

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, October 10, 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.** Recognition of Carolyn Pool as the Elected Representative for the Antlers Community Food Bank, a Low-Income Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024*)
- D.** Appointment of Mentor for New Board Member (*Organizational Standard 5.7*)
- E.** Finance/Audit/Loan Committee Report

Consent Docket - *The following items of business indicated by brackets (F and G, H, I) 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.*

- F.** Consideration, Discussion, and Vote to Approve September 2023 Regular Meeting Minutes (O.S. 5.5)
- G.** Consideration, Discussion, and Vote to Approve August 2023 Financial Reports; Distribution of September 2023 Financials for November 2023 Consideration and Vote (O.S. 8.7)
- H.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$204,299**
 - 1. Child Care Stabilization Grant Program Applications (Year 3, Early Learning Centers) to Choctaw Nation of Oklahoma, Child Care Assistance Program - **\$128,000**
 - 2. 2023 Grant Application to Potts Family Foundation, Inc. - **\$10,000**
 - 3. FY 2024 Retired and Senior Volunteer Program Grant Application (Continuation, Year 3) to AmeriCorps - **\$64,299**
 - 4. National Initiatives Travel Application (Rural Advisory Council Convening) to NeighborWorks® America - **\$2,000**
- I.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$1,004,601**
 - 1. 2023 Victims of Crime Act Grant Award (Court Appointed Special Advocates) from Oklahoma District Attorneys Council - **\$44,383**
 - 2. 2023 VOCA Grant Award (Victim Advocacy Services) from Oklahoma DAC - **\$75,000**
 - 3. FY 2023 Opioid Affected Youth Initiative Grant Award from U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention - **\$750,000**
 - 4. FY 2024 Base Grant Award from Oklahoma CASA Association - **\$23,830**
 - 5. SFY 2024 Community Action Agencies State Appropriated Funds for Head Start Award from Oklahoma Department of Commerce - **\$83,602**
 - 6. FY 2023 Community Services Block Grant Award (3rd Allocation) from ODOC - **\$2,286**
(Total Awarded: \$ 236,730)

7. National Initiatives Travel Award from NeighborWorks® America - **\$2,000**
 8. Child Care Stabilization Grant Program Awards (Year 3/Quarter 1, ELC) from Choctaw Nation of Oklahoma - **\$21,000**
 9. Food and Nutrition for Better Health Leadership Training Institute Award (Quarter 1) from National Healthy Start Association - **\$2,500**
- J.** Consideration, Discussion, and Vote to Enter into Executive Session to Review/Discuss the Following Items (*Oklahoma Statute Title 25 § 307(B)(1)*):
1. Executive and Personnel Committee's Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (*O.S. 7.4*)
 2. Employment Contract Renewal and Compensation of Rebecca (Reynolds) Porter as Executive Director of LIFT CAA (*O.S. 7.5*)
- K.** Consideration, Discussion, and Vote to Adjourn Out of Executive Session and the Regular Board Meeting Be Reconvened
- L.** Consideration, Discussion, and Vote to Approve the Performance Evaluation of Rebecca (Reynolds) Porter, LIFT CAA Executive Director (*O.S. 7.4*)
- M.** Consideration, Discussion, and Vote to Approve the Renewal of Contract, Employment, and Compensation of Rebecca (Reynolds) Porter as LIFT CAA Executive Director (*O.S. 7.5*)
- N.** Consideration, Discussion, and Vote to Approve LIFT Transit Title VI Program Plan (*O.S. 5.9*)
- O.** Consideration, Discussion, and Vote to Approve LIFT CAA Board of Directors Regular Meeting Dates for 2024 (*O.S. 5.5*)
- P.** Consideration, Discussion, and Vote to Approve Hiring of Kellogg & Sovereign® Consulting, LLC as the E-Rate Consultants for the 2024-2025 E-Rate Funding Year
- Q.** Consideration, Discussion, and Vote to Approve Head Start/Early Head Start/EHS-Child Care Policy Council Operating Procedures and Conflict Resolution/Impasse Policy
- R.** Update on Board Self-Assessment (*O.S. 5.7*)
- S.** Board Training (*O.S. 5.7*):
- Board Recruitment and Retention
 - Low-Income Participation – Board Activities and Members
- T.** Appoint Transportation Advisory Council Member
- U.** 2023 Customer Satisfaction Report: 3rd Quarter (July – September) Results (*O.S. 1.3*)
- V.** Risk Assessment/Management Report (*O.S. 5.9*)
- W.** Policy Council Report (*O.S. 2.1 & 5.9*)
- X.** Recognition of October 2023 Employee of the Month:
Kayla Lemons, Cook – Head Start Program

Y. Recognition of Service Awards

Five Years: Allen Carroll, Construction Superintendent – Administration

Jonie Smith, Center Director – Early Head Start Program

Ten Years: Amy Craven, Assistant Director/Center Director/Lead Teacher – Early Learning Centers

Z. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); Safe Place Healing Hearts Program No-Cost Extension Approval; Head Start Teacher Qualifications Waiver Approval; Domestic Violence Awareness Month Information (O.S. 5.9)

AA. 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*)

BB. Consideration, Discussion, and Vote to Adjourn

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