Commerce/Community Development in the amount of

\$234,499; these Round 2 funds will be used to support LIFT's Weatherization Program and provision of services within Bryan, Carter, Choctaw, Coal, Love, McCurtain, Pontotoc, and Pushmataha Counties. In total, \$274,882 has been awarded for the program year.

4. Rx for Oklahoma Award (Second Allocation) from KI BOIS Community Action Foundation, Inc. in the amount of \$744.58; these funds will be used to assist eligible individuals in accessing medication cost assistance programs provided by pharmaceutical companies. In total, \$11,262.34 has been awarded for the program year.
5. SFY 2023 CAA State Appropriated Head Start Funds Award from Oklahoma Department of Commerce/Community Development in the amount of \$84,396; these funds will be used to offset Head Start/Early Head Start Teacher salaries and fringe benefits, and support a portion of the salaries/fringe benefits for Family Advocates who work with the programs.
6. 2022 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from the Oklahoma District Attorneys Council in the amount of \$59,781; these funds will be used to provide salary and other operating support for CASA staff for a period of one year. Since the purpose of this grant is to provide direct services to victims of crime, this funding will allow the CASA Program to continue providing advocacy services for abused and neglected children within Choctaw, McCurtain, and Pushmataha Counties.
7. 2022 VOCA Grant Award (Victim Advocacy Services) from the Oklahoma District Attorneys Council in the amount of \$75,000; this funding will provide operational support for the Victim Advocacy Services Program for a one-year period. The program provides enhanced, needed direct services to victims and their families; a Victim Services Coordinator assists victims of crime in Choctaw, McCurtain and Pushmataha Counties through direct service provision and linking to resources that will serve the victim's physical, emotional and basic needs.

A motion was made by Andrea Henkel and seconded by William Smith to approve acceptance of grants, contracts, and awards in the amount of \$590,475.58 as presented and 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 J).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to enter into Executive Session to review and discuss the following items in accordance with Oklahoma Statute Title 25 § 307(B)(1): 1.) Executive and Personnel Committee's Performance Evaluation of Rebecca Reynolds, LIFT CAA Executive Director (Organizational Standard 7.4) and 2.) Employment Contract Renewal and Compensation of Rebecca Reynolds as Executive Director of LIFT CAA (Organizational Standard 7.5). A motion was made by Brad Burgett and seconded by Tina Foshee-Thomas to enter into Executive Session to review and discuss the Executive and Personnel Committee's Performance Evaluation, Employment Contract Renewal, and Compensation of Rebecca Reynolds as Executive Director of LIFT CAA. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item K). LIFT CAA staff/visitors then exited the room; the Board of Directors entered into Executive Session at 10:21 a.m.

After holding Executive Session, LIFT CAA staff/visitors were brought back into the meeting room. David Hawkins, Chairman, then requested the Board's consideration, discussion, and vote to adjourn out of Executive Session and the regular Board Meeting be reconvened. A

motion was made by William Smith and seconded by Craig Young to adjourn out of Executive Session and the regular Board Meeting be reconvened. The Roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L). The Board of Directors adjourned out of Executive Session at 10:36 a.m.

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the Performance Evaluation of Rebecca Reynolds, LIFT CAA Executive Director. In accordance with Organizational Standards – Category 7, Standard 7.4, the Governing Board conducts a performance appraisal of the Executive Director each calendar year. The Executive and Personnel Committee conduct the Performance Evaluation with the Executive Director present, then reports back to the Board on its findings. The Board reviews the Performance Evaluation, meets with the Executive Director if deemed necessary, and votes whether to approve the Evaluation. During Executive Session, the Board reviewed and discussed Executive Director Rebecca Reynolds' Performance Evaluation. A motion was made by Kevin Cory and seconded by Vicky Wade to approve the Performance Evaluation of Rebecca Reynolds, LIFT CAA Executive Director. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the Renewal of Contract, Employment, and Compensation of Rebecca Reynolds as LIFT CAA Executive Director. In accordance with Organizational Standards – Category 7, Standard 7.5, the Governing Board reviews and approves the Executive Director's compensation each calendar year. During Executive Session, the Board reviewed Reynolds' compensation, which is tied to the renewal of the contract and employment approval, and which was also discussed. A motion was made by Brent Franks and seconded by Brad Burgett to approve the Renewal of Contract and Employment of Rebecca Reynolds as LIFT CAA Executive Director, along with approval of her Compensation as discussed by the Board in Executive Session. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Sheree Ensley, Fiscal Officer, requested the Board's consideration, discussion, and vote to approve filing of LIFT CAA's 2021 Form 990 and Oklahoma Tax Return (Organizational Standard 8.6). As required by Community Services Block Grant Organizational Standard 8.6, the agency's Form 990 must be completed on an annual basis and made available to the Board of Directors for review. The drafts of the Federal and State Returns have been checked by agency staff, in addition to review by the Finance/Audit/Loan Committee. Copies of the draft returns were also sent out to individual Board Members (via email) for review prior to the meeting. Ensley noted that the agency's name is listed incorrectly in the draft Form 990 as "LIFT Dixie Community Action Agency Inc". Any incorrect spellings of the name will be changed to read "LIFT Community Action Agency Inc" or the abbreviated forms of "LIFT" or "LCAA" on all pages of the Form 990 before filing. A motion was made by Andrea Henkel and seconded by Patsy Guess to approve filing of LIFT CAA's 2021 Form 990 and Oklahoma Tax Return, with the agency's name and abbreviations to be corrected as described. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item O).

