

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, September 12, 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.** Consideration, Discussion, and Vote to Accept Tiffany Brockway as Appointed Representative for the Hugo Area Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2025*)
- D.** Consideration, Discussion, and Vote to Accept Trina Low as Appointed Representative for the Pushmataha County Chamber of Commerce, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2023*)
- E.** Appointment of Mentors for New Board Members (*Organizational Standard 5.7*)
- 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*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 August 2023 Regular Meeting Minutes (O.S. 5.5)
- H.** Consideration, Discussion, and Vote to Approve July 2023 Financial Reports; Distribution of August 2023 Financials for October 2023 Consideration and Vote (O.S. 8.7)
- I.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$2,231,489.81**
 - 1. Outdoor Learning Environments Application to Oklahoma Partnership for School Readiness
 - 2. SFY 2024 Community Action Agencies State Appropriated Funds Application to Oklahoma Department of Commerce - **\$11,055**
 - 3. SFY 2024 CAA State Appropriated Funds for Head Start Application to ODOC - **\$83,602**
 - 4. Rx for Oklahoma Application to KI BOIS Community Action Foundation, Inc. - **\$11,262.34**
 - 5. 2023 Hometown Grant Application to T-Mobile - **\$50,000**
 - 6. Child and Adult Care Food Program Application (Head Start/Early Head Start) to Oklahoma Department of Education - **\$626,691.33**
 - 7. CACFP Application (Early Learning Centers) to Oklahoma Dept. of Education - **\$198,588.40**
 - 8. CACFP Application to Oklahoma Dept. of Education - **\$1,248,004.74** (*Program Operations – \$168,004.74; Daycare Home Meal Reimbursement – Up to \$1,080,000*)
 - 9. FY 2023 Community Services Block Grant Application (3rd Allocation) to ODOC - **\$2,286**
- J.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$3,918,784.06**
 - 1. Drug-Free Communities Support Program Grant Award (Continuation, Year 10) from Centers for Disease Control and Prevention - **\$125,000**

2. Oklahoma Early Childhood Program Grant Award (Year 18) from Community Action Project of Tulsa County - **\$181,239.68** (Match: \$90,812.94)
3. Technical and Management Assistance Contract Award – Region 2 (Base Year) from U.S. Department of Agriculture, Rural Development - **\$863,888.04**
4. SFY 2024 CAA State Appropriated Funds Award from ODOC - **\$11,055**
5. Mentoring+ Project Subgrant Award (2019 Extension Increase) from Youth Collaboratory - **\$7,000** (Total Awarded: \$49,000)
6. Rural Communities Opioid Response Program – Overdose Response Grant Award from Health Resources and Services Administration - **\$300,000**
7. Rx for Oklahoma Award from KI BOIS Community Action Foundation, Inc. - **\$11,262.34**
8. FY 2024 Enhancing Victim Services Contract Award from Oklahoma Office of Attorney General - **\$93,750**
9. FY 2023 Network Supplemental Grant Award from NeighborWorks® America - **\$10,000**
10. WorkReady Oklahoma Employment Center Contract Award from Oklahoma Department of Human Services - **\$1,494,089** (Total Five-Year Contract Award: \$7,102,664)
11. American Rescue Plan Act Child Care Stabilization Grant Awards (Cycle 9, Head Start/Early Head Start) from OKDHS - **\$681,000**
12. ARPA Child Care Stabilization Grant Awards (Cycle 9, ELC) from OKDHS - **\$140,500**

- K. Consideration, Discussion, and Vote to Approve Changes to Personnel Policy No. 900: Travel
- L. Consideration, Discussion, and Vote to Approve Submission of Employee Benefit Plan Form 5500 (Plan Year 2022, Period: 4/1/2022–3/31/2023)
- M. Consideration, Discussion, and Vote to Approve Updates to the 2018–2023 HS/EHS/EHS-Child Care Strategic Plan
- N. Consideration, Discussion, and Vote to Approve 2023-2024 Head Start/Early Head Start Training and Technical Assistance Plan
- O. Consideration, Discussion, and Vote to Approve Darla Galyon (Head Start/EHS/EHS-Child Care Director) and Mattie Ferguson (Head Start/EHS/EHS-Child Care Assistant Director) as the E-Rate Purchasing Agents for the 2023-2024 School Year
- P. Board Training/Programmatic Report: Compliance with Children’s Internet Protection Act (CIPA) Cyberbullying Awareness (O.S. 5.7 & 5.9)
- Q. Update on Board Self-Assessment (O.S. 5.7)
- R. Board Training: LIFT CAA Finances (O.S. 5.7)
 - CSBG Organizational Standards – Fiscal Management
 - Financial Oversight – Overall Agency Fiscal Status, Procedures, Practices, Transactions
 - Interpreting Financial Statements
- S. Board Training/Programmatic Report: Self-Help Housing Program Evaluation (O.S. 5.7 & 5.9)
- T. Board Giving Report (O.S. 5.7)
- U. Transportation Advisory Council Report (O.S. 5.9)

V. Policy Council Report (O.S. 2.1 & 5.9)

W. Recognition of September 2023 Employees of the Month:

Ken McDaniel, Maintenance Technician – Head Start/EHS/EHS-Child Care Programs

Gary Teague Jr., Maintenance Technician – Head Start/EHS/EHS-Child Care Programs

X. Recognition of Service Awards

Five Years: Krislisa Priddy, Caregiver – Early Learning Centers

Darlene Wood, Human Resources Specialist – Administration

Fifteen Years: Ashley Read, Center Director – Early Learning Centers

Twenty-Five Years: Karla Luginbill, Director – Retired and Senior Volunteer Program

Y. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Weatherization Program Thank You Card; AmeriCorps Seniors RSVP Recognition Events (O.S. 5.9)

Z. 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*)

AA. Consideration, Discussion, and Vote to Adjourn

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