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

MINUTES
BOARD OF DIRECTORS MEETING
May 9, 2023
Head Start Administration Office - Hugo, Oklahoma

The Board of Directors of LIFT Community Action Agency, Inc. met in a regular meeting session on Tuesday, May 9, 2023 at 10:04 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 Andrea Henkel.

Roll Call was taken and a quorum was established (17 Board Members present, 10 absent). The following Board Members were present at the meeting site: Tami Barnes, Brad Burgett, Danny Cornish, Brent Franks, David Hawkins, Andrea Henkel, Jia Johnson, Sharon Johnson, Cindy Logan, Kara Maness, Dwight Satterfield, Wade Scott, David Smith, William Smith, Kelli Stacy, Jim Bob Sullivan, and Debra Williams. The following members were absent: Kevin Cory, Tina Foshee-Thomas, Patsy Guess, Jordan Hill, Vickie Leathers, Sandra Meeks, Leah Savage, Consuelo Splawn, Vicky Wade, and Craig Young. LIFT CAA employees and visitors present at the meeting site were: Kinsey Cox, Rhonda Teague, Sheree Ensley, Macy Self, Ernest McCarty, Johnny Moffitt, Stella Dennis, Jordan Mack, Susie Mashburn, Mattie McKee, Amber Duncan, Shiena Austin, and Rebecca (Reynolds) Porter.

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 Tami Barnes as appointed representative for the City of Fort Towson, a Public Entity on LIFT CAA Board of Directors (entity to expire 12/31/2023). A motion was made by Brad Burgett and seconded by David Smith to accept Tami Barnes as the appointed representative for the City of Fort Towson, a Public Entity on the LIFT CAA Board of Directors. The roll call vote was as follows: Yes 15; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item C).

Board Member William Smith was appointed to serve as Board Mentor for new Board Member Tami Barnes (Organizational Standard 5.7)

Sheree Ensley, Fiscal Officer, provided the Board with the Finance/Audit/Loan Committee Report. The Committee met on May 9, 2023 at 9:05 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 March 2023. The Committee was also presented with the April 2023 Financial Reports, meeting minutes and other financial information. Ensley provided an Audit update stating that auditors had completed their fieldwork with no findings or discussion points.

CONSENT DOCKET ITEMS

CONSIDER APPROVAL OF MEETING MINUTES/FINANCIAL REPORTS

David Hawkins, Chairman, requested the Board's consideration, discussion, and vote to approve the April 2023 Regular Meeting Minutes and the March 2023 Financial Reports; the April 2023 Financials were distributed for consideration and vote at the June 2023 Board Meeting (Organizational Standards 5.5 and 8.7). A motion was made by Kara Maness and seconded by Jia Johnson to approve the April 2023 Regular Meeting Minutes and the March 2023 Financial Reports. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Items F & G).

CONSIDER SUBMISSION OF RESOLUTIONS/GRANT APPLICATIONS

1. WorkReady Oklahoma Employment Center Bid to the Oklahoma Department of Human Services in the amount of $7,102,664; if awarded, these funds will be used to create a WRO (WorkReady Oklahoma) Employment Training Center in Idabel, Oklahoma. The program would create five new positions and would serve more than 700 individuals over the course of five years. Services would involve training, coaching, and supportive services aimed at preparing individuals for employment.
2. American Rescue Plan Act Child Care Stabilization Grant Applications (Cycle 9, Head Start/Early Head Start) to the Oklahoma Department of Human Services in the amount of $681,000; if awarded, these funds for Cycle 9 will provide key operating support to maintain child care services within the agency's Head Start and Early Head Start Programs.

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 $7,783,664 presented as listed on the Consent Docket. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item H).

CONSIDER ACCEPTANCE OF GRANTS/CONTRACTS/AWARDS

1. FY 2023 Network NTI Training Grant and Lodging Benefit Award from NeighborWorks® America in the amount of $5,750; these funds will be used for agency staff and Board Members to participate in NeighborWorks-provided training (i.e. NeighborWorks Training Institutes and others) to increase staff and Board Member capacity. Funds can be used to support expenses associated with travel, tuition, lodging, and other training costs.
2. FY 2023 NeighborWorks Week Grant Award from NeighborWorks® America in the

amount of $1,000; these funds will be used for marketing, supplies, or other costs related to National NeighborWorks Week activities. LIFT CAA will conduct three activities: a Social Media Campaign, an Email Campaign, and a Board Presentation highlighting the benefits for the agency and the community from the partnership with NeighborWorks® America.

A motion was made by Andrea Henkel and seconded by Cindy Logan to approve acceptance of grants, contracts, and awards in the amount of $6,750 as presented and listed on the Consent Docket. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item I).

