

Board of Directors and/or Executive Committee Meeting
LIFT Community Action Agency, Inc.
Tuesday, December 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 Vickie Leathers as Appointed Representative for the Salvation Army, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- 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 12/31/2026*)
- E.** Consideration, Discussion, and Vote to Accept Debra Williams as Appointed Representative for Williams Drilling Company, a Private Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2026*)
- F.** Consideration, Discussion, and Vote to Accept Kristi Graham as Appointed Representative for the McCurtain County Board of Commissioners, a Public Entity on the LIFT CAA Board of Directors (*Entity to Expire 12/31/2024*)
- G.** Appointment of Mentor for New Board Member (*O.S. Standard 5.7*)
- H.** Finance/Audit/Loan Committee Report

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unless and except for any item which any one of the Board desires to have discussion about at the meeting or withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket.

- I.** Consideration, Discussion and Vote to Approve November 2023 Regular Meeting Minutes (*O. S. 5.5*)
- J.** Consideration, Discussion, and Vote to Approve October 2023 Financial Reports; Distribution of November 2023 Financials for January 2024 Consideration and Vote (*O.S. 8.7*)
- K.** Consider Submission of Resolutions/Grant Applications, Vote to Approve – **\$232,000**
 - 1. FY 2024 Expendable Grant Application to NeighborWorks America - **\$182,000**
 - 2. FY 2024 Capital Grant Application to NeighborWorks America - **\$50,000**
- L.** Consider Acceptance of Grants/Contracts/Awards, Vote to Approve – **\$2,531,377**
 - 1. Christmas Food Basket Donation from International Paper Valliant Mill - **\$1,000**
 - 2. PY2023 Department of Energy Weatherization Assistance Program Grant Award from the Oklahoma Department of Commerce/Community Development - **\$273,906**

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3. FY 2024 Head Start/Early Head Start Program Grant Award (New/Baseline) from Administration for Children and Families, Office of Head Start - **\$2,254,971**
 4. Round Up Change Program Donation (Court Appointed Special Advocates) from Kwik Chek/McCraw Oil Company Incorporated - \$1,500

- M. Consideration, Discussion, and Vote to Approve Submission of Teacher Qualifications Waiver Request for Lori Stiles to Office of Head Start
- N. Report on Agency-Wide Comprehensive Risk Assessment (*O.S. 4.6*)
- O. Board Training/Programmatic Report: Eligibility, Recruitment, Selection, Enrollment, and Attendance (*O.S. 5.7*)
- P. Board Training/Programmatic Report: Head Start/EHS/EHS-Child Care School Readiness/Child Outcomes Results for Fall 2023-2024 (*O.S. 5.7, 5.9*)
- Q. Board Training: 1) Open Meeting Act: 2) Open Records Act: 3) Role/Recording of the Board Minutes (*O.S. 5.7*)
- R. Policy Council Report (*O.S. 2.1 & 5.9*)
- S. Transportation Advisory Council Report (*O.S. 5.9*)
- T. 2023 Board Giving Report (*O.S. 5.7*)
- U. Recognition of December 2023 Employees of the Month:
 - Doris Long – Victims and Youth Services Program Director
 - Dianna (DeeDee) Atwood – Victims Services Coordinator
 - Tonya Finley – Safe Place Healing Hearts Too Program Coordinator
 - Branden Billy – Safe Place Healing Hearts Too Program Coordinator
- V. Recognition of 2023 Employees of the Year:
 - Ken McDaniel: Maintenance Technician--HS/EHS/EHS-CC Programs
 - Gary Teague Jr. Maintenance Technician--HS/EHS/EHS-CC Programs
- W. Other Reports/Announcements/Correspondence: HS/EHS/EHS-CC Monthly Reports (Program Summary, Communication and Guidance, Meals/Snack, Enrollment/Attendance, Data Analysis); (*O.S. 5.9*)
- X. 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*)
- Y. Consideration, Discussion, and Vote to Adjourn

Posted: _____ Date: _____ Time: _____