Kathy James, Senior Program Planner, requested the Board's consideration, discussion, and vote to approve submission of an FY 2022 Budget Revision Amendment – Non-Federal Share Waiver for the Head Start/Early Head Start Programs. In total, LIFT CAA is requesting a Waiver for \$393,866 in required Non-Federal Share associated with \$4,036,395 in Federal funding for Program Operations/Training and Technical Assistance provided by the Administration for Children and Families, Office of Head Start. Of the total Non-Federal Share required (\$1,009,099), LIFT CAA has so far been able to provide \$615,232.97 in funding. The timeframe for the Non-Federal Share Waiver would be the Year 4/FY 2022 Budget Period of 12/1/2021–11/30/2022. A motion was made by Patsy Guess and seconded by Brent Franks to approve submission of the FY 2022 Budget Revision Amendment – Non-Federal Share Waiver for the Head Start/Early Head Start Programs. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item P).

Rebecca Reynolds, Executive Director, requested the Board's consideration, discussion, and vote to approve the LIFT CAA Board of Directors Regular Meeting Dates for 2023 (Organizational Standard 5.5). All Regular Meetings of the Board of Directors will be held at 10:00 a.m. on the second Tuesday of each month at LIFT CAA's Head Start Administration Office, located at 1005 S. 5<sup>th</sup> Street in Hugo, Oklahoma. A motion was made by William Smith and seconded by Cindy Logan to approve the LIFT CAA Board of Directors Regular Meeting Dates for 2023. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item Q).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, provided a Board Training/Programmatic Report which included an update on the ROMA Process, 2022 Community Action Plan with Logic Models/Results, and 2020-2023 Strategic Plan: Agency Program and Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (Organizational Standards 4.2, 4.3, 4.4, 5.7, 5.9 and 6.5). As a CSBG-funded entity, LIFT CAA's primary goal is to provide services for individuals and families with low incomes in order to alleviate and eradicate the causes and conditions of poverty. The 2022 Community Action Plan and Logic Models provide the Oklahoma Department of Commerce with descriptions of what the agency is doing in order to address poverty. The Community Action Plan is a direct reflection of the Community Needs Assessment and Strategic Plan. It is a guide to use throughout 2022 to help the agency stay on track with addressing the prioritized needs. To that end, it also contains Logic Models which identify the top three prioritized community needs (Housing, Substance Abuse Services, and Economic Development) as well as an agency-level goal (rebranding) and COVID-19 related need (expanded emergency services). The Logic Models show specific activities and expected outcomes for each of these needs and agency-level goal. The Community Action Plan also includes a detailed breakdown of Performance Outcomes, which provides outcomes by program, contract amounts and outcome measures, as well as targets. Cox then provided the Board with Community Action Plan and Logic Model results (including the success of specific strategies outlined in the plan and progress made over the year); she also explained how data is tracked/analyzed consistently and continuously. She referenced factors that either potentially or actually contributed to either exceeding or not meeting stated performance targets. Cox also described the process of data collection, review and analysis utilizing CAPTAIN and other agency client/service tracking systems. Each of these documents demonstrates how LIFT CAA's activities are representative of the full ROMA (Results Oriented Management and Accountability) cycle,

