

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, August 8, 2023 · 10:00 a.m.
Head Start Administration Office · 1005 S. 5th Street · Hugo, Oklahoma · 74743

AGENDA

- A.** Call to Order and Invocation
- B.** Opening of Board Meeting – Roll Call, Declaration of Quorum, and Introduction of Guests
- C.** Report from the Committee for Nominations
- D.** Consideration, Discussion, and Vote to Elect LIFT CAA Board of Directors Officers for 2023-2024 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2*)
- E.** Consideration, Discussion, and Vote to Elect LIFT CAA Executive and Personnel Committee Members for 2023-2024 (*Pursuant to LIFT CAA Amended and Restated By-Laws, Article VI, Section 2 and Article X, Section 1*)
- F.** Finance/Audit/Loan Committee Report

Consent Docket - *The following items of business indicated by brackets (G and H, I, J) may be voted upon by a single vote of the Board without discussion, unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- G.** Consideration, Discussion, and Vote to Approve July 2023 Regular Meeting Minutes (*Organizational Standard 5.5*)
- H.** Consideration, Discussion, and Vote to Approve June 2023 Financial Reports; Distribution of July 2023 Financials for September 2023 Consideration and Vote (*O.S. 8.7*)
- I.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$140,352**
 - 1. Food and Nutrition for Better Health Leadership Training Institute Request to National Healthy Start Association - **\$10,000**
 - 2. Public Transit Revolving Fund Application to Oklahoma Dept. of Transportation - **\$130,352**
- J.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$2,720,100**
 - 1. FY 2023 Healthy Start Initiative Supplemental Grant Award (Mother and Infant Supply Kits) from Health Resources and Services Administration - **\$15,000** (*Total Awarded: \$1,159,121*)
 - 2. SFY 2023 Older Americans Act Title III & American Rescue Plan KEDDO Area Agency on Aging Grant Award from Kiamichi Economic Development District of Oklahoma - **\$82,447**
 - 3. Child Care Stabilization Grant Program Awards (Year 2/Quarter 3, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$20,000**
 - 4. Child Care Stabilization Grant Program Awards (Year 2/Quarter 4, ELC) from Choctaw Nation of Oklahoma - **\$27,000**
 - 5. FY 2023 Head Start/Early Head Start Supplement Grant Award (Cost-of-Living Adjustment/Quality Improvement) from Office of Head Start - **\$358,908** (*Non-Federal Share Waiver Total: \$89,727*)

6. FY 2023 Early Head Start-Child Care Partnership Grant Award (Continuation, Year 5) from OHS - **\$2,053,548** (*Non-Federal Share Waiver Total: \$513,387*)
 7. FY 2023 EHS-Child Care Partnership Supplement Grant Award (COLA/Quality Improvement) from OHS - **\$163,197** (*Non-Federal Share Waiver Total: \$40,799.25*)
- K. Consideration, Discussion, and Vote to Approve Submission of FY 2024 Head Start/EHS Program Grant Application to Administration for Children and Families, Office of Head Start
 - L. Consideration, Discussion, and Vote to Approve LIFT CAA Personnel Policy Manual (*O.S. 7.1*)
 - M. Consideration, Discussion, and Vote to Approve LIFT CAA Policy and Procedures for Communication with Persons with Limited English Proficiency
 - N. Consideration, Discussion, and Vote to Approve Updated HS/EHS/EHS-CC Pay Scale
 - O. Consideration, Discussion, and Vote to Approve Head Start and Early Head Start/EHS-Child Care Program Menus for the 2023-2024 School Year
 - P. Consideration, Discussion, and Vote to Approve 2023-2024 Mental Health Contract with Zen Gee Counseling and Psychological Services, LLC
 - Q. Consideration, Discussion, and Vote to Approve Updates to HS/EHS/EHS-CC Community Assessment
 - R. Board Training/Programmatic Report: Update on Full Enrollment Initiative (*O.S. 5.7 & 5.9*)
 - S. Board Training/Programmatic Report: Quarterly Housing Production as Reported to NeighborWorks® America (*O.S. 5.7 & 5.9*)
 - T. Board Training/Programmatic Report: HS/EHS/EHS-CC Child Outcomes/Assessment Results for Spring 2022-2023 (*O.S. 5.7 & 5.9*)
 - U. Policy Council Report (*O.S. 2.1 & 5.9*)
 - V. Recognition of August 2023 Employee of the Month:
Ashley Gaddy, Outreach Specialist – Head Start/Early Head Start/EHS-Child Care Programs
 - W. Recognition of Service Awards
Five Years: William Bates, Crew Leader/Rehab Carpenter – Weatherization Program
Misty Burleson, Care Coordinator – Healthy Start Program
Ten Years: Monique Knight, Teacher – Head Start Program
Fifteen Years: Tonya Finley, Victim Advocate/Program Coordinator – Safe Place Healing Hearts Program
Teresa Phelps, Teacher – Head Start Program
Thirty Years: Radonda Moffatt, Teacher – Head Start Program
 - X. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Tri-County Opioid Response Program No-Cost Extension Approval; TikTok Prohibition Notice;

Transportation Waiver Approval Notice for 2023-2024 Head Start Program Year; Monitoring Closeout Letter from Oklahoma Department of Commerce (O.S. 5.7 & 5.9)

- Y.** Consideration, Discussion, and Vote on New Business (*Not known about or which could not have been reasonably foreseen prior to time of posting the Agenda, Oklahoma Statute Title 25 § 311*)
- Z.** Consideration, Discussion, and Vote to Adjourn

Posted: _____ *Date:* _____ *Time:* _____