

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, November 14, 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.** Board Training: How to Interpret an Audit Report and Presentation of the 2022 LIFT CAA Audit (*Organizational Standards 5.7, 5.9 & 8.3*)
- D.** Consideration, Discussion, and Vote to Approve the 2022 LIFT CAA Audit (O.S. 8.1, 8.2 & 8.4)
- 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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.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 October 2023 Regular Meeting Minutes (OS 5.5)
- G.** Consideration, Discussion, and Vote to Approve September 2023 Financial Reports; Distribution of October 2023 Financials for December 2023 Consideration and Vote (O.S. 8.7)
- H.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$2,173,906**
 - 1. PY 2023 Department of Energy Weatherization Assistance Program Grant Application to Oklahoma Department of Commerce/Community Development - **\$273,906**
 - 2. HOME Investment Partnerships Program Grant Applications to Oklahoma Housing Finance Agency - **\$800,000** (*Rental New Construction: \$750,000 & Community Housing Development Organization Operating: \$50,000*)
 - 3. FY 2024 Healthy Start Initiative: Eliminating Disparities in Perinatal Health Grant Application to Health Resources and Services Administration - **\$1,100,000**
- I.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$2,029,404.74**
 - 1. Child Care Stabilization Grant Program Award (Year 3/Quarter 1, Early Learning Centers) from Choctaw Nation of Oklahoma - **\$11,000**
 - 2. Child and Adult Care Food Program Award (Head Start/Early Head Start) from Oklahoma Department of Education - **\$625,500**
 - 3. CACFP Award (ELC) from Oklahoma Department of Education - **\$142,300**
 - 4. CACFP Award from Oklahoma Department of Education - **\$1,248,004.74** (*Program Operations – \$168,004.74; Daycare Home Meal Reimbursement – Up to \$1,080,000*)
 - 5. Mentoring+ Project Subgrant Award (2019 Extension Increase) from Youth Collaboratory - **\$2,600** (*Total Awarded: \$51,600*)
- J.** Consideration, Discussion, and Vote to Approve Filing of LIFT CAA 2022 Form 990 and Oklahoma Tax Return (O.S. 8.6)

- K. Consideration, Discussion, and Vote to Approve LIFT CAA Organizational Conflict of Interest Policy and Procedures (*O.S. 7.1*)
- L. Consideration, Discussion, and Vote to Approve Submission of Teacher Qualifications Waiver Request for Jonna Reynolds to Office of Head Start
- M. Consideration, Discussion, and Vote to Approve Submission of FY 2024 Change in Scope – Enrollment Reduction Amendment Application for LIFT Head Start Program
- N. Consideration, Discussion, and Vote to Approve 2024 Agency-Wide Budget (*O.S. 8.9*)
- O. Consideration, Discussion, and Vote to Approve LIFT CAA to Act as Fiscal Agent for the Choctaw County Freestanding Multidisciplinary Team and Contract with Oklahoma Commission on Children and Youth (\$35,916.71 *Maximum Contract Total, Period: 1/1/2024–12/31/2024*)
- P. Consideration, Discussion, and Vote to Approve LIFT CAA to Act as Fiscal Agent for the Pushmataha County Freestanding Multidisciplinary Team and Contract with Oklahoma Comm. on Children and Youth (\$35,916.71 *Maximum Contract Total, Period: 1/1/2024–12/31/2024*)
- Q. Board Training/Programmatic Report: Update on ROMA Process, 2023 Community Action Plan with Logic Models/Results & 2023-25 Strategic Plan: Agency Program/Performance Evaluation, Success of Specific Strategies, Progress on Meeting Goals (*O.S. 4.2, 4.3, 4.4, 5.7, 5.9 & 6.5*)
- R. Board Training/Programmatic Report: Quarterly (July-September) and Year-to-Date Housing Production as Reported to NeighborWorks® America (*O.S. 5.7 & 5.9*)
- S. Board Training/Programmatic Report: HS/EHS/EHS-Child Care Program Information Reports (*O.S. 5.7 & 5.9*)
- T. Board Giving Report (*O.S. 5.7*)
- U. Policy Council Report (*O.S. 2.1 & 5.9*)
- V. Recognition of November 2023 Employee of the Month:
Kristy Priddy, Center Director – Early Head Start Program
- W. Recognition of Service Awards
Five Years: Gabrielle Brown, Caregiver – Early Head Start Program
Thirty Years: Johnna Yow, Program Director – Child and Adult Care Food Program
- X. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); NeighborWorks® America Board Resources Letter; YouthBuild Graduation Invitation (*O.S. 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: _____