with the 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. ROMA is a continuous process of assessing needs, using that data for planning to address the needs, providing services and implementing strategies, documenting and reporting progress, and continuously analyzing the results to determine if interventions or services are working. The Community Action Plan helps ensure fidelity to this process. Cox facilitated discussion with the Board to further their understanding of the process, the 2022 Community Action Plan, and Logic Models/Results, which were included in the Board Meeting packet. Next, Cox provided the Board with an update on the agency's 2020-2023 Strategic Plan, and detailed the success of specific strategies and progress in meeting Goals. Cox provided an overview of the Community Needs Assessment process and the 2020-2023 Strategic Plan, which was included in the Board Meeting packet. She explained how the Strategic Plan is representative of needs and strategies identified during the Community Needs Assessment, and serves as a roadmap for the accomplishment of short- and long-term goals. The Strategic Plan also demonstrates how LIFT CAA's activities are representative of the full ROMA cycle, with services that lead to long-term positive change, impacting poverty and promoting self-sufficiency. A Nationally-Certified ROMA Trainer (Julia Teska) assisted with the creation and implementation of the Strategic Plan to ensure it met with all the requirements of CSBG and the Oklahoma Department of Commerce. 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 Rebranding). Cox reviewed each goal's accompanying objectives, strategies, measures and benchmarks for achievement. She then provided the Board with an update on progress towards meeting the goals of the Strategic Plan during the last 12 months, and facilitated discussion with the Board regarding such progress.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, facilitated review and discussion of the Agency Mission Statement, Vision, and Values, which were included in the Board Meeting Packet. LIFT CAA's Mission Statement is "To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency." The agency's Vision is "To free generations of people from poverty", and its Core Values are Compassion, Honesty, Optimism, Integrity, Community, Empowerment, and Stewardship. In accordance with Organizational Standard 4.1, the Board reviewed LIFT's Mission Statement, agreed that the mission addresses poverty, and determined that the agency's programs and services are in alignment with the mission.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, requested the Board's consideration, discussion, and vote to accept the Agency Mission Statement (Organizational Standard 4.1). During Item S, the Board reviewed LIFT CAA's Mission Statement, "To improve the lives of low-income individuals and families through service and collaboration leading to self-sufficiency." After this review, there were no recommendations for changes to be made to the current Mission Statement, as it addresses poverty and the agency's programs and services are in alignment with the mission. A motion was made by Brad Burgett and seconded by Andrea Henkel to approve the LIFT CAA Mission Statement. The roll call vote was: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item T).

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, requested the Board's consideration, discussion, and vote to approve the Head Start/Early Head Start/Early

Head Start-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy. The Policy Council Operating Procedures and Conflict Resolution/Impasse Policy reflect Federal requirements contained in the Head Start Program Performance Standards. These documents are reviewed (with changes made as needed) and approved by the Board of Directors and Policy Council annually. These documents were updated last year to reflect the agency's change in name to LIFT CAA; no changes are being proposed. A motion was made by Brent Franks and seconded by Craig Young to approve the Head Start/Early Head Start/Early Head Start-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy. The roll call vote was: Yes 19; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item U).

David Hawkins, Chairman, appointed Board Member Patsy Guess to the Transportation Advisory Council. There was a vacancy on the Council stemming from the resignation of Clinton Crawley from the Board of Directors. Therefore, it was necessary to appoint a new member to the Council to fill the open seat. 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 serves an essential function in helping to identify and address transportation barriers, challenges, and resources.

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented the 2022 Customer Satisfaction Report for the 3<sup>rd</sup> Quarter (July – September) in accordance with CSBG Organizational Standards 1.3 and 6.4. The Customer Satisfaction Surveys are designed to allow customers an outlet for providing feedback. The Customer Satisfaction Surveys are completed by clients either online or in paper format after having inquired about or received a service through an agency-operated program. LIFT CAA analyzes these survey responses as an additional tool to determine overall effectiveness of programs. During the 3<sup>rd</sup> Quarter, a total of 76 surveys were collected. Of those, 62% were from Choctaw County, 24% from McCurtain County, and 8% from Pushmataha County, with the remaining 6% from all other service counties. The programs represented during the 3<sup>rd</sup> Quarter included Head Start, Apartments, Emergency Assistance, CACFP, and Weatherization. Of those responding, 100% selected 'Satisfied' with regards to satisfaction level for agency services received.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the September 20, 2022 meeting (Organizational Standards 2.1, 5.7 and 5.9).

Rebecca Reynolds, Executive Director, recognized Kelly Thomas (Program Director, Early Learning Centers) as the October 2022 Employee of the Month.

Rebecca Reynolds, Executive Director, recognized the following Service Award recipient: Five Years – Macy Self (Associate Director, Administration).

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; and Domestic Violence Awareness Month information (Organizational Standards 5.7 and 5.9).

There being no other business to come before the Board, a motion was made by Brad Burgett and seconded by Craig Young to adjourn the regular meeting. The roll call vote was as follows: Yes 19; No 0; Abstain 0. The motion carried. Voting record is attached (Item CC).