Rebecca (Reynolds) Porter, Executive Director, requested the Board's consideration, discussion, and vote to approve submission of the Technical and Management Assistance Services Contract Bid for Region 2 to the U.S. Department of Agriculture, Rural Development. If awarded, these funds will be used to provide technical and management assistance services to Self-Help Housing Grantees within Region 2 (South Central), comprised of the following 11 states: Arkansas, Kansas, Louisiana, Missouri, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming. LIFT CAA has provided services for USDA Rural Development under a Technical and Management Assistance Contract since 1980. If awarded, the period of performance under the contract would include a seven-month Base Year with up to four 12-month Option Years. A motion was made by Brent Franks and seconded by Brad Burgett to approve submission of the Technical and Management Assistance Services Contract Bid for Region 2. The roll call vote was as follows: Yes 16; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item J).

Jordan Mack, 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 Programs Cost Allocation Plan. Mack explained the purpose of the plan is to ensure program funding is allocated appropriately across the various grants that support the programs. The Cost Allocation Plan represents only those expenses that require cost allocation and are distributed between the Head Start/EHS/EHS-Child Care Programs. The Cost Allocation Plan was reviewed and revised in preparation for submission of the FY 2023 EHS-CC Program Continuation Grant application. Mack stated the plan included changes to reflect Turner Learning Center's exit from the program, and Cabbage Patch Daycare's resulting service increase from 1.5 classrooms and 12 children to 6 classrooms and 24 children. The only other changes were regarding the Management Team allocation section of the plan, which reflects changes in personnel for some of the staffing positions (Nutrition Specialist, Assistant Nutrition Specialist, Program Clerk, Procurement Clerk) and the removal of Data Entry Clerk as a position. Additionally, the Outreach Specialist position time allocation methodology changed to be based on number of teaching staff to increase percent of time spent on EHS-Child Care. A motion was made by Brad Burgett and seconded by Jim Bob Sullivan to approve the Head Start/Early Head Start/EHS-Child Care Programs Cost Allocation Plan. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The voting record is attached (Item K).

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

Program Training and Technical Assistance Plan. The provision of technical assistance and training serves to improve program quality. Program staff receive a combination of Pre-service and In-service training as well as various other training opportunities. Trainings provided are based on staff needs, self-assessment, new best practices, training needs assessment, individual professional development plans, and Head Start Performance Standards. In addition to program staff, the Training and Technical Assistance Plan also includes development opportunities for the Policy Council and Board of Directors. The proposed plan covers the period of August 1, 2023 through July 31, 2024 and outlines how the $42,863 allocated for training and technical assistance will be expended during the program year. The plan is flexible and can be changed if or when needed. A motion was made by David Smith and seconded by Debra Williams to approve the EHS-Child Care Program Training and Technical Assistance Plan. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item L).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, requested the Board's consideration, discussion, and vote to approve signing of a Proclamation recognizing May as National Community Action Month. National Community Action Month was created by the Community Action Partnership to reinforce Community Action Agencies' role in helping low-income families achieve economic stability. Cox explained that each year during the month of May, Community Action Agencies across the Nation engage in events, marketing, and other activities to raise awareness about the services and impact of community action. The proclamation signing by the Board Chairman is one such event. A motion was made by Andrea Henkel and seconded by Cindy Logan to approve signing of a Proclamation recognizing May as National Community Action Month. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item M).

Macy Self, Associate Director, requested the Board's consideration, discussion, and vote to re-adopt a Resolution to establish a formal process for low-income beneficiaries to advise LIFT CAA as a Community Housing Development Organization (CHDO) in all decisions regarding the design, siting, development, and management of HOME-assisted affordable housing projects. Since 1992, LIFT CAA has been certified as a CHDO. As a CHDO, the agency is required to seek advisory input from low-income beneficiaries prior to any housing activity supported by HOME funds. This Resolution is reviewed and re-adopted annually by the Board to ensure policies and the Resolution align with the U.S. Department of Housing and Urban Development's guidelines. As described in Attachment A of the Resolution, public input sessions will be held in-person and/or virtually. The meeting dates have not yet been scheduled, but the Board will be updated on activities once the dates are set. A motion was made by David Smith and seconded by Brent Franks to re-adopt a Resolution to establish a formal process for low-income beneficiaries to advise LIFT CAA as a Community Housing Development Organization in all decisions regarding the design, siting, development, and management of HOME-assisted affordable housing projects. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. The Voting Record is attached (Item N).

Kinsey Cox, CSBG Administrator/Public Relations Specialist, presented a Board Training/Programmatic Report over Performance Management Outcomes – Projected to Actual for Calendar Year 2022 (Organizational Standards 5.7 & 5.9). Cox explained that programs across the agency report their projected program-specific goals and outcomes to the Planning Department each year as part of the Community Services Block Grant requirements. This data is included with the CSBG Application submitted to the Oklahoma Department of Commerce. Programs provide actual counts/percentages achieved at the beginning of the next program year and this data serves as a tool for measuring program success, program analysis and future planning. Cox stated that the Performance Management Outcomes spreadsheet within the Board Packet included a list of all programs with both projected and actual outcomes. She provided the following examples: HS/EHS/EHS-CC listed one outcome indicator as 85 families with children enrolled will achieve goals aimed at improving self-sufficiency; actual results were that 92 families met that goal (achievement of 108%). A separate program, Healthy Start, projected to provide 500 women with pre- and perinatal education to improve birth outcomes; actual results were 537 women served for a goal attainment of 107%. The Intermediary Program, which helps other housing organizations increase their capacity to assist families with low incomes attain homeownership, projected providing assistance to 15 organizations; actual counts were 18 for a 120% achievement of that projected outcome. The Child and Adult Care Food Program projected serving 125 daycare homes; the actual result was 112 daycare homes served, for a goal achievement of 90%. Another program, VITA (Volunteer Income Tax Assistance), projected serving 125 individuals; actual counts were 136 individuals/families served for a goal achievement of 108%. The expectation of the Oklahoma Department of Commerce is for agencies to have Projected to Actual measures between 80% to 120% when compared. The data reported shows that most agency programs fall within the expected range.

Rebecca (Reynolds) Porter, Executive Director, provided a Board Training over the following: LIFT CAA History, Mission, Vision, and Values; History and Future of Community Action/Anti-Poverty Work; Statutory and Regulatory Requirements; and CAA Contractor Implementation Manual – Requirement 113 and Updates (Organizational Standard 5.7)

Susie Mashburn, Early Childhood Development and Curriculum Coach, provided a Board Training/Programmatic Report over the Fall/Winter 2022-2023 Child Outcomes/ Assessment results for the Head Start, Early Head Start, and EHS-Child Care Programs (Organizational Standards 5.7 and 5.9). Mashburn reported that growth was shown across all domains for the 3- and 4-year old children served. EHS and EHS-Child Care Program children are divided into three age groups which represent 2-3 years of age, 1-2 years of age, and birth to 1 year of age. No comparison data is collected on these children due to their age. The Board was provided a copy of the outcomes report in the meeting packet.

Macy Self, Associate Director, provided a Board Training/Programmatic Report over Quarterly (January–March 2023) Housing Production, as reported to NeighborWorks® America (Organizational Standards 5.7 and 5.9). Self provided a review of the submitted report and facilitated discussion regarding Housing production and activities over the last quarter.

Jordan Mack, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with an overview of the 2022-2023 Self-Assessment Process for the Head Start, Early Head Start, and EHS-Child Care Programs.

Mattie McKee, Head Start/Early Head Start/EHS-Child Care Assistant Director, provided the Board with the Policy Council Report for the April 18, 2023 meeting (Organizational Standards 2.1 and 5.9).

Rebecca (Reynolds) Porter, Executive Director, recognized Lacie Weathers (Cook, Head Start Program) as the May 2023 Employee of the Month.

Rebecca (Reynolds) Porter, Executive Director, recognized the following Service Award recipients: Five Years – Cathy Pinckard (Transit Clerk, Transit Program) and Fifteen Years – Randall Pruitt (Park Assistant, Hugo Lake Park).

Other Reports/Announcements/Correspondence were presented as follows: HS/EHS/ EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis) and CAPTAIN Quarterly Report (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 Brent Franks to adjourn the regular meeting. The roll call vote was as follows: Yes 17; No 0; Abstain 0. The motion carried. Voting record is attached (Item Y).

The Regular Meeting adjourned at 11:01 a.m.

Brad Burgett

Brad Burgett, Secretary/Treasurer

10:04
Start Time

	May 9, 2023	Present	Absent	C (Burgett / Smith)			FIG (Maness / Johnson)			H (Franks / Burgett)			I (Henkel / Logan)			J (Franks / Burgett)		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓					✓			✓			✓			✓		
2	Brad Burgett	✓		✓			✓			✓			✓			✓		
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	✓																

11:01
End Time

	May 9, 2023	Present	Absent	K (Burgett / Sullivan)			L (Smith / Williams)			M (Henkel / Logan)			N (Smith / Franks)			Y (Burgett / Franks)		
				Y	N	A	Y	N	A	Y	N	A	Y	N	A	Y	N	A
1	Tami Barnes	✓		✓			✓			✓			✓			✓		
2	Brad Burgett	✓		✓			✓			✓			✓			✓		
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	✓		✓			✓			✓			✓			✓		