The Regular Meeting adjourned at 11:23 a.m.

  
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Brad Burgett, Secretary/Treasurer

CALL  
TO  
ORDER:  
10:01  
AM

|    | October 11, 2022   | Present | Absent | B. BURGETT<br>K. CORY |   |   | B. FRANKS<br>W. SMITH |   |   | A. HENKEL<br>T. FOSHEE-THOMAS |   |   | B. FRANKS<br>B. BURGETT |   |   | A. HENKEL<br>W. SMITH |   |   |
|----|--------------------|---------|--------|-----------------------|---|---|-----------------------|---|---|-------------------------------|---|---|-------------------------|---|---|-----------------------|---|---|
|    |                    |         |        | C                     |   |   | D                     |   |   | G/H                           |   |   | I                       |   |   | J                     |   |   |
|    |                    |         |        | Y                     | N | A | Y                     | N | A | Y                             | N | A | Y                       | N | A | Y                     | N | A |
| 1  | Brad Burgett       | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   | ✓ | ✓                       |   |   | ✓                     |   |   |
| 2  | Cathie Carothers   | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 3  | Danny Cornish      | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 4  | Kevin Cory         | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 5  | Tina Foshee-Thomas | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 6  | Brent Franks       | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 7  | Patsy Guess        | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 8  | Andrea Henkel      | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 9  | Jordan Hill        |         | ✓      |                       |   |   |                       |   |   |                               |   |   |                         |   |   |                       |   |   |
| 10 | Jia Johnson        | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 11 | Sharon Johnson     | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 12 | Vickie Leathers    | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 13 | Cindy Logan        | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 14 | Kara Maness        |         | ✓      |                       |   |   |                       |   |   |                               |   |   |                         |   |   |                       |   |   |
| 15 | Sandra Meeks       |         | ✓      |                       |   |   |                       |   |   |                               |   |   |                         |   |   |                       |   |   |
| 16 | Dwight Satterfield | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 17 | Leah Savage        | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 18 | Wade Scott         |         | ✓      |                       |   |   |                       |   |   |                               |   |   |                         |   |   |                       |   |   |
| 19 | David Smith        |         | ✓      |                       |   |   |                       |   |   |                               |   |   |                         |   |   |                       |   |   |
| 20 | William Smith      | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 21 | Consuelo Splawn    | ✓       |        |                       |   |   |                       |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 22 | Kelli Stacy        | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 23 | Vicky Wade         | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 24 | Debbie Williams    |         | ✓      |                       |   |   |                       |   |   |                               |   |   |                         |   |   |                       |   |   |
| 25 | Craig Young        | ✓       |        | ✓                     |   |   | ✓                     |   |   | ✓                             |   |   | ✓                       |   |   | ✓                     |   |   |
| 26 | David Hawkins      | ✓       |        |                       |   |   |                       |   |   |                               |   |   |                         |   |   |                       |   |   |
| 27 |                    |         |        |                       |   |   |                       |   |   |                               |   |   |                         |   |   |                       |   |   |

| October 11, 2022 |                    | Present | Absent | K |   |   | L |   |   | M |   |   | N |   |   | O |   |   |
|------------------|--------------------|---------|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|                  |                    |         |        | 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               | Debbie Williams    |         | ✓      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 25               | Craig Young        | ✓       |        | ✓ |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   | ✓ |   |   |
| 26               | David Hawkins      | ✓       |        |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 27               |                    |         |        |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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|    | October 11, 2022   | Present | Absent | <i>P. GUESS</i><br>D |   |   | <i>B. FRANKS</i><br>Q |   |   | <i>W. SMITH</i><br>T |   |   | <i>C. LOGAN</i><br>U |   |   | <i>B. BURGETT</i><br>CC |   |   |
|----|--------------------|---------|--------|----------------------|---|---|-----------------------|---|---|----------------------|---|---|----------------------|---|---|-------------------------|---|---|
|    |                    |         |        | 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 | Debbie Williams    |         | ✓      |                      |   |   |                       |   |   |                      |   |   |                      |   |   |                         |   |   |
| 25 | Craig Young        | ✓       |        | ✓                    |   |   | ✓                     |   |   | ✓                    |   |   | ✓                    |   |   | ✓                       |   |   |
| 26 | David Hawkins      | ✓       |        |                      |   |   |                       |   |   |                      |   |   |                      |   |   |                         |   |   |
| 27 |                    |         |        |                      |   |   |                       |   |   |                      |   |   |                      |   |   |                         |   |   |

ADJOURN:  
11:23 am